

On its constitutional session on the 25th of July 2014 and on the 23th of February 2016, the Senat of Fizioterapevtika on the basis of 8th paragraph of the 55th article of the Law of Higher Education (Official Gazzete of RS, number 119/06 – officially consolidated text, 59/07 - Zštip, 15/08 – decision US, 64/08,86/09 and 62/10 – ZUJPS) in compliance with the Minimum standards for the appointment of higher education teachers, researchers and faculty assistants at higher education institutions, appointed by the council of Nacional Agency for Quality in Higher Education of Republic of Slovenia (UL RS 95/10), accepts the following

**RULES FOR THE APPOINTMENT OF HIGHER EDUCATION TEACHERS,
RESEARCHERS AND FACULTY ASSISTANTS OF FIZIOTERAPEVTIKA
(consolidated text)**

I. CONTENT AND PURPOSE

Article 1
(purpose)

With this act Fizioterapevtika sets out the minimum standards or conditions for appointments to the position of higher education teachers, researchers and faculty assistants at higher education institutions.

Article 2
(responsible authority)

Candidates are elected into titles by the senat of Fizioterapevtika in compliance with the regulations of the Statute of Fizioterapevtika and these standards.

II. TITLES

Article 3
(titles)

Educational work, scholarly research work and professional work is performed by higher education teachers, researchers and faculty assistants.

TITLES OF HIGHER EDUCATION TEACHERS:

- full professor,
- associate professor,
- assistant professor
- lector (language teacher);

for professional higher education programmes, also:

- senior lecturer,
- lecturer.

RESEARCHER TITLES:

- research counsellor,
- senior research fellow,
- research fellow.

FACULTY ASSISTANT TITLES:

- assistant,

- librarian,
- expert adviser,
- senior expert,
- junior expert,
- instructor.

a. Duration of the appointment

Article 4 (duration of the appointment)

Higher education teachers and researchers, with the exception of full professors and research counsellors, are appointed to a position for a period of five years (hereinafter: appointment period).

They may be reappointed to the same position for the same appointment period under conditions for reappointment.

Assistants are appointed for a period of three years.

Appointments to the rank of full professor and research fellow are permanent.

b. Relationship between pedagogical and research titles

Article 5 (relationship between pedagogical and research titles)

A researcher may be appointed higher education teacher if he/she meets the condition of pedagogical qualification for appointment to the corresponding title.

Subject to the condition set out in the first paragraph, a research counsellor may be appointed full professor, a senior research fellow may be appointed associate professor and a research fellow may be appointed assistant professor. In such cases, the pedagogical title shall be held until the expiry of the research title on the basis of which appointment as higher education teacher came about.

Article 6 (fields of appointment)

Candidates may be appointed to positions for the fields defined by the Appendix 1, titled "Appendix 1: Fields of appointment for higher education teachers, researchers and faculty assistants at fizioterapevtika".

A candidate may be appointed to a position for one or more fields.

III. MINIMUM STANDARDS FOR APPOINTMENT

A. Basic minimum standards for appointment

Article 7
(cumulative meeting of minimum standards)

A candidate for appointment to a position at a higher education institution must cumulatively meet basic, general and special minimum standards for appointment to the position.

Article 8
(basic minimum standards)

Basic minimum standards for appointment to a position are the conditions which every candidate for appointment to the position must meet.

Article 9
(basic minimum standards for appointment to a position)

Basic minimum standards for appointment to a position are:

- a suitable education or suitable academic or professional title,
- qualification for professional
- pedagogical qualification,
- the positive assessment of the majority of rapporteurs on the qualification of the candidate,
- active knowledge of at least one widely spoken foreign language.

Pedagogical qualification does not have to be demonstrated by candidates for appointment to the positions of researcher, research counsellor, expert adviser, senior expert, junior expert, librarian and assistant on first appointment.

Article 10
(demonstration of qualification)

A candidate shall demonstrate qualification for professional work through documented publications of scholarly and professional works, documented research and professional achievements, documented participation in scholarly or professional projects, patents granted and other documented achievements considered a proof of originality and quality within a given field.

Article 11
(demonstration of pedagogical qualification)

Pedagogical qualification shall be demonstrated in the case of first appointment to the position of higher education teacher by means of a probationary lecture.

In every appointment of a member of higher education teachers or faculty assistant to a higher position or reappointment to a position currently held, the candidate must submit an opinion of the student council based on the results of a student survey or other instruments for verifying pedagogical work.

