



UNIVERSITY OF ŽILINA
Faculty of Mechanical
Engineering

GENERAL CRITERIA

**for Filling the Professor and Associate Professor Positions
and**

PARTICULAR CONDITIONS

**for Filling the Professor and Associate Professor Positions
at the Faculty of Mechanical Engineering of University of Žilina**

Discussed by the Scientific Council of UNIZA FME: 25th March 2022

Approved by the Scientific Council of UNIZA: 21st April 2022

Effective since: 21st April 2022

Article 1

Introductory Provisions

- (1) The Scientific Council of the Faculty of Mechanical Engineering of the University of Žilina in Žilina (further only SC UNIZA FME) discusses this internal regulation of the Faculty of Mechanical Engineering of the University of Žilina in Žilina (further only FME UNIZA) and the Scientific Council of the University of Žilina in Žilina (further only SC UNIZA) approves this internal regulation according to § 12 section 1 letters h), i) and j) of the law No. 131/2002 Coll., about universities as amended.

Article 2

Basic Provisions

- (1) This guideline defines:
 - a) The general criteria for filling the professor positions,
 - b) The general criteria for filling the associate professor positions,
 - c) The particular conditions for Filling the Professor Positions,
 - d) The principles for filling the positions of the visiting professors.
- (2) The functions of professors and associate professors are filled on the basis of a selection proceeding in compliance with the internal regulation Principles of Selection Procedure for Filling the Working Positions of University Teachers, Research Workers, Professor and Associate Professor Positions and Positions of Leading Employees of the University of Žilina.
- (3) The general criteria for filling the professor and associate professor positions are defined by the internal system of the quality assurance of the FME UNIA study programmes in compliance with the standards of the Slovak Accreditation Agency for University Education as well as by the Long-Term Objectives of FME UNIZA.

Article 3

General Criteria for Filling the Professor Positions

The general criteria for filling the Professor position are defined by the provisions of the § 75 of the Law about Universities.

- (1) The qualification assumption for filling the professor position is:
 - a) **The acquired title Professor and the fulfilment of the valid criteria for acquiring the Professor title approved by the SC UNIZA FME** according to the standards for the habilitation proceedings and inauguration proceeding according to § 23 section 7 of the Law No. 269/2018 Coll., about Assuring the Quality of University Education as amended and according to the guideline 211 – Procedure of Acquiring Scientific and Pedagogical Titles and Artistic and Pedagogical Titles Associate Professor and Professor at the University of Žilina in Žilina (further only procedure of acquiring titles). After filling the position the applicant becomes a **Full Professor of UNIZA**.
 - b) **Fulfilling the valid criteria for acquiring the title Professor approved by SC UNIZA FME** according to the standards for the habilitation proceedings and inauguration proceeding according to § 23 section 7 of the Law No. 269/2018 Coll., about Assuring the Quality of University Education as amended and according to the guideline 211 – Procedure of Acquiring Scientific and Pedagogical Titles. After filling the position the applicant becomes an **Adjunct Professor of UNIZA**.
- (2) If the Adjunct Professor acquires the scientific and pedagogical title Professor during his/her activities in the Professor position, he/she becomes the Full Professor.
- (3) According to the § 77 section 2 of the Law about Universities, the function professor without the scientific and pedagogical title or without the artistic and pedagogical title Professor can be filled on ly for a certain period of time, **the longest period is 3 years and it takes into account the labour relations at all public universities, state universities and private universities**; the parallel labour relations are taken into account separately.

- (4) The Adjunct Professor is not a title but a time-limited function of a university teacher. It is used at UNIZA during the duration of the function. It is written behind the surname, the academic title PhD. or CSc. or DrSC., it is separated by a comma and as a rule it is written in a full version (Associate Professor Ing. name and surname, PhD., Adjunct Professor).
- (5) The labour contract for the Professor position concluded with a person without the scientific and pedagogical title Professor becomes invalid after passing the time period according to the section 4 from the first day of the calendar month following its expiration. After passing this time period the applicant cannot use the title Adjunct Professor.
- (6) The applicant (together with the application for the selection procedure) submits a document about fulfilling the qualification assumptions and personal and occupational characteristic involving particular conditions according to the article 5 for the last five years. At the same time the applicant submits the necessary documents.
- (7) The selection procedure for filling the Professor position assesses the fulfilment of the particular conditions for filling the professor functions according to the article 5.
- (8) The selection commission decides about the sequence of the applicants on the basis of assessing the submitted materials and introduction of the applicants.

