

Appendix of the School of Economics and Business (SEB) to the *CRITERIA FOR APPOINTMENT TO THE TITLES OF UNIVERSITY TEACHER, RESEARCHER AND ASSOCIATE AT THE UNIVERSITY OF LJUBLJANA* on 25 Oct 2011, with Amendments (Criteria)

For the purposes of this appendix, the terms referring to persons, written in male grammatical form, are used as neutral for both women and men.

1. Interpretation of Article 42 and 50 of the Criteria - III. group of journals

The list of the 3rd group journals (journals substituting SSCI, SCI, AHCI) of Article 42 and 50 of the Criteria, which according to their quality and international recognition are comparable to the journals indexed in SSCI, SCI and AHCI in individual habilitation fields for which the SEB is central (based on the decision of the 9th regular session of the SEB Senate of 30 May 2016 and of the 20th regular session of the SEB Senate of 29 June 2017):

For the list of journals from the 3rd group (journals substituting SSCI, SCI, AHCI) of Article 42 and 50 of the Criteria that, in the opinion of the profession in terms of quality and international recognition, are comparable to the journals indexed in SSCI, SCI and AHCI, in individual habilitation fields for which the SEB is central, the SEB uses an internationally established classification or AJG list, which is evaluated and issued by the Chartered Association of Business Schools, a leading UK Business School Association. A journal ranked on the AJG list (and not indexed at the same time with the SSCI/SCI/AHCI) is regarded as a journal that is in terms of quality and international recognition comparable to the journals indexed in SSCI/SCI/AHCI. The list is independent from the SEB. The list contains journals that are relevant to the development of science in habilitation fields covered by the SEB. The AJG list valid at the time of publication of the article or the acceptance of the article for publication should be considered if it has not yet been published at the time of submission of the application.

The SEB for all habilitation fields, which are central at the SEB, recognizes the journal *Economic and Business Review* (ISSN: 1580-0466, indexed in IBSS and EconLit) as a journal that is in terms of quality and international recognition comparable to the journals indexed in SSCI/SCI/AHCI. The journal has an international editorial board and an international editor.

The SEB for the habilitation field of statistics recognizes the journal *Metodološki zvezki - Advances in Methodology and Statistics* (ISSN 1854-0031, indexed in Scopus) as a journal that is in terms of quality and international recognition comparable to the journals indexed in SSCI/SCI/AHCI. The journal has an international editorial board.

2. Interpretation of Article 50 of the Criteria - Classification of journals into groups

The provision on interdisciplinarity of journals from groups I - IV from Article 50 of the Criteria between different habilitation fields.

In the case of interdisciplinarity, the SEB recognizes the equivalence of publications from various habilitation fields that are central to the SEB for all publications from groups I - IV of Article 50 of the Criteria.

Group IV (other reviewed journals) of Article 50 of the Criteria (pursuant to the decision of the SEB Senate's 18th regular session on 23 May 2011):

The 4th group of Article 50 of the Criteria includes journals that are run in the bases of ECONLIT, Emerald, Cabell's or other equivalent bases.

Group V (other journals) of Article 50 of the Criteria (pursuant to the decision of the SEB Senate's 18th regular session on 23 May 2011):

The SEB explicitly states that articles published in the 5th group of journals (other journals) from Article 50 of the Criteria are not considered to be works of international importance.

3. Interpretation of Articles 42 of the Criteria - International Publishing Houses

Publishing houses from a certified list of publishers:

The certified list of publishers is subject to the list of international publishing houses used by SICRIS for the categorization of scientific publications and is published by the ARRS.

4. Interpretation of Articles 56, 61 and 67 of the Criteria – Special quantitative conditions

Special quantitative conditions for appointment to the title of full professor and scientific councilor (Article 56 of the Criteria):

At least 5 (out of the 14 required) articles referred to in the second indent of the first paragraph of Article 56 of the Criteria must be published in an SSCI or SCI indexed journal with $IF > 0$ and *cannot be replaced* by articles published in SSCI or SCI indexed journals without impact factor, in journals from the list of journals comparable to the journals indexed in SSCI/SCI/AHCI (i.e. journals from the 3rd group of the Criteria), scientific monographs, parts of scientific monographs or university textbooks. Out of these 5 articles, at least 2 articles should be published from the date of submission of the application for the first appointment to the current title.

