



Technical University in Zvolen

Organizational Directive

č. 3/2022

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

- A:** General criteria for the appointment of the positions of professors, associate professors and assistant professors and specific conditions for the appointment of the positions of professors, associate professors and assistant professors at the Faculty of Forestry of the Technical University in Zvolen
- B:** General criteria for the appointment of the positions of professors, associate professors and assistant professors and specific conditions for the appointment of the positions of professors, associate professors and assistant professors 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 and assistant professors and specific conditions for the appointment of the positions of professors, associate professors, assistant professors 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 and assistant professors and specific conditions for the appointment of the positions of professors, associate professors and assistant professors at the Faculty of Technology of the Technical University in Zvolen
- E:** General criteria for the appointment of assistant professors and the specific conditions for the appointment of assistant professors at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the Technical University in Zvolen

Zvolen 2022

Contents:

A: General criteria for the appointment of the positions of professors, associate professors and assistant professors and specific conditions for the appointment of the positions of professors, associate professors and assistant professors at the Faculty of Forestry of the Technical University in Zvolen	4
Annex A1 Self-evaluation of university teachers at the position of associate professor, professor, and assistant professor – field of study Forestry	13
Annex A2 Self-evaluation of university teachers at the position of associate professor, professor, and assistant professor – field of study Economics and Management.....	16
B: General criteria for the appointment of the positions of professors, associate professors and assistant professors and specific conditions for the appointment of the positions of professors, associate professors and assistant professors at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen	19
Annex B1 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor – field of study Wood Sciences and Technology.....	30
Annex B2 Self-evaluation of university teachers at the position of professor, associate professor, and assistant professor – field of study Economics and Management.....	33
Annex B3 Self-evaluation of university teachers at the position of professor, associate professor and assistant professor – field of study Safety and Security Sciences	36
Annex B4 Self-evaluation of university teachers at the position of professor, associate professor, and assistant professor – field of study Art.....	39
C: General criteria for the appointment of the positions of professors, associate professors, assistant professors and assistant and specific conditions for the appointment of the positions of professors, associate professors, assistant professors and assistant professors at the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen.....	42
Annex C1 Self-evaluation of university teachers at the position of professor, associate professor, assistant professor, and assistant/lecturer – field of study Ecological and Environmental Sciences50	
D: General criteria for the appointment of the positions of professors, associate professors and assistant professors and specific conditions for the appointment of the positions of professors, associate professors, and assistant professors at the Faculty of Technology of the Technical University in Zvolen	54
Annex D1 Self-evaluation of University Teachers at the Functional Position of Professor, Associate Professor, and Assistant Professor – Field of Study Mechanical Engineering	61
E: General criteria for the appointment of assistant professor positions and specific conditions for the appointment of assistant professor positions at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the Technical University in Zvolen	64
Annex E1 Self-evaluation of university teachers at the position of assistant professor – field of study Philology	69
Annex E2 Self-evaluation of university teachers at the position of assistant professor – field of study Sport Sciences.....	72

Effectiveness : by approval in AS TUZVO on: 08.12.2022

Organizational Directive

č. 3/2022

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

Common introductory 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 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 and Assistant Professors and Specific Conditions for the Appointment of the Positions of Professors, Associate Professors and Assistant Professors at the Faculty of Forestry of the TU in Zvolen, the Faculty of Wood Sciences and Technology of the TU in Zvolen, the Faculty of Ecology and Environmental Sciences of the TU in Zvolen, and the Faculty of Technology of the TU in Zvolen and General Criteria for appointment of the positions of assistant professors and specific conditions for appointment of the positions of assistant professors at the Institute of Foreign Languages and the Institute of Physical Education and Sport, which have been incorporated into the Organizational Directive No. 3/2022 (hereinafter referred to as 'General criteria and specific conditions for appointment of the academic positions').
- (2) The adoption of the new Organizational Directive No. 3/2022 General Criteria and Specific Conditions for Appointment of the Academic Positions of Professors and Associate Professors at the TU in Zvolen, the existing General criteria for appointment of professors and associate professors and specific conditions for appointment of professors and associate professors at the Faculty of Forestry at the TU in Zvolen, at the Faculty of Wood Sciences and Technology at the TU in Zvolen, at the Faculty of Ecology and Environmental Sciences at the TU in Zvolen and at the Faculty of Technology at the TU in Zvolen, which are in the Organizational Directive No. 11/2021 approved by the Scientific Board of the TUZVO on 14 December 2021, thus cancelling the entire Organizational Directive No. 11/2021.
- (3) The repeal of Organizational Directive No. 11/2021 and the adoption of new General Criteria and Specific Conditions for the Appointment of the Academic Positions in the form of Organizational Directive No. 3/2022 was required by the amendment to the Higher Education Act effective as of 25 April 2022.

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

č. R-10563/2022

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 "VR TUZVO"), on the proposal of the Scientific Board of the Faculty of Forestry of the Technical University in Zvolen (hereinafter referred to as the "VR LF"), approved the General criteria for the appointment of the positions of professors, associate professors and assistant professors and the specific conditions for the appointment of the positions of professors, associate professors and assistant professors at the Faculty of Forestry of the TU in Zvolen.

Article 1

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

- (1) The qualification prerequisite for appointing the position of professor is the continuous 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 continuous 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) 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 its 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 its ability to affect trends and concepts in the field of science and technology, the ability to conduct research and development activity and publish its

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 II or III degree and responsibility for the development and quality assurance of the field of habilitation and inauguration proceedings,
 - d) in terms of personality, his/her scientific recognition by the scientific and pedagogical community and evaluation of the teaching activity by students are evaluated.
- (5) In assessing a candidate for the position of associate professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, exercises, and seminars, evaluating students, supervising, and reviewing final theses, participation in commissions 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 its results in magazines, 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 I to III 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.
- (6) 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 degree II, in particular, conducting seminars and exercises, 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 higher education degree III, in particular, conducting lectures in selected chapters, conducting seminars and exercises, 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 activity, in particular participation in the research or development activity of the department and publication of its results in magazines and at scientific or professional events, and cooperation in the organisation of scientific events.

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

- (1) Specific conditions for appointing the positions of professors, associate professors and assistant professors are defined for the study fields of Forestry and Economics and Management at the Faculty of Forestry of the TU in Zvolen.
- (2) A candidate for the position of professor or associate professor consistently meets the currently valid minimum threshold values of the criteria for the commencement of 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 demonstrates 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) The candidate for the position of professor consistently meets the currently valid minimum threshold values of the criteria for the initiation of the inauguration proceeding and the specific conditions for appointing the position in the field of study Forestry or a related field of study:
 - a) has trained or is training at least one doctoral student in the study program in the III degree and supervised or supervises at least 1 thesis at I or II 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 on a patent or utility model,
 - c) demonstrated an increase by 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 secured subjects from the results of their own scientific and research work,
 - e) demonstrated the solution of at least one completed or one solved 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) The candidate for the position of associate professor consistently meets the current minimum threshold values of the criteria for the commencement of the habilitation proceeding and the specific conditions for appointing the position in the field of study Forestry or a related field of study:
 - a) has supervised or is supervising at least 2 theses in I or II 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 on a patent or utility model,
- c) showed 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 the solution of at least one completed or one solved 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 shall meet the specific conditions for appointing the position in the field of study Forestry or a related field of study:
- a) supervised or is supervising at least 1 thesis in I or II 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) The candidate for the position of professor consistently meets the currently valid minimum threshold values of the criteria for the initiation of the inauguration proceeding and the specific conditions for appointing a position in the field of study Economics and Management or a related field of study:
- a) trained or is training at least one doctoral student in a study programme in III degree and supervised at least 2 completed theses in I or II 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) showed 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 solved 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.
- (7) The candidate for the position of associate professor consistently meets the currently valid minimum threshold values of the criteria for the commencement of the habilitation proceeding and the specific conditions for appointing the position in the field of study Economics and Management or a related field of study:
- a) supervised at least 3 completed theses in I or II 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) showed 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 solved 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.
- (8) A candidate for an assistant professor position shall meet the specific conditions for appointing a position in the field of study Economics and Management or a related field of study:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded research or practice 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,
- (9) The condition for appointing the position of professor or associate professor is the continuous demonstration of the activities referred to in Article 1 of this Internal Regulation.
- (10) 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, on the basis of a selection procedure, hold the position of professor for a maximum of 5 years, with the exception of § 77 (6) of the Higher Education Act.
- (11) 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, on the basis of a selection procedure, hold the position of associate professor for a maximum of 5 years, with the exception of § 77 (6) of the Higher Education Act.
- (12) A university teacher who holds a second university degree and fulfils the specific conditions for appointing a position may, on the basis of a 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.
- (13) 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 associate professor, 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.