Article 4

General Criteria for Filling the Associate Professor Positions

- (1) The general criteria for filling the Associate Professor positions are defined by the § 75 of the Law about Universities.
- (2) The qualification assumption for filling the professor position is:
 - (a) **The acquired title Associate Professor and the fulfilment of the valid criteria for acquiring the Associate Professor title approved by the SC UNIZA FME** according to the standards for the habilitation proceedings and inauguration proceeding according to § 23 section 7 of the Law No. 269/2018 Coll., about Assuring the Quality of University Education as amended and according to the guideline 211 – Procedure of Acquiring Scientific and Pedagogical Titles (Appendix No. 1 – Minimal Criteria of UNIZA for Habilitation and Inauguration Proceedings and for Filling the Associate Professor and Professor Position for the Specialisations of Habilitation and Inauguration Proceedings in the Following Study Specialisations: Transport, Economy and Management, Mechanical Engineering, Cybernetics, Informatics, Electrical Engineering, Civil Engineering, Security Sciences). After filling the function the applicant becomes the **Full Associate Professor of UNIZA FME**.
 - (b) **The acquired title Associate Professor and at the same time the fulfilling of the minimal valid UNIZA criteria for acquiring the title Associate Professor** in the standards for the habilitation and inauguration proceedings according to § 23 section 7 of the Law No. 269/2018 Coll., about Assuring the Quality of University Education as amended and according to the guideline 211 – Procedure of Acquiring Scientific and Pedagogical Titles (Appendix No. 5 – Minimal Criteria of UNIZA for Habilitation and Inauguration Proceedings and for Filling the Positions of Associate Professor and Professor for the Specialisations of the Habilitation and Inauguration Proceedings for the Following Study Specialisations: **Mathematics, Physics**). After filling the function the applicant becomes the **Full Associate Professor of UNIZA FME**.
 - (c) **Fulfilling the valid criteria for acquiring the title Associate Professor approved by SC UNIZA FME** according to the standards for the habilitation proceedings and inauguration proceeding according to § 23 section 7 of the Law No. 269/2018 Coll., about Assuring the Quality of University Education as amended and according to the guideline 211 – Procedure of Acquiring Scientific and Pedagogical Titles. After filling the position the applicant becomes an **Adjunct Associate Professor of UNIZA**.
 - (d) **Fulfilling the minimal UNIZA criteria for acquiring the title Associate Professor** according to the standards for the habilitation proceedings and inauguration proceeding according to § 23 section 7 of the Law No. 269/2018 Coll., about Assuring the Quality of University Education as amended and according to the guideline 211 – Procedure of Acquiring Scientific and Pedagogical Titles Appendix No. 5 – Minimal Criteria of UNIZA for Habilitation and Inauguration Proceedings and for Filling the Positions of Associate Professor and Professor for the Specialisations of the Habilitation and Inauguration

Proceedings for the Following Study Specialisations: **Mathematics, Physics**). After filling the function the applicant becomes the **Adjunct Associate Professor of UNIZA FME**.

