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Appendix of the School of Economics and Business (SEB) to the *CRITERIA FOR APPOINTMENT TO THE TITLES OF UNIVERSITY TEACHERS, RESEARCHERS AND ASSOCIATES 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 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 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.

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When replacing articles with Economic and Business Review (ISSN: 1580-0466, indexed in IBSS and EconLit) or Advances in Methodology and Statistics (ISSN 1854-0031, indexed in Scopus), it is considered that with these two journals a candidate can replace a maximum of two required articles, of which a maximum of one with an article published in a special issue of the mentioned journals.

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):

Group IV 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

For the School of Economics and Business, it is extremely important to ensure the development of the domestic profession, including the development of field professional and scientific terminology. In the light of this, we encourage publications in the Slovene language, insofar as they correspond to comparable international publications in terms of content and quality.

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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. Up to 3 (out of 14 required) articles from the second indent of the first paragraph of Article 56 of the Criteria may be published in the Slovene language, insofar as it is a publication comparable in quality to the corresponding international publication.

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. Up to 2 (out of 7 required) articles from the second indent of the first paragraph of Article 61 of the Criteria may be published in the Slovene language, insofar as it is a publication comparable in quality to the corresponding international publication.

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. Up to 1 (out of 3 required) articles from the second indent of the first paragraph of Article 67 of the Criteria may be published in the Slovene language, insofar as it is a publication comparable in quality to the corresponding international publication.

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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):

For each appointment to the title of university associates teaching assistant, senior specialist adviser, specialist adviser or skills 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. A candidate who has already been elected to a teaching title for another field and is being elected in a new field shall be recognized as having completed training for the purpose of being elected in the first field.

For each appointment to the title of university teachers 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 instructor, 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.

A candidate chooses training from the catalog of prescribed contents, or equivalents. The substantive adequacy of the contents of the education is checked by the commission. Participation in these training courses is demonstrated by a certificate from the SEB Centre for quality assurance and learning (SLK) or related institutions.

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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

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.

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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.	**ACADEMIC RESEARCH ACTIVITY**				
1.0	Outstanding achievements in accordance with Article 48 of the Criteria				
1.1.	Peer-reviewed articles National and international peer-reviewed journals with international exchange and an abstract in a foreign language				
1.1.1	Group I (the top 5% of the most cited journals from individual fields; if there are 20 or fewer journals in a given field, the journals ranked first or second on the list are included in this group)				
1.1.2	Group II (SSCI, SCI, AHCI)				
1.1.3	Group III (journals substituting SSCI, SCI, AHCI)				
1.1.4	Group IV (other peer-reviewed journals)				
1.1.5	Group V (other journals)				
1.2	**Monographs**				
1.2.1	Monograph (international)				
1.2.2	Monograph (Slovenian)				
1.3	**Monograph chapters**				
1.3.1	Monograph chapter (international)				
1.3.2	Monograph chapter (Slovenian)				
1.4.	**Invited and published plenary paper**				
1.4.1	- at Slovenian academic conferences				
1.4.2	- at international academic conferences				
1.5.	**Invited and published section papers**				
1.5.1	- at Slovenian academic conferences				
1.5.2	- at international academic conferences				
1.6	**Documented published papers from academic symposiums and seminars**				
1.6.1	- Slovenian				
1.6.2.	- international				

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1.7	**Reviews published in the form of an article**				
1.8	**Inventions and new plant varieties**				
1.8.1	Patent with full substantive examination granted by the EPO, USPTO, JPO or PCT/WIPO				
1.8.2	Patent with full substantive examination, except for patents granted by the EPO, USPTO, JPO or PCT/WIPO				
1.8.3	Plant-breeding right awarded for a new plant variety				

3.	**TEACHING ACTIVITY**				
3.1	**Textbooks**				
3.1.1	Peer-reviewed university textbook				
3.1.2	New, revised edition				
3.1.3	Other peer-reviewed non-university textbooks				
3.1.4	Teaching aids and materials (in paper or electronic format)				
3.2	**International projects for developing academic programme curricula, teaching methods, etc.**				
3.3	**Certified teaching activity at a foreign university**				
3.4	**Supervision (co-supervision is awarded half the number of points)**				
3.4.1	- bachelor's theses (pre-Bologna system) or master's theses (Bologna system)				
3.4.2	- first-cycle final papers (pre-Bologna system) or bachelor's theses (Bologna system)				
3.4.3	- student research papers				
3.4.4	- student art projects				
3.4.5	- national rankings in highly competitive contests				
3.4.6	- international rankings in highly competitive contests				
3.4.7	- works that received a Faculty Prešeren Award				
3.4.8	- works that received a University Prešeren Award				
3.4.9	- master's theses (pre-Bologna system)				
3.4.10	- doctoral dissertations				
3.5	Student grade, with an average grade in the top 10% of the grading scale at a member institution; a maximum of one subject is taken into account per year				
3.6	Student award for teaching (awards are defined by member institutions through specific guidelines)				
3.7	**Organisation of summer schools, seminars, competitions**				
3.7.1	- with predominantly international participants				

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3.7.2	- with predominantly Slovenian participants				
3.8	**Participation in organised teacher training (at university level or in an international context), with proof of participation**				

4.	**PROFESSIONAL ACTIVITY**				
4.1	**Popular science book**				
4.1.1	- published in Slovenia				
4.1.2	- published abroad				
4.2	Editor or co-editor of a journal, book or conference proceedings				
4.2.1	- Slovenian				
4.2.2	- international				
4.3	**Technical article or computer program**				
4.4	**Published presentations, reports and expert papers**				
4.5	**General-interest articles**				
4.6	**Knowledge transfer to the wider community**				
4.6.1	Mentorship for start-ups that develop innovative products and services				
4.6.2	Managing R&D (commercial) projects commissioned by commercial entities				
4.6.3	Knowledge transfer (a sold or licensed patent, patent application, plant-breeding right and/or expertise and experience), in which the candidate for appointment to a title is involved via a contract concluded between the UL and a company in accordance with Articles 18 and 19 of the Rules on the Management of Industrial Property Rights at the University of Ljubljana				
4.6.4	Project-based cooperation through innovative products and services at private or public educational, cultural, art, health, humanitarian or government institutions				
4.7	**Involvement in a top sporting achievement**				
4.7.1	European championship medal				
4.7.2	World championship medal				
4.7.3	Olympic medal				
4.8	**Other documented professional activity at the discretion of expert committees**				

*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 December 20 2021

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

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