Special quantitative conditions for appointment to the title of associate professor and senior research fellow (Article 61 of the Criteria):

At least 3 (out of the 7 required) articles referred to in the second indent of the first paragraph of Article 61 of the Criteria must be published in an SSCI or SCI indexed journal with $IF > 0$ and *cannot be replaced* by articles published in SSCI or SCI indexed journals without impact factor, in journals from the list of journals comparable to the journals indexed in SSCI/SCI/AHCI (i. e. journals from the 3rd group of the Criteria), scientific monographs, parts of scientific monographs or university textbooks. Out of these 3 articles, at least 1 article should be published from the date of submission of the application for the first appointment to the current title.

Special quantitative conditions for appointment to the title of assistant professor or research fellow (Article 67 of the Criteria):

At least 1 (out of the 3 required) articles referred to in the second indent of the first paragraph of Article 67 of the Criteria must be published in an SSCI or SCI indexed journal with $IF > 0$ and *cannot be replaced* by articles published in SSCI or SCI indexed journals without impact factor, in journals from the list of journals comparable to the journals indexed in SSCI/SCI/AHCI (i. e. journals from the 3rd group of the Criteria), scientific monographs or parts of scientific monographs.

5. Interpretation of Articles 56, 61 and 67 of the Criteria - Works in the Slovenian language

Works in the Slovenian language:

The works in the Slovenian language in the articles in question include works in the field of scientific research (group 1 in the points system) and study material (group 3.1).

6. Interpretation of Article 43 of the Criteria - First and leading authorship

First and leading authorship (pursuant to the decision of the SEB Senate's session on 28 Sept. 2009):

The SEB refers to Article 38 of the Criteria for first and leading authorship. First and leading authorship or the author's relevant contribution is, in the habilitation fields that are central to the SEB in the international scientific research field, not always shown in the way provided by the Criteria, but it is often used to classify the authors alphabetically, or the principle of equivalence of all co-authors is considered.

In these cases, the rapporteurs must check and report on this in their reports, whether the individual contribution for the relevant works is appropriate according to the quantitative conditions for the appointment and according to the candidate's contribution in the requested habilitation field.

7. Interpretation of Article 45 of the Criteria – Elements of Pedagogical Qualification

Request for pedagogical training (pursuant to the decisions of the SEB Senate's sessions on 18 April 2005 and on 28 September 2009):

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For each appointment to the title of a higher education associate assistant, a junior expert, a senior expert or an instructor, the candidate must take part in education in the field of higher education didactics and related subjects within a minimum of 6 hours from his last appointment. This is not necessary for the first appointment to one of the titles of a higher education associate.

For each appointment to the title of a higher education teacher, the candidate must attend education in the field of higher education didactics and related subjects within a minimum of 6 hours from his last appointment. A candidate who is for the first time subject to the appointment to one of the titles of a senior lecturer in higher education, an assistant professor, an associate professor or a full professor must demonstrate participation in such training in a total of at least 24 hours, of which at least 6 hours from his last appointment.

Participation in these training courses is demonstrated by a certificate from the SEB Centre for quality assurance and learning (SLK) or related institutions.

8. Interpretation of Article 50 of the Criteria - Student assessment scoring

An average assessment in the upper 10% on the scale at a member institution:

The candidate is entitled to scoring in the Student Assessment category, average assessment in the upper 10% on the scale at a member institution (section 3.5 of the Points System), if he achieves in at least one course per year an average assessment of 4.6 or more.

This is valid from the academic year 2016/17 onwards, prior to this academic year the limit value was 4.5.

9. Interpretation of Article 47 of the Criteria - Indicators of international recognition

In terms of international recognition indicators, the SEB considers the list of Indicators of International Recognition agreed in the field of social sciences as follows:



a) The required number of points arising from international recognition:

for an appointment to an associate professor and a senior research fellow	10 pts
for an appointment to a full professor and a research counsellor	20 pts

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b) Indicators of international recognition and their quantitative values in points:

Citation in the 1st group of journals	3
Citation in the 2nd group of journals	2
Citation in the 3rd group of journals	1
Citation in an international monograph	2
Citation in a part of an international monograph	1
Citation in the proceedings of an international scientific conference	0.5
Citation in an international university textbook	up to 2
Review of the candidate's monograph in an international publication	up to 1
Review of the candidate's part of a monograph in an international publication	up to 1
Reviewer for journals from groups I, II and III	up to 0.5
Invited lectures at international scientific meetings	up to 1
Leading or participating in organizational committees of international scientific conferences	up to 2
Leading or participating in organizational committees of international symposia	up to 1
Editor of international scientific journals	up to 2
Membership in editorial boards of international scientific journals	up to 1
Editor of international monographs	up to 2
Membership in the governing bodies of international scientific organizations (president, vice-president, secretary-general)	up to 2
Honorary titles in international organizations	up to 2
Membership in academies of science and art	up to 10
International awards and decorations	up to 5
Appearance in international national libraries and galleries (excerpt from the list of foreign national libraries and galleries)	up to 2
Course convenor in international undergraduate or graduate programs (implemented)	1
Course co-convenor of a course in international undergraduate or graduate programs (implemented)	0.5
Pedagogical cooperation in the performance of undergraduate or graduate study programs at foreign universities.	up to 1
Participation in doctoral commissions (defense) at foreign universities	up to 1
Expert cooperation with international organizations	up to 2
Leading or participating in international jury	up to 2
Leading or participating in an international project	up to 3