- (3) If the Adjunct Associate Professor acquires the scientific and pedagogical title Associate Professor during his/her activities in the position, he/she becomes the Full Associate Professor.
- (4) According to the § 77 section 2 of the Law about Universities, the function Associate Professor without the scientific and pedagogical title or without the artistic and pedagogical title Associate Professor can be filled only for a certain period of time, **the longest period is 3 years and it takes into account the labour relations at all public universities, state universities and private universities**; the parallel labour relations are taken into account separately.
- (5) The Adjunct Associate Professor is not a title but a time-limited function of a university teacher. It is used at UNIZA during the duration of the function. It is written behind the surname, the academic title PhD. or CSc. or DrSc., it is separated by a comma and as a rule it is written in a full version (Associate Professor Ing. name and surname, PhD., Adjunct Associate Professor).
- (6) The labour contract for the Associate Professor position concluded with a person without the scientific and pedagogical title Associate Professor becomes invalid after passing the time period according to the section 4 from the first day of the calendar month following its expiration. After passing this time period the applicant cannot use the title Adjunct Associate Professor.
- (7) The position of the Associate Professor at UNIZA can be filled by that applicant who fulfils the criteria in the area of the publication and scientific and research activity in compliance with the provisions of the § 75 of the Law about Universities.
- (8) The applicant (together with the application for the selection procedure) submits a document about fulfilling the qualification assumptions and personal and occupational characteristic involving particular conditions according to the article 5 for the last five years. At the same time the applicant submits the necessary documents.
- (9) The selection procedure assesses the fulfilment of the qualification assumptions and evaluates the applicant's activities according to the section 2 of this article. The provisions of the articles 4 and 5 can be adequately used for assessing these activities.
- (10) The selection commission decides about the sequence of the applicants on the basis of assessing the submitted materials and introduction of the applicants.

Article 5

Particular Conditions for Filling the Professor Positions

- (1) These conditions are submitted according to the § 12 section 1 letter i) of the Law about Universities.
- (2) The applicant has to fulfil all conditions defined in the article 3.
- (3) The conditions for applying for the Professor position:
 - a) an applicant with the scientific and pedagogical title Professor in the given or similar specialisation of the habilitation or inauguration proceedings,
 - b) an applicant with the scientific and pedagogical title Associate Professor in the given or similar specialisation of the habilitation or inauguration proceedings achieved by habilitation
- (4) The following areas are assessed during the applicant's evaluation:
 - a) **The pedagogical assumptions**, especially his/her abilities to guarantee the quality of preparing and realising the teaching process and of directing the qualification growth of the workplace members, own pedagogical activities, creating conceptions, the study programmes, etc., creating the teaching materials and the publication activity in the area of education. .
 - b) **The scientific and research assumption**, especially his/her ability to determine the trends of the scientific and research activities, the responsibility for research in the given specialisation, creating and solving the scientific and research projects, the results of the solved projects, leading and managing the scientific and research teams, international cooperation, publication activities, participation in conferences, etc.,

- c) **The organisational assumptions**, especially his/her ability to lead a team, to organise the pedagogical and scientific and research activities,
- d) **The personality assumptions** – especially the recognition of scientific and pedagogical community, if the applicant is a famous person appreciated by the scientific community.
- (5) For confirming the results in the areas according to section 4 of this article the commission assesses the applicant's activities in the following structure:
- a) **The pedagogical activity:**
- Teaching at all levels of the university study in Slovak and a foreign language,
 - Leading and external examining the final works especially at the second degree of the university study,
 - The publication activity in the area of education and creating the study literature,
 - Creating and guaranteeing the study programmes,
 - Participating in projects of an educational character, in courses and trainings for developing the professional, language, pedagogical, digital skills and transferable capabilities, if the applicant took part in them,
 - The successfulness rate of acquiring the educational projects,
 - The pedagogical activities on the national and international level,
 - Other activities of an educational character.
- b) **The scientific and research activities:**
- The successful acquisition of the grants and projects at the national and international level,
 - Leading the investigating teams,
 - Participation in solving the scientific and research projects and the achieved results,
 - Data about the extent of the publication activities (the list of the most significant published scientific and expert outputs, especially in the impact magazines registered in the WoS and SCOPUS databases, citations and responses),
 - Participation in the conferences and publishing the results in the conference anthologies especially in the international indexed databases, e.g. WoS and SCOPUS,
 - The membership in the scientific councils of the faculties, universities and other educational and scientific institutions,
 - Leading the PhD students in the supervisor position, leading and external examining the final Works at the third degree of the university study,
 - Working out the assessments of the habilitation theses, membership in the habilitation and inauguration commissions,
 - Assessing the scientific works, grants, etc.,
 - Other activities of a scientific and research character.
- c) **The organisational activity:**
- Organising the pedagogical and scientific and research events,
 - Managing the teams on the faculty, university, national and international level,
 - Another significant organisational activity.
- d) **Other activities:**
- The membership in the editorial boards of the scientific and expert magazines,
 - The membership in the commissions, agencies, etc. on the national and international level,
 - The acquired awards.
- (6) The condition for filling the Professor position is the confirmed activity according to section 5 of this article for last five years.