- (2) A university teachers who meet the criteria for tenure in the current calendar year shall have a subsequent self-evaluation after 5 calendar years.
- (3) A university teacher who does not meet the criteria for tenure in the current calendar year shall undergo a subsequent self-evaluation in the following 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 Forestry or in a related field of study at the position of associate professor, professor and assistant professor shall be evaluated according to Article 2 (3), (4) and (5) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of the Habilitation proceeding (HK) and the Inauguration proceeding (IK) in the field of study 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 associate professor, professor and assistant professor is evaluated according to Article 2 (6), (7) and (8) 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 A2.
- (8) Self-evaluation is the responsibility of the individual university teacher who indicates whether he or she meets the requirements for the position of assistant, associate professor, or professor.
- (9) The Head of Department shall comment on the evaluation report within 7 working days at the latest. The Head of 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 HK or IK, the Head of Department, in consultation with the Dean of the Faculty, will recommend that the

staff member apply for HK or IK. If the staff member does not meet the requirements for the post in which he/she is placed, the Head of Department shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of 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 measures proposed 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 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 pool of working time in relation to the size of their 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, exercises, seminars, major exercises, other practical exercises, 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, exercise 1.5, seminar 2, consultation of part-time, full-time and other studies 3, main exercises and other practical exercises 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, thesis supervisor 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.
- (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 and assistant professors and specific conditions for appointing the position of professors, associate professors and assistant professors at the Faculty of Forestry of the TU in Zvolen No. R-10563/2022 (hereinafter also referred to as "General criteria and specific conditions for appointing the positions at the Faculty of Forestry TU in Zvolen") have faculty scope.
- (2) Legal relations not specified in the General Criteria and Specific Conditions for the Appointment of Positions at the Faculty of Forestry of the 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 Appointment of Positions at the Faculty of Forestry of the Technical University in Zvolen is **Annex A1** Self-evaluation of University Teachers of the Technical University in Zvolen at the position of associate professor, professor and assistant professor – study field Forestry **and Annex A2** Self-evaluation of University Teachers of the Technical University in Zvolen at the position of associate professor, professor and assistant professor – study field Economics and Management.
- (4) General criteria for appointing the positions of professors, associate professors and assistant professors and specific conditions for appointing the positions of professors, associate professors and assistant professors at the Faculty of Forestry of the Technical University in Zvolen No. 10563/2022 were approved by the Scientific Board of the Technical University in Zvolen on 6 December 2022 and by the Academic Senate of the Technical University in Zvolen on 8 December 2022, in accordance with § 12 (1) (g) and (h) of the Higher Education Act, on the basis of the proposal of the Scientific Board of the Faculty of Forestry of the Technical University in Zvolen on 11 November 2022 and they entered into force and effect on this date.

- (5) The General criteria for appointment of positions of professors and associate professors and specific conditions for appointment of positions of professors and associate professors at the Faculty of Forestry of the Technical University in Zvolen No. R-12167/2021, which were discussed in the Scientific Board of the Faculty of Forestry on 28.10.2021 under point A and were part of the Organizational Directive No. 11/2021 and approved in the Scientific Board of the Technical University in Zvolen on 14 December 2021, 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 associate professor, professor, and assistant professor – 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 / assistant
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Forestry

II. Specific conditions for appointing positions in the field of study Forestry (OS No. 11/2021, point A, Article 2 (3), (4) and (5))				
Criterion	Assistant Professor	Associate Professor	Professor	Fulfilment
II.1 Number of PhD. students trained or in training	-	-	1	
II.2 Number of conducted or defended Bachelor theses in the 1st or 2nd degree of studies	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	-	15	30	
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 (HK) and inauguration (IK) proceedings in the field of study Forestry (OS No. 7/2021 point A)			
Criterion	HK	IK	Fulfilment
III.1 Pedagogical activity			
III.1a experience in years since obtaining the degree of PhD. (HK) or assoc. prof. (IK)	3	3	
III.1b script (min. author's share of 3 author 'sheets in each publication)	1	-	

III. 1c university textbook (min. author's share of 3 author 'sheets in each publication)	-	1	
III. 1d supervisors of defended final theses of I and II degree (can be replaced by theses according to III.1e)	10+5	5+10	
III. 1e supervisor of defended thesis III 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	
of 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	
z 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 post of assistant*/assistant professor */associate professor*/professor*			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 post currently occupied, /			

<p>- exceed* the requirements of the position currently occupied, I recommend that you apply for a HK/IK, / - 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 comment, / - I agree with the self-evaluation and the comments of the Head of Department,* / - I disagree* with the self-evaluation and/or the supervisor's statement.</p>			

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

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 A2 Self-evaluation of university teachers at the position of associate professor, professor, and assistant professor – 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 / assistant
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 posts in the field of study in Economics and Management (OS No. 11/2021, point A, Article 2 (6), (7) and (8))				
Criterion	Assistant Professor / Assistant	Associate Professor	Professor	Fulfillment
II.1 Number of PhD. students trained or in training	-	-	1	
II.2 Number of conducted or defended Bachelor theses in the 1st or 2nd degree of studies	-	3	2	
II.3 Co-authorship of WoS publications in Q1 or Q2 (can be replaced by a patent or utility model)	-	1	1	
II.4 Co-authorship of WoS or Scopus publications (for assistant professors this may be replaced by a patent or utility model)	1	1	1	
II.5 Number of citations in WoS or Scopus without self-citations and without citations with affiliation in SR	-	10	20	
II.6 Number of completed or ongoing basic or applied 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	HK	IK	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) I and II 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 Publication acknowledgements (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 department 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 post of assistant*/ assistant professor*/ associate professor*/ professor*			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 habilitation /inauguration proceeding, / - do not comply* with the requirements for the position currently occupied.			

Recommendations for improvement formulated after the personal interview are listed below.			
<u>IV.c 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 comments of the Head of Department,* / - I disagree* with the self-evaluation and/or the supervisor's statement.			

Proposal for measures to improve the fulfilment of the requirements for appointing 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 and assistant professors and specific conditions for the appointment of the positions of professors, associate professors and assistant professors at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen

č. R- 11444/2022

Introductory provision

On the basis of the provisions of § 12 (1) (g) and (h) of Act No 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "SC TUZVO"), on the proposal of the Scientific and Artistic Board of the Faculty of Wood Sciences and Technology (hereinafter referred to as the "VUR DF"), approved the General Criteria for Appointment of the Positions of Professors, Associate Professors and Assistant Professors and specific conditions for appointment of the positions of Professors, Associate Professors and Assistant Professors at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen

Article 1

**General criteria for appointment of positions
professors, associate professors and assistant professors**

- (1) The qualification prerequisite for appointing the position of professor is the continuous 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 continuous 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 university degree is a prerequisite for the position of assistant professor.
- (4) 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 its 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 its 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 its 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 II or III degree and responsibility for the development and quality assurance of the field of habilitation and inauguration proceedings,
 - d) in terms of personality, his/her scientific recognition by the artistic-pedagogical community and evaluation of the teaching activity by students are evaluated.
- (5) In assessing a candidate for the position of associate professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, exercises, and seminars, evaluating students, supervising, and reviewing final theses, participation in commissions 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 its results in magazines, 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 I to III 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.
- (6) 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 degree II, in particular conducting seminars and exercises, evaluating students and supervising, and reviewing final theses in the first 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 higher education degree III, in particular conducting lectures in selected chapters, conducting seminars and exercises, evaluating students and supervising, and reviewing final theses in 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 its results in magazines and at scientific, professional, or artistic events, and cooperation in the organisation of scientific events.