Article 12

(demonstration of active knowledge of a widely spoken foreign language)

Active knowledge of a widely spoken foreign language shall be demonstrated by means of proof from an institution competent to issue certificates of this kind or by an internationally recognised certificate of knowledge of a specific language.

A candidate for appointment to a position who has received a bachelor's degree, master's degree or doctoral degree from a foreign university after following a programme conducted in a widely spoken foreign language and who has written a degree thesis, master's thesis or doctoral dissertation in that language shall not be required to submit proofs of active knowledge of a widely spoken foreign language.

Knowledge of a widely spoken foreign language shall only be demonstrated in the case of first appointment to a position.

B. General minimum standards for appointment

Article 13

(general minimum standards for appointment)

General minimum standards are formal conditions which must be met by a candidate for appointment to a specific position in addition to basic minimum standards.

Appointment to the position(s) of:

1. full professor, associate professor, assistant professor, research counsellor, senior research fellow and research fellow shall be open to candidates holding a doctoral degree (PhD);
2. full professor, associate professor and assistant professor in an artistic field shall be open to candidates who have created recognised works of art and at least a second-cycle qualification;
3. foreign language lecturer in non-language courses shall be open to candidates with five years of relevant practical experience and at least a second-cycle qualification;
4. lecturer for subjects in which the focus is on special professional knowledge shall be open to candidates with five years of successful professional practical work and at least a second-cycle qualification;

5. lector shall be open to candidates with a second-cycle qualification and three years of teaching experience;
6. assistant shall be open to candidates with at least a second-cycle qualification and an average grade during the course of at least 'very good' (8);
7. expert adviser shall be open to candidates with at least a second-cycle qualification and 15 years of relevant practical experience in a field related to the field of the appointment;
8. senior expert shall be open to candidates with at least a second-cycle qualification and 10 years of relevant practical experience in a field related to the field of the appointment;
9. junior expert shall be open to candidates with at least a second-cycle qualification and two years of relevant practical experience in a field related to the field of the appointment;
10. librarian shall be open to candidates with at least a second-cycle qualification, three years of relevant practical experience and a proven ability to work autonomously.
11. instructor shall be open to candidates with at least a first-cycle qualification and five years of relevant practical experience in a field related to the field of the appointment.

a. Elements of qualification for the field of appointment

Article 14
(substantive elements)

Substantive elements for the assessment of qualification for the field of appointment are:

- success at resolving scholarly, research/development or professional problems;
- activity in an international context;
- work experience in a professional environment, etc.

Article 15
(qualification for appointment)

Qualification in the field of appointment shall be demonstrated by:

- relevant bibliography in the field for which the candidate wishes to be appointed,
- proofs of successful collaboration in the international arena,
- demonstrable citations in scholarly literature, and
- positive appraisals of rapporteurs.

Article 16
(publication of works)

The candidate's works must be published or presented in a manner recognised by the discipline for the purposes of achieving recognition in the domestic and international expert public in the field for which the candidate wishes to be appointed.

The candidate may substitute works of international importance with works that are important for the identity and culture of the nation or state in the fields of the appointment, where appearances in the international arena are not possible or not appropriate as a measure of quality. These areas shall be adopted by the senate of Fizioterapevtika.

Article 17
(international publicity)

The candidate shall demonstrate the international publicity of his or her work in particular by means of the following indicators of international publicity:

- demonstrable citations in scholarly literature,
- invitations to lecture at international scholarly meetings,
- membership in editorial boards of international journals,
- membership in foreign academies,
- lectureship in international undergraduate or postgraduate programmes, and
- pedagogical cooperation in the provision of undergraduate or postgraduate study programmes at foreign universities.

The list of indicators of international publicity and their quantitative value for individual areas shall be adopted by the senate of Fizioterapevtika.

Article 18
(type of publication)

Publication with international publicity shall mean a text published in a widely spoken foreign language in a journal indexed in the SSCI or the SCI with $IF > 0$ and the AHCI, or in journals which in the opinion of the discipline are comparable to these journals in terms of quality and international publicity. The list of these journals shall be adopted by the senate of fizioterapevtika. The list is Apendix III and part of these rules.

Article 19
(authorship)

First or lead authorship is evident from the order in which the authors are cited; where this is not evident, co-authors must write a statement indicating who the lead author is.