Article 6

Adjunct Professor and Associate Professor from Practice

- (1) The Professor/Associate Professor position can be also filled by an applicant outside the academic environment who fulfils the conditions according to the Appendix 1 of this guideline.

- (2) The Professor position can be filled by an applicant from practice who is an Associate Professor, scientific worker or famous expert and created significant scientific or artistic works, has pedagogical capability and necessary practice, possesses the scientific and pedagogical title Associate Professor, a scientific degree and is a renowned professional authority.

In exceptional and justified cases the Professor position can be filled by an applicant without a scientific degree. The same procedure is valid for the Adjunct Associate Professors.

- (3) The minimal criteria for filling the Adjunct Professor and Associate Professor position introduced in the Appendix 1 of this guideline are valid for the applicants coming from practice.
- (4) The pedagogical assumptions of the applicant are assessed according to the results of his/her pedagogical activity.
- (5) The scientific and research activity of the applicants is proved by the results of his/her scientific activity especially by submitting a list of his/her Works that correspond with their extent and level for the required qualification.
- (6) The necessary practice according to the section 2 of this article is understood a several-year professional practice in the framework of which the applicant gained the practical experience necessary for the pedagogical activity of the Professor or Associate Professor in the given specialisation, the practice is realised at a professional workplace outside the university or at the university workplaces.
- (7) The fact the applicant is a renowned professional authority is documented e.g. by his/her membership in editorial boards of the scientific and expert magazines, membership in the commissions, agencies at the national or international level.
- (8) The Adjunct Professor or Associate Professor is not a title but a time-limited function of a university teacher. If it is used at UNIZA during the duration of the function. It is written behind the surname, the academic title PhD. or CSc. or DrSc., it is separated by a comma and as a rule it is written in a full version (Associate Professor Ing. name and surname, PhD., Adjunct Professor).
- (9) According to the § 77 section 2 of the Law about Universities, the function Professor or Associate Professor without the scientific and pedagogical title or without the artistic and pedagogical title Professor can be filled only for a certain period of time, **the longest period is 3 years and it takes into account the labour relations at all public universities, state universities and private universities**; the parallel labour relations are taken into account separately.
- (10) The labour contract for the Professor or Associate Professor position concluded with a person without the scientific and pedagogical title Professor or Associate Professor becomes invalid after passing the time period according to the section 9 of this article from the first day of the calendar month following its expiration. After passing this time period the applicant cannot use the title Adjunct Professor or Associate Professor

Article 7

Principles for Filling the University Teachers in the Visiting Professor Position

- (1) The Dean can conclude a working contract with a renowned expert for the position of the Visiting Professor for the time period **not exceeding two years** if it is a working position scheduled at the faculty and with the approval of SC FME UNIZA.
- (2) The provisions of the § 75 of the Law about Universities are related to the Visiting Professor, except for the section 6. The provisions of the § 77 of the Law about Universities do not relate to filling the position of the university teachers in the function of Visiting Professors.
- (3) The proposals of the Rector for filling the positions of the university teachers in the function of the Visiting Professors at UNIZA are approved by the SC UNIZA in compliance with the § 12 section 1 letter j) and § 79 of the Law about Universities. In the case of filling the positions of the university teachers in the function of the Visiting Professors at the Faculty, this is realised by the SC UNIZA on the basis of the SV FME UNIZA's proposal.