Article 2

Specific conditions for appointment of positions professors, associate professors and assistant professors

- (1) Specific conditions for appointing the positions of professors, associate professors and assistant professors 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.
- (2) A candidate for the position of professor or associate professor consistently meets the currently valid minimum threshold values of the criteria for the commencement of 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 demonstrates 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 subjects from the results of own scientific research or artistic work,
 - e) solution of scientific and educational projects or artistic and design research.
- (3) The candidate for the position of professor consistently meets the currently valid minimum threshold values of the criteria for the commencement of the inauguration proceeding and the specific conditions for appointing the position in the field of study Wood Sciences and Technology:
 - a) trained or is training at least one doctoral student in a study programme in the III degree and supervised at least 2 completed theses in the I or II 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) showed an increase of 10 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 investigation of at least one completed or one solved scientific research project of basic, applied or educational research, or the management of activities in projects from structural funds or the position of a researcher for the Technical University of a project from foreign sources.
- (4) The candidate for the position of associate professor consistently meets the current valid minimum threshold values of the criteria for the commencement of the habilitation proceeding and the specific conditions for appointing the position in the field of study Wood Sciences and Technology:
 - a) supervised at least 3 completed theses in I or II 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) showed an increase of 5 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 investigation of at least one completed or one solved 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 fulfils the specific requirements for appointing the position in the field of study Wood Sciences and Technology:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded research or practice 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) The candidate for the position of professor consistently meets the currently valid minimum threshold values of the criteria for the initiation of the inauguration proceeding and the specific conditions for appointing the position in the field of study Economics and Management:
- a) trained or is training at least one doctoral student in a study programme in the III degree and supervised at least 2 completed theses in the I or II 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) showed 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 investigation of at least one completed or one solved scientific research project of basic, applied or educational research, or the management of activities in projects from structural funds or the position of a researcher for the Technical University of a project from foreign sources.
- (7) The candidate for the position of associate professor consistently meets the current valid minimum threshold values of the criteria for the commencement of the habilitation proceeding and the specific conditions for appointing the position in the field of study Economics and Management:
- a) supervised at least 3 completed theses in the I or II 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) showed an increase of 10 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 investigation of at least one completed or one solved 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.
- (8) A candidate for the position of assistant professor fulfils the specific conditions for appointing a position in the field of study Economics and Management:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded research or practice 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,
- (9) The candidate for the position of professor consistently meets the currently valid minimum threshold values of the criteria for the initiation of the inauguration proceeding and the specific conditions for appointing the position in the field of study Safety and Security Sciences:
- a) trained or is training at least one doctoral student in the study programme in the III. degree of study in the field of Security Sciences and supervised at least 2 defended theses in the II degree of study,
 - b) demonstrated scientific activity, expressed by at least co-authorship of 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) showed an increase of 20 citations registered in Web of Science or Scopus without self-citations and without citations with TUZVO affiliation,
 - d) demonstrated innovation of the provided subjects from the results of own scientific research work,
 - e) demonstrated the investigation of at least one completed or one solved scientific research project of basic, applied or educational research, or the management of activities in projects from the ESIF or the position of the project investigator from foreign sources for the Technical University.
- (10) The candidate for the position of associate professor consistently meets the current valid minimum threshold values of the criteria for the initiation of the habilitation proceeding and the specific conditions for appointing the position in the field of study Safety and Security Sciences:
- a) led at least 3 defended final theses in the II degree of studies,
 - b) demonstrated scientific activity, expressed by at least co-authorship of 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) showed an increase of 10 citations registered in Web of Science or Scopus without self-citations and without citations with TUZVO affiliation,

- d) demonstrated innovation of the provided subjects from the results of own scientific research work,
 - e) demonstrated the investigation of at least one completed or one solved scientific research project of basic, applied or educational research, or the management of activities in projects from the ESIF or the position of the project investigator from foreign sources for the Technical University.
- (11) A candidate for the position of assistant professor shall meet the specific requirements for appointing the position in the field of study Safety and Security Sciences:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded research or practice 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.
- (12) The candidate for the position of professor consistently meets the currently applicable minimum threshold criteria for the initiation of the inauguration proceeding and the specific conditions for appointing the position in the field of study Art:
- a) trained or is training at least one doctoral student in a study programme in the III degree and supervised at least 2 completed theses in the I or II degree,
 - b) 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 a reasonable number of standard works. At least one artistic performance should have been presented at a reputable event (institution, gallery, exhibition, fair or conference),
 - c) showed an increase of 3 references about the author and his artistic and pedagogical activities published in exhibition catalogues or in professional journals, including electronic and audiovisual media, at home or abroad. The exhibited supervised design work of a student or a PhD student, where the name of the teacher who supervised the final work is published, is also accepted as a testimonial,
 - d) demonstrated innovation in the courses provided from the results of their own scientific research or artistic work,
 - e) demonstrated authorship/co-authorship of a protected design or designs intended for application in production or his/her own art and design research.
- (13) The candidate for the position of associate professor consistently meets the current minimum threshold criteria for the initiation of the habilitation proceeding and the specific conditions for appointing the position in the field of study Art:
- a) supervised at least 3 completed theses in the I or II degree of studies,
 - b) 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) 2 references about the author and his/her artistic and pedagogical activities published in exhibition catalogues or in professional journals, including electronic and audiovisual media, at home or abroad. The exhibited supervised design work of a student or a PhD student, where

- the name of the teacher who supervised the final work is published, is also accepted as a testimonial,
- d) demonstrated innovation in the courses provided from the results of their own scientific research or artistic work,
 - e) demonstrated authorship/co-authorship of a protected design or designs intended for application in production or his/her own art and design research.
- (14) A candidate for an assistant professor position meets the specific requirements for appointing the position in the field of study Art:
- a) completed or started doctoral studies in the field or a related field,
 - b) participation in at least one funded research or artistic project or project with practice,
 - 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 presentation 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.
- (15) The condition for appointing the position of professor or associate professor is the continuous demonstration of the activities referred to in Article 1 of this Internal Regulation.
- (16) 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, on the basis of a selection procedure, hold the position of professor for a maximum of 5 years, with the exception of § 77 (6) of the Higher Education Act.
- (17) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for habilitation proceedings in the field of study to which the position is linked or in a related field of study may, on the basis of a selection procedure, hold the position of associate professor for a maximum of 5 years, with the exception of § 77 (6) of the Higher Education Act.
- (18) A university teacher who holds a second university degree and fulfils the specific conditions for appointing a position may, on the basis of a 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 proceeding shall be additionally assessed.
- (19) The appointment of the positions of professors and associate professors is carried out according to the internal regulation "Principles of the selection procedure for the appointment of 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 associate professor, 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.

- (2) University teachers who meet the criteria for appointment in the current calendar year tenure-track position shall conduct a subsequent self-evaluation after 5 calendar years.
- (3) University teachers who do not meet the criteria for appointment in the current calendar year tenure-track position shall undergo a subsequent self-evaluation in the following 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 31.10. 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 TUZVO.
- (6) The self-evaluation of university teachers of TUZVO in the study field of Wood Sciences and Technology or in a related study field at the academic position of associate professor, professor and assistant professor shall be evaluated according to Article 2 (3), (4) and (5) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of Habilitation (HK) and Inauguration (IK) Proceedings in the study field of 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 field of study Economics and Management or related field of study at the functional position of associate professor, professor and assistant professor is evaluated according to Article 2 (6), (7) and (8) of this Directive and according to the Minimum Threshold Values of the 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 proceedings Economics and Management of Enterprise and for the field of habilitation and inauguration proceedings Branch and Cross-cutting 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 functional position of Associate Professor, Professor and Assistant Professor is evaluated according to Article 2 (9), (10) and (11) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of Habilitation (HK) and Inauguration (IK) proceedings in the field of study Safety and Security Sciences at the Faculty 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 TUZVO in the field of study Art or related field of study at the functional position of associate professor, professor and assistant professor is evaluated according to Article 2 (12), (13) and (14) of this Directive and according to the Minimum Threshold Values of the Criteria 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 assistant professor, associate professor, or professor.
- (11) The Head of Department shall comment on the evaluation report within 7 working days at the latest. The Head of Department 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 Unit will recommend that the staff member submits a request to the HC or IK. If the staff member does not meet the requirements for the position in which he is assigned, the Head of Establishment shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of Department shall inform the individual university teacher of his/her comments.
- (12) The Dean of the Faculty of Wood Sciences and Technology shall comment on the evaluation report within one month of the Head of Department's statement at the latest. 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 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 pool of working time in relation to the size of their 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, exercises, seminars, major exercises, other practical exercises, 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, exercise 1.5, seminar 2, consultation of external, internal and other studies 3, main exercises and other practical exercises 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, thesis supervisor 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 For 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 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 TUZVO for each calendar year per employee and faculty.