In fields in which first or lead authorship does not exist (e.g. where authors are classified alphabetically), first or lead authorship shall not be taken into consideration.

b. Elements of pedagogical qualification

Article 20
(assessment of pedagogical qualification)

Elements for the assessment of the pedagogical qualification of a candidate for appointment to a position are:

- comprehensibility and systematic nature of lectures, exercises, seminars, consultations and tests;
- successful mentoring of bachelor's degrees, specialisations, master's degrees, doctorates, lifelong learning and other postgraduate education, mentoring exchange students and mentoring student research;
- attitude towards students;
- motivation for scholarly, artistic, pedagogical and professional work;
- preparation, professional, pedagogical and methodical or didactic value of teaching aids, study materials and textbooks;
- development of laboratories or other specialised units supporting the pedagogical process;
- proven pedagogical training under general pedagogical training programmes or individual programmes of the higher education institution.

C. Special minimum standards for appointment

Article 21

(special minimum standards for appointment)

Special minimum standards are qualitative and quantitative conditions which must be met by a candidate for appointment to a specific position in addition to basic minimum standards and general minimum standards.

Full professor and research counsellor

Article 22

(full professor and research counsellor)

Appointment to the positions of full professor and research counsellor shall be open to candidates who, in addition to basic and general minimum standards, meet the following special minimum standards:

Qualitative conditions:

- the candidate is capable of independent scholarly and research/development work in the field for which he or she wishes to be appointed and of contributing new knowledge or creations and demonstrating the international publicity of his or her work;
- following completion of a doctorate, the candidate has performed research or teaching work at a quality foreign university or research institution for an uninterrupted period of at least three months;
- furthering and enhancing scholarly and artistic achievements and working for their application or enriching Slovene and international knowledge and culture;
- the candidate has acted as mentor for at least one completed doctoral dissertation or as co-mentor for two, or as mentor for at least one special artistic achievement, where the mentoring shall also be taken into consideration in the case of a justifiably refused doctoral dissertation;

- the candidate has published scholarly (monograph, book, textbook) that are important for the development of the discipline in the international and national frameworks;
- the candidate has led research projects;
- the candidate has the consent of the commission for appointment to the position.

Quantitative conditions:

- the candidate has published at least 14 papers (of which at least seven since the last appointment to a lower position) of which he or she is the first or lead author (or proves that his or her contribution to the paper is equal to the contribution of the first or lead author); of these, at least six papers must be published in journals indexed in the SSCI, the SCI with IF>0 or the AHCI. If it is characteristic of the area of appointment that journals indexed in the SSCI, SCI with IF>0 or the AHCI are not the only reliable measure of publicity, journals comparable to the above journals in terms of quality and international publicity shall be taken into account. The list of journals shall be prepared by Fizioterapevtika and approved by the senate of fizioterapevtika.

A candidate may substitute a maximum of eight of the papers referred to in the first indent of the previous paragraph, which do not however substitute the compulsory papers published in journals indexed in the SSCI and the SCI with IF>0 or the AHCI, with a scholarly monograph, part of a scholarly monograph, a textbook or a professional achievement. Authorship of a scholarly monograph shall substitute two papers. Authorship of part of a scholarly monograph shall substitute one paper. Two of the papers which the candidate may substitute with a scholarly monograph or part thereof may be substituted by a reviewed university textbook. Authorship of a reviewed university textbook shall be counted as one paper. One of the papers which the candidate may substitute with a scholarly monograph or parts thereof may be substituted by a top-level research achievement, professional achievement (transfer of technologies, patent granted with trial, etc.).

Article 23 (public lecture)

A candidate for appointment to the position of full professor must give a public lecture before appointment.

Associate professor and senior research fellow

Article 24 (associate professor and senior research fellow)

Appointment to the positions of associate professor and senior research fellow shall be open to candidates who, in addition to basic and general minimum standards, meet the following special minimum standards:

Qualitative conditions:

- the candidate is capable of independent scholarly or research/development work in the field for which he or she is appointed and of contributing new knowledge or creations in

that field. This capability shall be demonstrated by means of a relevant bibliography in the field of appointment;

- the candidate has worked successfully in a professional environment;
- the candidate is able to demonstrate the international publicity of his or her work;
- Following completion of a doctorate, the candidate has performed research or teaching work at a foreign university or research institution for an uninterrupted period of at least three months. Mentoring students who win international awards at international competitions or international events of outstanding importance in terms of venue and location shall be evaluated as equivalent to work at a foreign university;
- the candidate has been co-mentor for at least one completed doctoral dissertation, where this co-mentoring shall also be taken into consideration in the case of a justifiably refused doctoral dissertation; or has otherwise contributed relevantly to the education of professionals in his or her field. Such a contribution shall be considered to include:
 - successfully completed mentoring for at least one student work awarded with a university prize, a national professional prize or international prize;
 - mentoring students for special artistic achievements, at competitions;
 - chief mentoring for two completed master's theses; the mentoring shall also be taken into account in the case of a justifiably refused master's thesis;
 - conducting a research project;
- the candidate has the consent of the commission for appointment to the position.