A candidate for a full professor who has more than 10 quotes on WoS, or the candidate for an associate professor who has more than 5 quotes on WoS meets the minimum requirement, regardless of the number of points of international recognition in this list.

10. Interpretation of Article 50 of the Criteria – The Points System

		Number of works		Points	
		In total	In the last period*	In total	In the last period*
1.	SCIENTIFIC AND RESEARCH ACTIVITY				
1.0	Exceptional achievement according to Article 80 of the Criteria				
1.1.	Articles with peer review Domestic and foreign journals with peer reviews, international exchange and a summary in a foreign language				
1.1.1	Group I (the upper 5% of the quoted journals in individual fields)				
1.1.2	Group II (SSCI, SCI, AHCI)				
1.1.3	Group III (journals substituting SSCI, SCI, AHCI)				
1.1.4	Group IV (other reviewed journals)				
1.1.5	Group V (other journals)				
1.2.1	Monograph (foreign)				
1.2.2	Monograph (domestic)				
1.3.1	Part of a monograph (foreign)				
1.3.2	Part of a monograph (domestic)				
1.4.	Invited and published plenary lecture:				
1.4.1	- at domestic scientific conferences				
1.4.2	- at international scientific conferences				
1.5.	Published session lecture:				
1.5.1	- at domestic scientific conferences				
1.5.2	- at international scientific conferences				
1.6	Documented and published papers at scientific symposia and scientific seminars				
1.6.1	- domestic				
1.6.2.	- international				
1.7	Reviews published in the form of an article				

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3.	PEDAGOGICAL ACTIVITY				
3.1	Text books				
3.1.1	University text book with peer review				
3.1.2	New, supplemented edition				
3.1.3	Other non-university reviewed text books				
3.1.3.1	- study aid (also video lectures)				
3.1.3.2	- study aid (in written or electronic format)				
3.2	International projects in the development of study program curricula, pedagogical methods, etc.				
3.3	Certified pedagogical activity at a foreign university				
3.4	Mentorship (co-mentorship is awarded half the points)				
3.4.1	- for bachelor's degree papers (university) or 2nd Bologna cycle				
3.4.2	- for final papers (higher education) or 1st Bologna cycle				
3.4.3	- for student research papers				
3.4.4	- for student art papers				
3.4.5	- for national classifications at a demanding selection				
3.4.6	for international classifications following a demanding selection				
3.4.7	- for Prešeren Awards (Faculty)				
3.4.8	- for Prešeren Awards (University)				
3.4.9	for master's degrees under the programs before the introduction of the Bologna programs				
3.4.10	- for doctoral degrees				
3.5	Student assessment, average assessment in the upper 10% on the scale at a member institution, the assessment is considered for a maximum of one course per year				
3.6	Student award for pedagogical work (awards defined by the member institutions by way of special rules)				
3.7	Organization of summer school, seminar, competition				
3.7.1	- with predominantly foreign participation				
3.7.2	- with predominantly domestic participation				
3.8	Participation in an organized pedagogical training (at the university level or in an international context) - with a certificate				

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4.	PROFESSIONAL ACTIVITY				
4.1	Popular science book				
4.1.1	- at home				
4.1.2	- abroad				
4.2	Editor or co-editor of a journal, book, conference proceedings				
4.2.1	- domestic				
4.2.2	- foreign				
4.3	Professional articles or computer program				
4.4	Published presentations, reports and expert reports				
4.5	Popular professional articles				
4.6	Patents, (co-)authorship of a taken-over or free invention				
4.7	Co-creation of a top-level sporting achievement				
4.8	Other documented professional activity selected at the discretion of expert commissions				

*For the first appointment to the title, this is the period from the date of submission of the application for the first appointment to the current title or this is the entire period if the candidate has not yet been awarded the title. For re-appointment, this period shall be from the date of submission of the application for the last appointment.

In Ljubljana, on 9 September 2019

Metka Tekavčič, PhD, Full Professor
 SEB Dean and President of the SEB Senate