Article 4 **Final provisions**

- (1) General criteria for appointing the positions of professors, associate professors and assistant professors and specific conditions for appointing the positions of professors, associate professors and assistant professors at the Faculty of Wood Sciences and Technology of the TU in Zvolen No. R-11444/2022 (hereinafter also referred to as "General criteria and specific conditions for appointment of the positions of professors, associate professors and assistant professors at the Faculty of Wood Sciences and Technology of TU in Zvolen") are faculty-wide in 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 of the TU in Zvolen are subject to § 75 and § 77 as well as other provisions of the Higher Education Act, other generally binding legal regulations and the internal regulations of TUZVO.
- (3) An integral part of the General Criteria and Specific Conditions for Appointment of Positions at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen is **Annex B1** Self-evaluation of University Teachers of the Technical University in Zvolen at the position of Professor, Associate Professor and Assistant Professor – Study Field Wood Sciences and Technology, **Annex B2** Self-evaluation of University Teachers of the Technical University in Zvolen at the position of Professor, associate professor and assistant professor - field of study Economics and Management, **Annex B3** Self-evaluation of the TUZVO university teachers in the position of professor, associate professor and assistant professor – field of study Safety and Security Sciences and **Annex B4** Self-evaluation of the TUZVO university teachers in the position of professor, associate professor and assistant professor – field of study Art.
- (4) General criteria for appointing the positions of professors, associate professors and assistant professors and specific conditions for appointing the positions of professors, associate professors and assistant professors at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen No. R-11444/2022 were in the meaning of § 12 (1) (g) and (h) of the Higher Education Act on the basis of the proposal in the VUR of the Faculty of Wood Sciences and Technology on 10 November 2022, approved in the VR of TUZVO on 6.12.2022 and in the Academic Senate of TUZVO on 8 December 2022 and on this date they come into force and effect.
- (5) The General criteria for appointment of professors and associate professors and specific conditions for appointment of professors and associate professors at the Faculty of Wood Sciences and Technology of the Technical University in Zvolen No. R-12169/2021, which were discussed in the VUR DF TU in Zvolen on 11 November 2021 under point B and were part of the Organizational Directive No. 11/2021 and approved in the VR TUZVO on 14 December 2021, 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 – 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 / assistant / lecturer
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Wood Sciences and Technology

II. Specific conditions for appointing positions (OS No 11/2021, point B, Article 2 (3), (4) and (5))*				
Criterion	Assistant Professor	Associate Professor	Professor	Fulfillment
II.1 Number of people trained or being trained PhD students in the field of Wood Sciences and Technology	-	-	1	
II.2 Number of defended theses in I or II degree of study	-	3	2	
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 the protection of industrial property rights	0/1 1	1/1 2	1/1 2	
II.4 Number of citations in WoS or Scopus without self-citations and without citations with TUZVO affiliation	-	5	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 threshold values of the criteria for the initiation of habilitation (HK) and inauguration (IK) proceedings in the field of study Wood Sciences and Technology.**			
Criterion	HK	IK	Fulfillment
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) I and II degree	10	20	
III. 1e Conducting final theses (defended) III 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	
z 2a outputs in the last 3 years	1	2	
z 2a outputs in Q1 or Q2 according to JCR in the year of publication	2	4	
z 2a sum of author's shares	1	2	
of 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 from TUZVO affiliations	10	20	
III. 4 Project activity			
III. 4a Principal Investigator of the funded project (the Deputy 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 on the specifics of the department 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 assistant*/ assistant professor*/ associate professor*/ professor*			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 HK/IK, / - do not comply* with the requirements for the position			

currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
<u>IV.c 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 comments of the Head of Department,* / - I disagree* with the self-evaluation and/or the supervisor's statement.			

Proposal for measures to improve the fulfilment of the requirements for appointing 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 – 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 / assistant / lecturer
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 (OS No 11/2021, point B, Article 2 (6), (7) and (8))*				
Criterion	Assistant Professor / Assistant	Associate Professor	Professor	Fulfilment
II.1 Number of people trained or being trained PhD students in the field of Economics and Management	-	-	1	
II.2 Number of defended theses in I or II degree of study	-	3	2	
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 the protection of industrial property rights	0/1 1	1/1 -	1/1 -	
II.4 Number of citations in WoS or Scopus without self-citations and without citations with TUZVO affiliation	-	10	20	
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 Branch and Cross-sectional Economics.**

Criterion	HK	IK	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) I and II degree	10	20	
III.2 Research School/Projects			
III.2a Number of completed PhD students (completion / position-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 Publication acknowledgements (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 on the specifics of the HaI department 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 assessed

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 assistant*/ assistant professor*/ associate professor*/ professor*			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 for the position currently occupied, I recommend that you submit an application for HK/IK, / - do not comply* with the requirements for the position currently occupied.			

Recommendations for improvement formulated after the personal interview are listed below.			
<u>IV.c 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 comments of the Head of Department,* / - I disagree* with the self-evaluation and/or the supervisor's statement.			

Proposal for measures to improve the fulfilment of the requirements for appointing 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 – 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 / assistant / lecturer
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 (OS No 11/2021, point B, Article 2(9), (10) and (11))*				
Criterion	Assistant Professor	Associate Professor	Professor	Fulfilment
II.1 Number of people trained or being trained PhD students in the field of Safety and Security Sciences	-	-	1	
II.2 Number of defended theses in I or II degree of study	-	3	2	
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 the protection of industrial property rights	0/1 1	1/1 2	1/1 2	
II.4 Number of citations in WoS or Scopus without self-citations and without citations with TUZVO affiliation	-	5	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 threshold values of the criteria for the initiation of habilitation (HK) and inauguration (IK) proceedings in the field of study Safety and Security Sciences **.			
Criterion	HK	IK	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) I. and II. degree	10	20	
III. 1e Conducting final theses (defended) III. 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	
z 2a outputs in the last 3 years	1	2	
z 2a outputs in Q1 or Q2 according to JCR in the year of publication	2	4	
z 2a sum of author's shares	1	2	
of 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 from TUZVO affiliations	10	20	
III. 4 Project activity			
III. 4a Principal Investigator of the funded project (the Deputy 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 on the specifics of the Hal department 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 assessed

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*/ assistant professor*/ associate professor*/ professor*			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 HK/IK, / - do not comply* with the requirements for the position			

currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
<u>IV.c 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 comments of the Head of Department,* / - I disagree* with the self-evaluation and/or the supervisor's statement.			

Proposal for measures to improve the fulfilment of the requirements for appointing 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 – 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 / assistant / lecturer
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 (OS No 11/2021, point B, Article 2(12), (13) and (14))*				
Criterion	Assistant Professor	Associate Professor	Professor	Fulfillment
II.1 Number of people trained or being trained PhD students in the field of Art	-	-	1	
II.2 Number of defended thesis in I or II degree of study	-	3	2	
II.3 co-authorship of an excellent artistic output or major artistic outputs	1* 1*	1 1	1 2	
II.4 Number of responses published in catalogues or journals	-	2	3	
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, 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	HK	IK	Fulfillment
III.1 Pedagogical activity			
III. 1a Time interval (PhD. - assoc. prof; assoc. prof. - prof.) (years)	3	3	
III. 1b University textbooks - pcs/AH Or	-	1/3	

scripts and teaching texts - pcs/AH	1/3	2/3	
III. 1c Conducting final theses (defended) I. and II. 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			
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/position-dissertation	-	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 assistant*/ assistant professor*/ associate professor*/ professor*			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 HK/IK, / - 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 comments of the Head of Department,* /</p> <p>- I disagree* with the self-evaluation and/or the supervisor's statement.</p>			
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Proposal for measures to improve the fulfilment of the requirements for appointing 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 and assistant and specific conditions for the appointment of the positions of professors, associate professors, assistant professors and assistant professors at the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen

č. R-11445/2022

Introductory provisions

On the basis of the provisions 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 "Act on Higher Education"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "VR TUZVO"), on the proposal of the Scientific Board of the Faculty of Ecology and Environmental Sciences (hereinafter referred to as the "VR FEE"), approved the General criteria for appointing the positions of professors, associate professors, assistant professors and assistant and specific conditions for appointing the positions of professors, associate professors, assistant professors and assistant professors at the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen.

Article 1

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

- (1) The qualification prerequisite for appointing the position of professor is the continuous 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 continuous 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, the second or third university degree is a prerequisite for the position of assistant professor.
- (4) The second university degree is a prerequisite for the position of assistant professor.
- (5) 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 its 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 its 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 its 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 II or III degree and responsibility for the development and quality assurance of the field of habilitation and inauguration proceedings,
 - d) in terms of personality, his/her scientific recognition by the artistic-pedagogical community and evaluation of the teaching activity by students are evaluated.
- (6) In assessing a candidate for the position of associate professor, the following shall be evaluated:
- a) teaching activity, in particular conducting lectures, exercises, and seminars, evaluating students, supervising, and reviewing final theses, participation in commissions 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 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 its results in magazines, 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 I to III 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.
- (7) In assessing a candidate for the position of assistant professor, the following shall be evaluated:
- a) teaching activity, if he/she has a higher education degree II, in particular conducting seminars and exercises, assessing students and conducting and opposing final theses in the first stage of higher education, creating study materials, consulting students and providing excursions and professional practice for students and meeting the relevant conditions defined in Article 2 of this Regulation,
 - b) teaching activity, if the higher education degree is of the third degree, in particular the conducting of lectures in selected chapters, conducting seminars and exercises, assessment of students and conducting and opposing final theses in the first two degrees of higher education, examination at state examinations in the first degree, second degree and study programmes combining the first degree and the second degree, the development of study materials,

consultation for students and the provision of excursions and professional practice for students, and the fulfilment of the relevant conditions as defined in Article 2 of this Regulation,,

- c) scientific or artistic activity, in particular participation in the research, development or artistic activities of the establishment and the publication of the results thereof in journals and at scientific, professional, or artistic events and cooperation in the organisation of scientific events or artistic events and fulfilment of the relevant conditions defined in Article 2 of this Regulation.