Quantitative conditions:

- the candidate has published at least 7 papers (of which at least four since the last appointment to a lower position) of which he or she is the first or lead author (or proves that his or her contribution to the paper is equal to the contribution of the first or lead author); of these at least three papers must be published in journals indexed in the SSCI, the SCI with IF>0 or the AHCI. If it is characteristic of the field of appointment that journals indexed in the SSCI, the SCI with IF>0 or the AHCI are not the only reliable measure of publicity, journals comparable to the above journals in terms of quality and international publicity shall be taken into account. The list of journals shall be prepared by Fizioterapevtika and approved by the senate Fizioterapevtika.

A candidate may substitute a maximum of four of the papers referred to in the first indent of the previous paragraph (which do not, however, substitute the compulsory papers published in journals indexed in the SSCI and the SCI with IF>0 or the AHCI) with a scholarly monograph, part of a scholarly and scientific monograph, a textbook or a professional achievement (transfer of technologies, patent granted, etc.). Authorship of a scholarly monograph shall substitute two papers, while authorship of part of a scholarly monograph shall substitute one paper. One of the papers which the candidate may substitute with a scholarly monograph or part thereof may be substituted by a reviewed university textbook. One of the papers which the candidate may substitute with a scholarly monograph or part thereof may be substituted by a top-level research achievement, professional achievement or sporting achievement.

Assistant professor and research fellow

Article 25
(assistant professor and research fellow)

Appointment to the positions of assistant professor and research fellow shall be open to candidates who, in addition to basic and general minimum standards, meet the following special minimum standards:

Qualitative conditions:

- success at resolving scholarly, research/development or professional problems;
- international activity;
- consent of the commission for appointment to the position.

Quantitative conditions:

- has published at least three papers as first or lead author of which at least one paper has been published in journals indexed in the SSCI, the SCI with IF>0 or the AHCI. If it is characteristic of the area of appointment that journals indexed in the SSCI, the SCI with IF>0 or the AHCI are not the only reliable measure of publicity, journals comparable to the above journals in terms of quality and international publicity shall be taken into account. The list of journals shall be prepared by Fizioterapevtika and approved by the senate of Fizioterapevtika.

A candidate may substitute a maximum of two of the papers referred to in the first indent of the previous paragraph (which do not, however, substitute the compulsory paper published in journals indexed in the SSCI, the SCI with IF>0 or the AHCI) with a scholarly monograph or part thereof. Authorship of a scholarly monograph shall substitute two papers, while authorship of part of a scholarly monograph shall substitute one paper.

Senior lecturer

Article 26
(senior lecturer)

Appointment to the position of senior lecturer shall be open to candidates who have:

- proven professional works and publications that demonstrate their professional standing in the field in which they wish to be appointed to the title;
- proven pedagogical qualification.

Lecturer

Article 27
(lecturer)

Appointment to the position of lecturer shall be open to candidates who have established themselves as professionals in the field for which they wish to be appointed to the title and who have positive assessments from the majority of rapporteurs.

Lector

Article 28 (lector)

Appointment to the position of lector shall be open to candidates with:

- three years of relevant teaching experience and, in the case of living languages, at least three months of uninterrupted professional or teaching work in the relevant linguistic environment;
- relevant bibliography including works and creations recognised by the discipline as a suitable method of presentation in the field for which the candidate wishes to be appointed;
- demonstrated ability for professional and pedagogical work;
- proven pedagogical qualification.

Assistant

Article 29 (assistant)

Appointment to the position of assistant shall be open to candidates who have:

- completed their last studies with an average grade of at least 'very good' (8), where the calculation of the average takes into account grades from all exams taken, tutorials and other graded study requirements;
- achieved a grade of at least 'very good' (8) for their thesis/dissertation if this is a condition for the completion of studies;
- demonstrated qualification for professional, scholarly, research and development or artistic work.

IV. MINIMUM STANDARDS FOR REAPPOINTMENT

a. Reappointment to the position of higher education teacher and researcher

Article 30 (reappointment to the position of higher education teacher and researcher)

In the case of reappointment to the position of higher education teacher or researcher in the same field of appointment, the candidate must, since the last appointment to the position, have met at least half of the conditions required by the institution in the case of first appointment to the position.