- (4) In the case of filling the positions of the university teachers in the function of the Visiting Professor at the Faculty, the Faculty Dean after discussions at the Faculty Scientific Council asks the Rector for submitting this proposal for approval to the SC UNIZA.
- (5) The position of the university teacher in the function of the Visiting Professor can be filled by a renowned expert if:
 - a) He/she is a provably a significant and renowned scientific or artistic personality in the given specialisation, an expert with unambiguously provable results of his/her scientific, pedagogical or professional activity that can be compared with the criteria for acquiring the title Professor approved by the SC FME UNIZA in standards for habilitation and inauguration proceedings according to the § 23 section 7 of the law No. 269/2018 coll., about assuring the quality of university education as amended,
 - b) He/she has complete university education of the 3rd degree or its equivalent according to the previous regulations,
 - c) He/she carries out the pedagogical, scientific or artistic activity at least in the extent of one semester in specialisation in the framework of which the faculty ensures the teaching process in the study programme of the first, second or third degree,
 - d) He/she will significantly contribute to the improvement of the scientific, artistic and pedagogical activity at the Faculty or another educational and research part of the UNIZA.
- (6) The written proposal for filling the position of the university teacher in the function of the Visiting Professor has to contain:
 - a) The professional/occupational CV of the applicant,
 - b) The scientific, artistic and professional activities, the achieved significant results in his/her area,
 - c) The data about the extent of the publication activity and the list of the most important published scientific, professional and artistic works, textbooks, teaching texts, projects, citations and responses,
 - d) A list of achieved awards,
 - e) The time and content schedule of the Visiting Professor's activity ,
 - f) The record from the given meeting of the SC FME UNIZA.
- (7) If the SC UNIZA approves the proposal of the UNIZA Rector for filling the position of the university teacher in the function of the Visiting Professor, the Dean can conclude a working contract with this person.
- (8) If the SC UNIZA does not approve the proposal of the Rector for filling the position of the university teacher in the function of the Visiting professor, the Rector informs the given Dean of the Faculty at which the applicant was to perform.
- (9) The Visiting Professor is not a scientific and pedagogical title but only a time-limited function of the university teacher.
- (10) This function is written behind the surname, the academic title PhD. or CSc. or DrSc., it is separated by a comma and as a rule it is written in a full version (Associate Professor Ing. name and surname, PhD., Adjunct Professor).

Article 8

Final Provisions

- (1) This material **determines the minimal conditions for filling the positions of the Professors, Associate Professors and Visiting professors at FME UNIZA.**
- (2) Its part are:
 - a) **The minimal criteria of FME UNIZA** for filling the positions of Adjunct Professor and Adjunct Associate Professor (Guideline UNIZA 202 - Appendix 1).
 - b) The **Minimal Criteria of UNIZA** for Habilitation and Inauguration Proceedings and for **Filling the Associate Professor and Professor Position** in the Following Study Specialisations: Transport, Economy and Management, Mechanical Engineering, Cybernetics, Informatics, Electrical Engineering, Civil Engineering, Security Sciences. (Guideline UNIZA 211 – Appendix 1).

(c) The Minimal Criteria of UNIZA for Habilitation and Inauguration Proceedings and for Filling the Positions of **Associate Professor and Professor** for the Following Study Specialisations: Mathematics, Physics. (Guideline UNIZA 211 – Appendix 5).

- (3) The GENERAL CRITERIA for Filling the Professor and Associate Professor Positions and PARTICULAR CONDITIONS for Filling the Professor and Associate Professor Positions at the Faculty of Mechanical Engineering of University of Žilina approved by the SC of the University of Žilina on 22nd May 2014 are cancelled.
- (4) The changes and amendments are subordinated to the approval of the SC UNIZA.
- (5) These criteria were discussed by the SC FME UNIZA on 25th March 2022 and approved by the SC UNIZA on 21st April 2002 and they become effective on this day.

prof. Dr. Ing. Milan Sága, v. r.
Dean of Faculty

prof. Ing. Jozef Jandačka, PhD., v. r.
Rector

Minimal Criteria of UNIZA for Filling the Adjunct Professor and Associate Professor Position from Practice