(8) In assessing a candidate for the position of assistant, the following shall be evaluated:

- (a) teaching activity, in particular the conduct of practical training, the assessment of students, participation in the provision of other educational activities and participation in the development of study materials, and fulfilment of the relevant conditions defined in Article 2 of this Regulation,
- (b) scientific activity, in particular participation in the research and development activities of the establishment and the publication of the results thereof and participation in the organisation of scientific, professional, or artistic events and fulfilment of the relevant conditions defined in Article 2 of this Regulation.

Article 2

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

- (1) Specific conditions for appointing the positions of professors, associate professors, assistant professors and assistant professors are defined for the field of study Ecological and Environmental Sciences of TU in Zvolen.
- (2) A candidate for the position of professor or associate professor consistently meets the currently valid minimum threshold values of the criteria for the commencement of habilitation and inauguration proceedings for the position in the field of study to which he/she is attached or in a related field of study, and has demonstrated activities in the following areas over the last five years:
 - a) training of PhD. students and supervision of final theses,
 - b) publication activity,
 - c) responses to scientific work,
 - d) innovation of subjects from the results of own scientific research work,
 - e) solution of scientific and educational projects
- (3) The candidate for the position of professor consistently meets the currently applicable minimum threshold values of the criteria for the initiation of the inauguration proceeding in the field of study Ecological and Environmental Sciences or a related field of study and demonstrated activities in the following areas over the last five years:
 - a) supervised at least 4 PhD. or master or bachelor theses,

- b) demonstrated activity, expressed by at least co-authorship of 2 publications in the 1st or 2nd quartile according to Web of Science and co-authorship of 3 other Web of Science or Scopus publications or co-authorship of 2 patents or 2 utility models,
 - c) showed an increase of 30 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 scientific research project of basic, applied research or educational project in the position of a researcher, or activity researcher in projects from structural funds or project researcher from foreign sources for TU in Zvolen.
- (4) The candidate for the position of associate professor consistently meets the current minimum threshold values of the criteria for the initiation of the habilitation proceeding in the field of study Ecological and Environmental Sciences or a related field of study and demonstrates activities in the following areas over the last five years:
- a) supervised at least 2 master or bachelor theses,
 - b) demonstrated scientific activity, expressed by at least co-authorship of 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 recorded 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 investigation of at least one scientific research project of basic, applied research or educational project in the position of a researcher, or activity researcher in projects from structural funds or project researcher from foreign sources for the TU in Zvolen.
- (5) The applicant for the position of assistant professor shall meet the specific requirements for the position in the field of study Ecological and Environmental Sciences or a related field of study and shall have demonstrated activities in the following areas within the last five years:
- a) supervised at least 1 master or bachelor thesis,
 - 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 2 Web of Science or Scopus publications or co-authorship of 2 patents or 2 utility models,
 - c) showed an increase of 8 citations registered in Web of Science or Scopus without self-citations,
 - d) has demonstrated the investigation of at least one scientific research project of basic, applied research or educational project in the position of a researcher, or activity researcher in projects from structural funds or project researcher from foreign sources for TU in Zvolen.
- (6) The applicant for the assistant professor position shall meet the specific requirements for the position in the field of study of Ecological and Environmental Sciences or a related field of study and shall have demonstrated activities in the following areas within the last five years:
- a) demonstrated scientific activity, expressed by co-authorship of 1 Web of Science or Scopus publication
 - b) showed an increase of 4 citations registered in Web of Science or Scopus without self-citations,

- c) demonstrated the investigation of at least one scientific research project of basic, applied research or educational project in the position of a researcher, or activity researcher in projects from structural funds or project researcher from foreign sources for the TU in Zvolen.
- (7) A condition for appointing a position of professor or associate professor is the continuous demonstration of the activities referred to in Article 1 of this Internal Regulation and the demonstration of activities in all fields over the last five years.
- (8) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for the inauguration proceedings in the field of study to which the position is linked or in a related field of study may, on the basis of a selection procedure, hold the position of professor for a maximum of 5 years, with the exception of § 77 (6) of the Higher Education Act.
- (9) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for habilitation proceedings in the field of study to which the position is linked or in a related field of study may, on the basis of a selection procedure, hold the position of associate professor for a maximum of 5 years, with the exception of § 77 (6) of the Higher Education Act.
- (10) A university teacher who holds a second- or third-level university degree and fulfils the specific conditions for appointing positions may, following a selection procedure, serve as an assistant professor and assistant professor 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 associate professor, professor, assistant professor and assistant 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.
- (2) 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.
- (3) 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.

- (4) 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 academic position of associate professor, professor, assistant professor and assistant is evaluated according to Article 2 (3), (4) (5) and (6) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of Habilitation (HK) and Inauguration (IK) proceedings 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.
- (5) 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, associate professor, or professor.
- (6) The Head of Department shall comment on the evaluation report within 7 working days at the latest. The Head of Department 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 Department will recommend that the staff member submits a request to the HC or IK. If the staff member does not meet the requirements for the position in which he is assigned, the Head of Establishment shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of Department shall inform the individual university teacher of his/her comments.
- (7) The Dean of the Faculty of Ecology and Environmental Sciences shall comment on the evaluation report no later than one 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.
- (8) 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.
- (9) 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 pool of working time in relation to the size of their working time and the nature of the position they hold.
- (10) The teaching load of university teachers is defined by an annual workload of 1,600 hours per teaching staff member, with 45% for direct and indirect teaching, 45% for science and research and 10% for other activities. The recommended average weekly number of hours of direct teaching (lectures, consultations, exercises, seminars, major exercises, other practical exercises, 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.
- (11) Teaching load is determined by means of conversion coefficients per 1 hour of teaching by educational activity as follows: lecture and studio 3, exercise 1.5, seminar 2, consultation of external, internal and other studies 3, main exercises and other practical exercises 1.5.
- (12) The teaching load for semester, state and doctoral examinations is set at 1 hour per student.
- (13) Teaching load for other educational activities is determined as follows: course supervision 20 hours, supervision of a bachelor 30 hours, supervision of a graduate 60 hours, supervisor of a doctoral student 60 hours, supervisor of a specialist doctoral student 20 hours, supervisor of a thesis 20 hours for one thesis in the faculty round, supervisor of a seminar thesis 6 hours, teaching and consultation in the subject of doctoral studies for less than 10 students 30 hours. The admissions examination hours are prorated out of the total admissions hours to individual faculty members according to the proportion they contributed to the preparation of materials, supervision, correcting tests, judging artwork, etc.
- (14) 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 the Faculty.
- (15) The research workload is based on hourly capacities on research projects and publications.
- (16) The research load is evaluated in the University Information System and in the evaluation of the research activities of the faculties and TUZVO for each calendar year per employee and faculty.

Article 4 **Final provisions**

- (1) General criteria for appointing the positions of professors, associate professors, assistant professors and assistants and specific conditions for appointing the positions of professors, associate professors, assistant professors and assistants at the Faculty of Ecology and Environmental Sciences of the TU in Zvolen No. R-11445/2022 (hereinafter also referred to as

"General criteria and specific conditions for appointment of the positions at the Faculty of Ecology and Environmental Sciences of TU in Zvolen") have faculty-wide scope.