Article 31 (appointment to a lower position)

If a candidate does not meet conditions for reappointment, he or she may request appointment to a lower position if he or she has previously been appointed to this position.

In this case, the candidate must meet the conditions necessary for reappointment to the lower position.

b. Reappointment to the position of assistant

Article 32
(reappointment to the position of assistant)

If an assistant has demonstrated successes in educational work and scholarly research or artistic work and has proofs of pedagogical qualification, he or she may be appointed to the same position three times. For subsequent appointments, a doctorate is required.

V. EARLY APPOINTMENT AND OUT-OF-SEQUENCE APPOINTMENT

Article 33
(early appointment)

By way of exception, a candidate may be appointed to a position before expiry of the currently valid title, or to a position where the sequence of titles is not observed.

Early appointment to a position shall only be possible in the case of outstanding achievements.

Article 34
(out-of-sequence appointment)

Exceptional achievements of a candidate which justify early appointment to a position or out-of-sequence appointment shall include the receipt of an important, universally known international award, an exceptionally important work of demonstrably significant publicity in Slovenia and abroad, and a decisive contribution to the development of a significant new area of research.

Article 35
(establishing equivalence of titles obtained abroad)

In the case of higher education teachers who have been appointed to a title in another country, a procedure to establish the correspondence of the title obtained by the candidate at another higher education institution abroad shall be carried out on the basis of minimum standards. The senate of the Fizioterapevtika conducting the procedure of recognising the correspondence of the title shall award the title and the field of appointment. Recognition of an equivalent title shall apply for the same period as an appointment to the corresponding teaching title.

VI. SEQUENCE OF ELECTION

Article 36

Procedure for appointment to a position is initiated by the candidate. For re-election or election to a higher title, the candidate must submit his requests at least 6 months before the expiration of the election period. The request is considered early, if it is submitted more than 9 months prior to the end of the first election period.

Article 37

The request must include the field of work in which the candidate wishes to gain his title. Also, all mandatory receipts and documents must also be included in the request. If the request is incomplete, uncomprehensible or not properly formulated, the administration of Fizioterapevtika will acquaint the candidate to complete his request in given time. If the candidate does not complete his request, it will count as withdrawn. The deadline for completion of the request is minimaly 15 days, and maximum 30.

Article 38

The complete request is reviewed by the senat of Fizioterapevtika, which appoints a professional committee, consisting of three members. They are tasked with making an professional report, which asses if the candidate meets the criteria for gainig his title. The committee must consist of higher education teachers, who have the same or higher title than the one the candidate is requesting. The committee must also consist of at least one higher education teacher, who has a title from the field, in which the candidate is requesting his.

Article 39

Profesional reporters make independent reports for the higher educational teachers and researchers, and one report for all higher educational asociates concerning how the candidate fulfills the conditions about his professional qualification, scientific creativity, practical expirience in his profession and his pedagogical skill set. Based on this assesment, they suggest the aproprate title for the candidate. If the candidates pedagogical skill needs to be assest with a test lecture, the committee and the candidate set a date and subject for the test lecture. The committe also evaluates the test lecture. The president of the committee makes a special written report about the test lecture.

Article 40

Committee members each make their own independent reports, which are presented to the higher educational teachers and researchers. They also make one report for all the higher educational asociates and propose the election of the candidate in to a suitable title, after they asses and receive all the necessary documentation, which must include a opinion of the students about the candidate.

Every member of the committee does the following:

- Reviews the candidates application

- Checks and if needed corrects the scoring of bibliography and signs the score sheet
- In a time manner, which does not exceed two months, presents a professional report to the committee, which must include the following:
 - Assessment of how the candidate fulfills the foundational, general and special standards based on the habilitation title
 - Assessment of the candidates succes in his professional field
 - Assessment of the candidates pedagogical qualification
 - The final request of election into title

Article 41

The candidate must be allowed to view all the documentation, on which the report is based, during and also following the time of procedure of election into title. The reports which include all the documentation and potential remarks from the canditate are then submitted to the senate of Fizioterapevtika, which then reviews it and decides on the matter. All of the documentation is kept in the official spaces of Fizioterapevtika.

Article 42

The assessment of pedagogical abilities is based upon the opinion of the reporters or the committee, following the test lecture. It is also based upon the poll which students submit every year after the end of classes.

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 43

(the finalisation of started procedures)

The procedures of election into title, which were started before these rules came into action, are finished by the rules which were in effect when the procedure started.

Article 43

(start of validity)

These rules go into effect with the day of their conformation.

Ass. prof. dr. Friderika Kresal
Dean
President of the senate