/ Guideline UNIZA No. 202 - Appendix No. 1/

Activity	Adjunct Associate Professor	Adjunct Professor
Completed education	Ing. or Mgr., PhD.	Ing. or Mgr., PhD., doc.
A. Pedagogical and Educational Activity		
Leading selected lectures in the given specialisation	1 time per semester	2 times per semester
Consultant of seminar and final works	1	2
Leading final works of the 1st and 2nd degree of university education	1 time per academic year	2 times per academic year
B. Professional and Scientific and Research Activity		
Utility models or patents or publications in indexed magazines WoS or Scopus	2	4
Responsible investigator or partner of a Slovak or foreign project of applied research or another significant project or engineering work or preparation of international/national conceptions or legislation	1	2
C. Other Recommended Activities		
<ul style="list-style-type: none"> • Creating a common research workplace or lab – the academic environment and industrial partners; • Active participation in conferences or seminars; • Publication activity; • Leading a project team; • A long-time practice in the area of the study specialisation; • Membership in expert associations; • Membership in professional organisations connected with the study specialisation; 		

Minimal Criteria of UNIZA for Habilitation and Inauguration Proceedings for Filling the Professor and Associate Professor Position

for the specialisations of the habilitation and inauguration proceedings attached to the following study specialisations: transport, economy and management, **mechanical engineering**, cybernetics, informatics, electrical engineering, civil engineering, security sciences

/ Guideline UNIZA No. 202 - Appendix No. 1/

Activity	Habilitation Proceeding	Inauguration Proceeding
Completed education	At least 4 years from acquiring PhD.	At least 5 years from acquiring Associate Professor
A. Pedagogical and Educational Activity		
University textbooks or mimeographed outputs	1	2
Scientific supervision of PhD students completed by defence of dissertation thesis	-	1
Scientific supervision of PhD students completed by dissertation exam	-	1
Leading final works of 1st and 2nd degree of university education	min. 5	min. 10
B. Scientific and research activity		
Outputs in impacted scientific magazines involved in databases WOS (JCR), (*)	min. 2 , out of which min. 1 with quartile min. Q2 and min. 1 with quartile min. Q3	min. 4 , out of which min. 2 with quartile min. Q2 and min. 2 with quartile min. Q3
Scientific monograph	-	1
Hirsch index of applicant (WoS/SCOPUS)	min. 3	min. 5
Research stay at a workplace abroad	min. 1 in total min. 1 month	min. 2 in total min. 2 months
Total number of publications	min. 20	min. 40
Publications in WoS	min. 8	min. 15
Total number of citations	min. 15	min. 30
Citations in WoS	min. 9	min. 25

(*) The applicant of the habilitation proceeding has to submit min. 2 outputs from impacted scientific magazines in the area of the habilitation proceeding and he/she has to have at least a 25 % share in each of them.

(*)The applicant of the inauguration proceeding has to submit min. 4 outputs from impacted scientific magazines in the area of the habilitation proceeding and he/she has to have at least a 25 % share in each of them.

**Minimal Criteria of UNIZA for Habilitation and Inauguration Proceedings for Filling the
Professor and Associate Professor Position**

for the specialisations of the habilitation and inauguration proceedings attached to the
following study specialisations: **mathematics, physics**

/ Guideline UNIZA No. 202 - Appendix No. 5/

Activity	Habilitation Proceeding	Inauguration Proceeding
Completed education	At least 5 years from acquiring PhD.	At least 5 years from acquiring Associate Professor
A. Pedagogical and Educational Activity		
University textbooks or mimeographed outputs	0	1
Scientific supervision of PhD students completed by defence of dissertation thesis	2	2
Scientific supervision of PhD students completed by dissertation exam	-	1
Leading final works of 1st and 2nd degree of university education	-	1
University textbooks or mimeographed outputs	2	4
B. Scientific and research activity		
Total number of publications in scientific monographs, magazines and anthologies	15	25
Outputs in impacted scientific magazines involved in databases WOS (JCR)	min. 3 , at least 1 Q3	min. 6 , at least 2 Q2
Outputs in Slovakia	10	15
Outputs abroad	5	10
Citations of scientific works in Slovak publications	min. 10	min. 20
Citations of scientific works in publications abroad	min. 5	min. 10
Citations and responses according to SCI	min. 10	min. 25
Hirsch index of applicant (WoS or SCOPUS)	min. 3	min. 5