- (2) Legal relations not specified in the General Criteria and Specific Conditions for the appointment of Positions at the Faculty of Ecology and Environmental Sciences TU in Zvolen are subject to § 75 and § 77 as well as other provisions of the Higher Education Act, other generally binding legal regulations and the internal regulations of the TUZVO.
- (3) An integral part of the General Criteria and Specific Conditions for Appointment of Positions at the Faculty of Ecology and Environmental Sciences the of TU in Zvolen is **Annex C1** Self-evaluation of University Teachers of the Faculty of Ecology and Environmental Sciences the TU in Zvolen at the position of professor, associate professor, assistant professor, and assistant/lecturer – field of study Ecological and Environmental Sciences.
- (4) General criteria for appointing the positions of professors, assistant professors and assistant professors and specific conditions for appointing the positions of professors, assistant professors and assistant professors at the Faculty of Ecology and Environmental Sciences TU in Zvolen No. R-1445/2022 were approved by the Scientific Board of the Faculty of Ecology and Environmental on 10 November 2022, in accordance with § 12 (1) (g) and (h) of the Higher Education Act on the basis of a proposal of the Scientific Board of the Faculty of Ecology and Environmental Sciences on 10 November 2022, approved by the Scientific Board of the TUZVO on 6 December 2022 and in the Academic Senate on 8 December 2022, and on this date they come into force and effect.
- (5) The General criteria for appointment of professors and associate professors and specific conditions for appointment of professors and associate professors at the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen No.R-12170/2021, which were discussed in the the Faculty of Ecology and Environmental Sciences Scientific Board on 14 October 2021 under point C and were part of the Organizational Directive No. 11/2021 and approved by the Scientific Board of the TUZVO on 14 December 2021, 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, assistant professor, and assistant/lecturer – 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 / assistant / lecturer
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Ecological and Environmental Sciences

II. Specific conditions for appointing positions (OS No 11/2021, point C, Article 2(3), (4), (5) and (6))					
Criterion	Assistant / Lecturer	Assistant Professor / Assistant	Associate Professor	Professor	Fulfilment
II.1 Number of trained or school-trained PhD students in the field of Ecological and Environmental Sciences					
II.2 Number of defended theses in the second degree of studies	-	1 ^a	2 ^a	4 ^a	
II.3 Number of defended theses in the first degree of studies					
II.4 Co-authorship of WoS publications Q1 and Q2	-	1	2	2	
II.5 Co-authorship of WoS and Scopus publications or patents and utility models	1	2	2	3	
II.6 Number of citations in WoS or Scopus without self-citations - increase	4	8	15	30	
II.7. Researcher of a basic or applied research project or an educational project or researcher of an activity in projects from structural funds or researcher of a project from foreign sources	1 ^b	1 ^b	1 ^b	1 ^b	

a - number of theses (doctoral or diploma or bachelor)

b - number

III. Minimum threshold values of the criteria for the initiation of habilitation (HK) and inauguration (IK) proceedings in the field of study Ecological and Environmental Sciences (OS No. 7/2021, point C)			
Criterion	HK	IK	Fulfilment
III.1 Pedagogical activity			
III.1a experience in years since obtaining the degree of PhD. (HK) or Assoc. Prof. (IK) ^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 supervisors of defended final theses of I and II degree (can be replaced by theses according to III.1e) ^e	10/5	10/10	
III. 1e supervisor of defended theses of III degree/doctoral candidates 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 papers in ISI indexed 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/including publications registered in Web of Science	30/15	60/30	
III.4 Project activity			
III.4a international project leader or coordinator of an international project for a university in the Slovak Republic or the head of a scientific research project or the head of a an educational or structural funds project or the deputy scientific research project leader or Project Investigator ^{h,i, j, k}	1,5	3	

a - educational activity for at least 3 years prior to 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 graduated bachelors can be replaced by the education of graduated diploma holders, the education of

graduate students can be replaced by graduate doctoral students, and the education of doctoral students after the dissertation examination can be replaced by the education of graduate 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 for 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 - deputy head of a completed scientific research project, head of a completed educational project or activity of a completed project from the Structural Funds shall be 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

As of today, I confirm that I have:

1. an 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 in Zvolen.

IV. Evaluation			
	First Name, Last Name, Titles	Signature	Date
<p>IV.a <u>Self-evaluation of the evaluated person:</u> During the evaluation period I fulfil the requirements for the position of assistant*/ assistant professor*/ associate professor*/ professor*</p>			Dd/mm/yyyy
<p>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 HK/IK, / - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.</p>			
<p>IV.c <u>Statement of the Dean/Rector:</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 comments of the Head of Department,* / - I disagree* with the self-evaluation and/or the supervisor's statement.			
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Proposal for measures to improve the fulfilment of the requirements for appointing the position:
xxxx

Dd/mm/yyyy

signature of the evaluated

signature of the Head of the Department

Reason for Dean's/Rector's disapproval: xxxx

Dd/mm/yyyy

Proposal for final action by the Dean/Rector: xxxx

signature of the evaluated

signature of Head of the Department

signature of the Dean/Rector

* Delete those that do not fit

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

č. R-11446/2022

Introductory provisions

On the basis of § 12 (1) (g) and (h) of Act No. 131/2002 Coll. on Higher Education and on the amendment of and Amendments to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "VR TUZVO"), on the proposal of the Scientific Board of the Faculty of Technology of the Technical University in Zvolen (hereinafter referred to as the "VR FT"), approved the General Criteria for the Appointment of of the Positions of Professors, Associate Professors and Assistant Professors and the Specific Conditions for the Appointment of the Positions of Professors, Associate Professors and Assistant Professors of the Faculty of Technology of the Technical University in Zvolen.

Article 1

General criteria for appointment of positions of professors, associate professors, and assistant professors

- (1) The qualification for appointing the position of professor is the continuous 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 continuous 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-degree university degree is a prerequisite for the position of assistant professor.
- (4) 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 its 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 its 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 its 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 II or III degree and responsibility for the development and quality assurance of the field of habilitation and inauguration proceedings,
- d) in terms of personality, his/her scientific recognition by the artistic-pedagogical community and evaluation of the teaching activity by students are evaluated.

(5) In assessing a candidate for the position of associate professor, the following shall be evaluated:

- a) teaching activity, in particular conducting lectures, exercises, and seminars, evaluating students, supervising, and reviewing final theses, participation in commissions 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 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 its results in magazines, 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 I to III 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.

(6) In assessing a candidate for the position of assistant professor, the following shall be evaluated:

- a) teaching activity, if the student has a higher education degree II, in particular conducting seminars and tutorials, assessing students and conducting and opposing final theses in the first stage of higher education, creating study materials, consulting for students and arranging excursions and professional practice for students,
- b) teaching activity, if the student has a higher education degree III, in particular conducting lectures in selected chapters, conducting seminars and tutorials, assessing students and conducting and opposing final theses in the first two degrees of higher education, examinations at state examinations in the first degree, second degree and study programmes combining the first degree and second degree, creating study materials, consulting for students and arranging excursions and professional practice for students,
- c) scientific or artistic activities, in particular participation in the research, development or artistic activities of the department and publication of its results in journals and at scientific, professional or artistic events, and cooperation in the organisation of scientific or artistic events.

Article 2
Specific conditions for appointment of positions of
professors, associate professors, and assistant professors

- (1) Specific conditions for appointing the positions of professors, associate professors and assistant professors are defined for the field of study Mechanical Engineering at the Faculty of Technology of TU in Zvolen.
- (2) A candidate for the position of professor or associate professor consistently meets the currently valid minimum threshold values of the criteria for the initiation of habilitation and inauguration proceedings for the position in the field of study to which he/she is attached or in a related field of study, and demonstrates 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 subjects from the results of own scientific-research or artistic work,
 - e) investigation of scientific and educational projects or artistic and design research.
- (3) A candidate for the position of professor shall consistently meet the currently valid minimum threshold values of the criteria for the initiation of habilitation and inauguration proceedings for the appointment of a position in the field of study of engineering or a related field of study:
 - a) trained or is training at least one doctoral student in a study programme in the III degree and supervised at least 2 completed theses in the I or II degree,
 - b) demonstrated 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 outputs registered as Web of Science, SCOPUS, patent or utility model,
 - c) showed an increase of 10 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 investigation of at least one completed or one solved scientific research project of basic or applied research or educational project in the position of a researcher or activity solver in projects from structural funds or a project solver for the Technical University of a project from foreign sources.
- (4) A candidate for the position of associate professor shall consistently meet the currently valid minimum threshold values of the criteria for the commencement of habilitation and inauguration proceedings for the appointment of a position in the field of study of Mechanical Engineering or a related field of study:
 - a) supervised at least 3 completed theses in I or II 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 output registered as Web of Science, SCOPUS, patent or utility model,
 - c) showed 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 investigation of at least one completed or one solved scientific research project of basic or applied research or educational project in the position of a researcher or investigator in projects from structural funds or a project investigator for the Technical University of a project from foreign sources.
- (5) A candidate for the position of assistant professor shall meet the specific requirements for appointing the position in the field of study Mechanical Engineering or a related field of study:
- a) supervised or was a consultant of at least 1 defended thesis in the first degree of studies,
 - b) demonstrated scientific activity, expressed by at least co-authorship of 1 Web of Science or Scopus publication or co-authorship of 1 patent or 1 utility model.
- (6) The condition for appointing the position of professor or associate professor is the continuous demonstration of the activities referred to in Article 1 of this Internal Regulation.
- (7) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for the inauguration proceedings in the field of study to which the position is linked or in a related field of study may, on the basis of a selection procedure, hold the position of professor for a maximum of 5 years, with the exception of § 77 (6) of the Higher Education Act.
- (8) A university teacher who consistently fulfils the currently valid minimum threshold values of the criteria for habilitation proceeding in the field of study to which the position is linked or in a related field of study may, on the basis of a selection procedure, hold the position of associate professor for a maximum of 5 years, with the exception of § 77 (6) of the Higher Education Act.
- (9) A university teacher who has a second university degree and fulfils the specific conditions for appointing a position may, on the basis of a 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 proceeding shall be additionally assessed.
- (10) The appointment of the positions of professors and associate professors is carried out according to the internal regulation "Principles of the selection procedure for appointment of 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 associate professor, 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.

- (2) 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.
- (3) 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.
- (4) 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 functional position of associate professor, professor and assistant professor is evaluated according to Article 2 (3), (4) and (5) of this Directive and according to the Minimum Threshold Values of the Criteria for the Commencement of the Habilitation proceeding (HK) and the Inauguration proceeding (IK) 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.
- (5) Self-evaluation is the responsibility of the individual university teacher who indicates whether he or she meets the requirements for the position of assistant, associate, or full professor.
- (6) The Head of Department shall comment on the evaluation report within 7 working days at the latest. The Head of Department 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 Unit will recommend that the staff member submits a request to the HC or IK. If the staff member does not meet the requirements for the position in which he is assigned, the Head of Establishment shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of Department shall inform the individual university teacher of his/her comments.
- (7) The Dean of the Faculty of Technology shall comment on the evaluation report no later than one 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.
- (8) 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.
- (9) 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 pool of working time in relation to the size of their working time and the nature of the position they hold.

- (10) The teaching load of university teachers is defined by an annual workload of 1,600 hours per teaching staff member, with 45% for direct and indirect teaching, 45% for science and research and 10% for other activities. The recommended average weekly number of hours of direct teaching (lectures, consultations, exercises, seminars, major exercises, other practical exercises, 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.
- (11) Teaching load is determined by means of conversion coefficients per 1 hour of teaching by educational activity as follows: lecture and studio 3, exercise 1.5, seminar 2, consultation of external, internal and other studies 3, main exercises and other practical exercises 1.5.
- (12) The teaching load for semester, state and doctoral examinations is set at 1 hour per student.
- (13) 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, thesis supervisor 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 For 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.
- (14) 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.
- (15) The research workload is based on hourly capacities on research projects and publications.
- (16) The research load is evaluated in the University Information System and in the evaluation of the research activities of the faculties and TUZVO for each calendar year per employee and faculty.

Article 4
Final provisions

- (1) The General Criteria for Appointment of the Positions of Professors, Associate Professors and Assistant Professors and the Specific Conditions for Appointment the Positions of Professors, Associate Professors and Assistant Professors at the Faculty of Technology TU in Zvolen No. R-11446/2022 (hereinafter also referred to as the "General Criteria and Specific Conditions for Appointment the Positions of Professors at the Faculty of Technology TU in Zvolen") have faculty-wide scope.
- (2) Legal relations not specified in the General Criteria and Specific Conditions for the Appointmnet of the Faculty of Technology of the TU in Zvolen positions 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 TUZVO.
- (3) An integral part of the General Criteria and Specific Conditions for Appointment of Positions at the Faculty of Technology of the Technical University in Zvolen is **Annex D1** Self-evaluation of University Teachers of the Technical University in Zvolen at the position of professor, associate professor and assistant professor - field of study Mechanical Engineering.
- (4) General criteria for appoining the positions of professors, associate professors and assistant professors and specific conditions for appointing the positions of professors, associate professors and assistant professors at the Faculty of Technology of the TU in Zvolen No. R-11446/2022 were approved by the TUZVO Scientific Board on 6 December 2022 and by the Academic Senate on 8 December 2022 on the basis of the proposal of the Faculty of Technology on 14 November 2022 in accordance with § 12 (1) (g) and (h) of the Act on Higher Education and on this date it enters into force and effect.
- (5) The General Criteria for the Appointment of the Positions of Professors and Associate Professors and the Specific Conditions for the Appointment of the Positions of Professors and Associate Professors at the Faculty of Technology TU in Zvolen No. 12171/2021 under point D and were part of the Organizational Directive No. 11/2021 and approved by the TUZVO Scientific Board on 14 December 2021 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 Functional Position of Professor, Associate Professor, and Assistant Professor – 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 / assistant / lecturer
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Mechanical Engineering

II. Specific conditions for appointing positions (OS No 11/2021, point D, Article 2(3), (4) and (5))				
Criterion	Assistant Professor / Assistant	Associate Professor	Professor	Fulfillment
II.1 Number of PhD. students trained or being trained in Mechanical Engineering	-	-	1	
II.2 Number of defended theses in the I or II degree of studies at the position of thesis supervisor	-	3	2	
II.3 Number of defended theses in the I degree of studies at the position of thesis supervisor or consultant	1	-	-	
II.4 Co-authorship of WoS publications Q1 and Q2	-	1	2	
II.5 Co-authorship of WoS and Scopus publications or patents and utility models	1	1	2	
II.6 Number of citations in WoS or Scopus without self-citations	-	5	10	
II.7 Number of completed or ongoing basic or applied research or educational projects	-	1	1	

III. Minimum threshold values of the criteria for the commencement of the habilitation proceeding (HK) and the inauguration proceeding (IK) in the field of study Mechanical Engineering (OS No. 7/2021 point E)			
Criterion	HK	IK	Fulfillment
III.1 Pedagogical activity			
III.1a experience in years since obtaining the degree of PhD. (HK) or Assoc. Prof. (IK)	3	3	

III.1b script (min. author's share of 3 AH in each publication)	1	1	
III. 1c university textbook (min. author's share of 3 author's sheets in each publication)	-	1	
III. 1d supervisors of defended final theses of I and II degree (can be replaced by theses according to III.1e)	10/5	10/10	
III. 1e supervisor of defended thesis III. Degree/doctoral candidates after the dissertation examination	-	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 works 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 authors' 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 responsible investigator of a completed agency scientific research project of basic or applied research and development or educational project (the deputy responsible investigator can be counted a maximum of twice with a value of 0.5)	1	2	

As of today, I confirm that I have:

1. an 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 in Zvolen.

IV. Evaluation			
	First Name, Last Name, Titles	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*/ assistant professor*/ associate professor*/ professor*			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 HK/IK, / - 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/Rector:</u> - I agree* with the self-evaluation and the Head of Department's statement without comment, / - I agree with the self-evaluation and the comments of the Head of Department,* / - I disagree* with the self-evaluation and/or the supervisor's statement.</p>			

Proposal for measures to improve the fulfilment of the requirements for appointing the position:
xxxx

Dd/mm/yyyy

signature of the evaluated

signature of the Head of the Department

Reason for Dean's/Rector's disapproval: xxxx

Dd/mm/yyyy

Proposal for final action by the Dean/Rector: xxxx

signature of the evaluated

signature of Head of the Department

signature of the Dean/Rector

* Delete those that do not fit

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

č. R-11447/2022

Introductory provisions

On the basis of § 12 (1) (g) and (h) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education"), the Scientific Board of the Technical University in Zvolen (hereinafter referred to as the "VR TUZVO") approved the General Criteria for the Appointment of Assistant Professors' Positions and the Specific Conditions for the Appointment of Assistant Professors' Positions 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 appointment of assistant professor's positions

- (1) Depending on the specific content of the work tasks, a second or third university degree is a prerequisite for the position of assistant professor.
- (2) In assessing a candidate for the position of assistant professor, the following shall be evaluated:
 - a) teaching activity, if the student has a higher education degree II, in particular conducting seminars and tutorials, assessing students and conducting and opposing final theses in the first degree of higher education, creating study materials, consulting for students, and arranging excursions and professional practice for students,
 - b) teaching activity, if the student has a higher education degree III, in particular conducting lectures in selected chapters, conducting seminars and tutorials, assessing students and conducting and opposing final theses in the first two degrees of higher education, examinations at state examinations in the first degree, second degree and study programmes combining the first degree and second degree, creating study materials, consulting for students and arranging excursions and professional practice for students,
 - c) scientific or artistic activities, in particular participation in the research, development or artistic activities of the department and publication of its results in journals and at scientific, professional, or artistic events, and cooperation in the organisation of scientific or artistic events.

Article 2

Specific conditions for the appointment of assistant professors

- (1) Specific conditions for appointing the positions of assistant professors 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.

- (2) A candidate for an assistant professor position shall meet the specific requirements for appointing a position in Philology or a related field of study and for appointing a position in Sport Science or a related field of study:
 - a) written at least 3 reviews, project reports, expert opinions or thesis/qualification reports.
 - 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 completing 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 university teacher who has a second university degree and fulfils the specific conditions for appointing a position may, on the basis of a selection procedure, hold the position of assistant professor for a maximum of 5 years. In the case of an assistant professor, the degree of fulfilment of the criteria for initiating the habilitation procedure shall be assessed additionally.
- (4) The appointment of assistant professors' positions is carried out according to the internal regulation "Principles of the selection procedure for appointing university teachers' positions, research staff positions, professors' and associate professors' positions and senior staff positions 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 associate professor, 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.
- (2) 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.
- (3) 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 is evaluated according to Article 2 (2) 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.
- (4) 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 is evaluated according to Article 2 (2) of this Directive and according to the Minimum Criteria for the Degree of Associate Professor and the

Degree of Professor at the Faculty of Physical Education and Sport of Comenius University in Bratislava. The self-evaluation report of these university teachers is in Annex E2.

- (5) Self-evaluation is the responsibility of the individual university teacher who indicates whether he or she meets the requirements for the position of assistant or associate professor.
- (6) The Head of the Institute shall comment on the evaluation report within 7 working days at the latest. The Head of the Institute shall assess the fulfilment of the criteria in three ways: in compliance, exceeding or not in compliance. If the staff member exceeds the fulfilment of the criteria, the Head of Unit shall recommend that the staff member submit a request to the HC. If the staff member does not meet the requirements for the position in which he is classified, the Head of Establishment shall, after a personal interview, make recommendations in writing for improvement in meeting the requirements. The Head of Department shall inform the individual university teacher of his/her comments.
- (7) The Rector of the TU in Zvolen shall comment on the evaluation report no later than within one month from the statement of the head of the department. The Rector has three options: agrees without comments, agrees with comments or disagrees. If the Rector agrees with the comments made in the report or disagrees with the self-evaluation or with the opinion of the Head of Department, he/she shall state the reason in the report and propose measures. If the staff member does not continue to fulfil the requirements for the position in which he or she is appointed for a period of three years, the Rector shall propose that the staff member be reassigned to an appropriate position. The Rector shall inform the Head of the Institute and the individual university teacher of his/her opinion. The Rector shall be responsible for ensuring that the measures proposed are complied with.
- (8) Documents from the self-evaluation of university teachers are archived at the Rector's Office, Department of Science and Research for at least 5 years.
- (9) 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 pool of working time in relation to the size of their working time and the nature of the position they hold.
- (10) The teaching load of university teachers is defined by an annual workload of 1,600 hours per teaching staff member, with 45% for direct and indirect teaching, 45% for science and research

and 10% for other activities. The recommended average weekly number of hours of direct teaching (lectures, consultations, exercises, seminars, major exercises, other practical exercises, 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.

- (11) Teaching load is determined by means of conversion coefficients per 1 hour of teaching by educational activity as follows: lecture and studio 3, exercise 1.5, seminar 2, consultation of external, internal and other studies 3, main exercises and other practical exercises 1.5.
- (12) The teaching load for semester, state and doctoral examinations is set at 1 hour per student.
- (13) Teaching load for other educational activities is determined as follows: course supervision 20 hours, supervision of a bachelor 30 hours, supervision of a diploma student 60 hours, supervisor of a doctoral student 60 hours, supervisor of a specialist doctoral student 20 hours, supervisor of a thesis 20 hours for one thesis in the faculty round, supervisor of a seminar thesis 6 hours, teaching and consultation in the subject of doctoral studies for less than 10 students 30 hours, teaching and consultation of the students of the University of the Third Age 30 hours. The admissions examination hours are prorated out of the total admissions hours to individual teachers according to the proportion they have contributed to the preparation of materials, supervision, correcting tests, judging artwork, etc.
- (14) 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 management of theses by the pedagogical staff of the Institute of Foreign languages and the Institute of Physical Education and Sport at an external workplace is taken into account in the pedagogical load in the UIS of the TUZVO.
- (15) The research workload is based on hourly capacities on research projects and publications.
- (16) The research load is evaluated in the University Information System and in the evaluation of the scientific 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 and specific conditions for appointing the positions of assistant professors at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the Technical University in Zvolen No. R-11447/2022 (hereinafter also referred to as "General criteria and specific conditions for appointment of the positions at the Institute of Physical Education and Sport of the Technical University in Zvolen") are of 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 of the TU in Zvolen are subject to § 75 and § 77 as well as other provisions of the Higher Education Act, other generally binding legal regulations and the internal regulations of the TUZVO.
- (3) An integral part of the General Criteria and Specific Conditions for Appointment of the Positions at the Institute of Foreign Languages and the Institute of Physical Education and Sport of the Technical University in Zvolen is **Annex E1** Self-evaluation of University Teachers of the TUZVO at the position of Assistant Professor - Study Field Philology and **Annex E2** Self-evaluation of University Teachers of the TUZVO at the position of Assistant Professor - Study Field Sport Sciences.
- (4) General criteria for appointing the positions of assistant professors and specific conditions for appointing the 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 were approved by the TUZVO Scientific Board of Higher Education on 6 December 2022 and approved by the Academic Senate of the TUZVO on 8 December 2022 in accordance with § 75 and § 77 of the Higher Education Act, and come into force and effect on this date.

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

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

Annex E1 Self-evaluation of university teachers at the position of assistant professor – 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 / assistant / lecturer
I.7 E-mail address	xxx@tuzvo.sk
I.7 Hyperlink to the Register of University Staff	
I.8 Main field of study	Philology

II. Specific conditions for appointing positions (OS No 11/2021, point E, Article 2(2))		
Criterion	Assistant Professors / Assistant	Fulfilment
II.1 Number of reviews, project reports, expertise, or thesis/qualification reports	3	
II.2 Authorship/co-authorship of original scientific outputs	5	
from II.2 scientific output in WoS category or Scopus 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	HK	IK	Fulfilment
III.1 Pedagogical activity			
III.1a experience in years since obtaining the degree of PhD. (HK) or Assoc. Prof. (IK)	3	3	
III.1b successful management of final theses	5	10	
III.2 Publication activity			
III.2a Synthesising scientific work (scientific monograph) that represents a scientific contribution in the field of study	1	2	
III.2b College textbook, script, teaching texts, e-learning forms of preparation in the 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	
z III.2c publications abroad in a 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 testimonials, without reviews	15	40	
z 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 the field of study (completed/position-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 an assistant*/assistant professor*			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 for the position currently occupied, I recommend that you apply for a HK / - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
IV.c Rector's Statement:			

<p>- I agree* with the self-evaluation and the Head of Department's statement without comment, / - I agree with the self-evaluation and the comments of the Head of the Institute,* / - I disagree* with the self-evaluation and/or the supervisor's statement.</p>			
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Proposal for measures to improve the fulfilment of the requirements for appointing the position:
xxxx

Dd/mm/yyyy

signature of the evaluated

signature of the Head of the Department

Reason for Rector's disapproval: xxxx

Dd/mm/yyyy

Proposal for final action by the Rector: xxxx

signature of the evaluated

signature of Head of the Department

signature of the Rector

* Delete those that do not fit

Annex E2 Self-evaluation of university teachers at the position of assistant professor – 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 / assistant / lecturer
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 (OS No 11/2021, point E, Article 2(2))		
Criterion	Assistant Professor / Assistant	Fulfilment
II.1 Number of reviews, project appraisals, expertise, or opinions theses/qualifications	3	
II.2 Authorship/co-authorship of original scientific outputs in publications	5	
z 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	HK	IK	Fulfilment
III.1 Educational activities and development of study materials			
III.1a experience in years since obtaining the degree of PhD. (HK) or Assoc. Prof. (IK)	3	3	
III. 1b theses defended under the supervision of the candidate	10	20	
III. 1c University textbook or textbook, scripts (author share)	6 AH	9 AH	
III. 1d Professional works of pedagogical and methodological character	10	-	
III. 2 Research activities			
III. 2a Scientific monograph	1	2	

III. 2b Scientific papers /of which /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/position-dissertation)	-	1/1	
III. 4b Successfully completed research projects	2	4	
from III. 4b in the case of doc. 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 an assistant*/assistant professor *			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 for the position currently occupied, I recommend that you apply for a HK / - do not comply* with the requirements for the position currently occupied. Recommendations for improvement formulated after the personal interview are listed below.			
IV.c Rector's Statement: - I agree* with the self-evaluation and the Head of Department's statement without comment , / - I agree with the self-evaluation and the comments of the Head of Institute,* /			

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

Dd/mm/yyyy

signature of the evaluated

signature of the Head of the Department

Reason for Rector's disapproval: xxxx

Dd/mm/yyyy

Proposal for final action by the Rector: xxxx

signature of the evaluated

signature of Head of the Department

signature of the Rector

* Delete those that do not fit