

UNIVERSITY OF ŽILINA IN ŽILINA

FACULTY OF MECHANICAL ENGINEERING



GENERAL CRITERIA

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

PARTICULAR CONDITIONS

**of Selection Proceeding for Filling the Professor and Associate Professor
Positions**

Žilina, 29th April 2014

**GENERAL CRITERIA
for Filling the Professor and Associate Professor Positions at the Faculty**

Article 1

Basic Provisions

- (1) This internal regulation relates to filling the positions of Associate Professors and Professors of the Faculty of Mechanical Engineering (further only Faculty) of the University of Žilina in Žilina (further only UNIZA) introduced in the *Organisational Order of the Faculty of Mechanical Engineering of the University of Žilina in Žilina*.
- (2) The positions of Professor and Associate Professor are bound with the study specialisation where the scientific and pedagogical titles or artistic pedagogical titles Professor or Associate Professor are awarded in compliance with § 75 section 3 of the Law about Universities No. 131/2002 as amended.
- (3) The positions of Professors and Associate Professors are filled in compliance with the *Statute of University of Žilina in Žilina, the Law about Universities, the law No. 552/2003 Coll., about work in favour of the public interest as amended* as well further internal UNIZA regulations and regulations of the FME.
- (4) The positions of Professors and Associate Professors are filled on the basis of the selection procedure according to the UNIZA regulation *Principles of Selection Procedure for Filling the Positions of University Teachers, Positions of Research Workers, Positions of Professors and Associate Professors and Positions of the Leading Employees at the University of Žilina in Žilina*.
- (5) The university teacher who possesses the scientific and pedagogical title or artistic and pedagogical title Professor and carries out the Professor function is in the position of the UNIZA Full Professor during this function. The university teacher who has the scientific and pedagogical title Associate Professor and carries out the position Professor is during the time in this function an Adjunct Professor of UNIZA. If the Adjunct Professor acquires during his/her work in the Professor position the scientific and pedagogical title Professor, he/she becomes the Full Professor of UNIZA in compliance with § 75 section 7 of the Law about Universities.

Article 2

General Criteria of Filling the Professor Positions

- (1) The general criteria of Filling the Professor positions are based on the § 75 sections 3, 4 and 6 of the Law about Universities.
- (2) Together with the application for the selection procedure the candidate submits the document about fulfilling the qualification assumptions and personal and occupational characteristics which will contain the extent of the fulfilment of the particular conditions according to the article 5 of this regulation during the last five years. The provided information is verified by the necessary documents.

- (3) The selection procedure for filling the Professor position assesses the fulfilment of the particular conditions for filling the Professor positions according to the article of this regulation.
- (4) The members of the selection commission are appointed by the Dean, if the Dean is member of this commission, then the Rector. The commission consists of five members at least one of them is delegated by the employees' representative. The remaining members of the selection commission are the Professors of UNIZA or Professors from other universities working in the given specialisation or in a similar one.
- (5) The selection commission will decide about sequence of the applicants on the basis of the assessing the provided materials and the presentation of the applicant.
- (6) The university teacher in the Professor position connected with a study specialisation fulfils the tasks in compliance with the § 75 section 4 of the Law about Universities.

Article 3

General Criteria of Filling the Associate Professor Positions

1. The general criteria of filling the Associate Professor positions are based on the § 75 sections 3, 4 and 6 of the Law about Universities.
2. Together with the application for the selection procedure the candidate submits the document about fulfilling the qualification assumptions and personal and occupational characteristics which will contain the extent of the fulfilment of the particular conditions according to the article 5 of this regulation during the last five years. The provided information is verified by the necessary documents.
3. The members of the selection commission are appointed by the Dean, if the Dean is member of this commission, then the Rector. The commission consists of five members at least one of them is delegated by the employees' representative. The remaining members of the selection commission are the Professors or Associate Professors of the Faculty or UNIZA or from other universities working in the given specialisation or in a similar one.
4. The selection commission will decide about sequence of the applicants on the basis of the assessing the provided materials and the presentation of the applicant.
5. The university teacher in the Associate Professor position connected with a study specialisation fulfils the tasks in compliance with the § 75 section 4 of the Law about Universities.

Article 4

PARTICULAR CONDITIONS of Filling the Professor Positions at the Faculty

- (1) The persons who can apply for the Professor position according to the § 75 section 6 of the Law about Universities:

- a) An applicant with the scientific and pedagogical title Professor in the given or similar scientific specialisation,
 - b) An applicant with the scientific and pedagogical title Associate Professor in the given or similar scientific specialisation achieved by habilitation.
- (2) The assessment of the applicant includes:
- a) *The pedagogical area*; especially his/her ability to guarantee the quality of preparation and realisation of the teaching process and the ability to orient the qualification growth of the workplace employees, own pedagogical activities, creating conceptions, the study programmes, etc., creating the teaching materials and the publication activity in the educational area,
 - b) *The scientific and research area*; especially his/her ability to determine the latest trends of the scientific and research activities, creating and solving the scientific and research projects, the results of the solved projects, the publication activity, participation in the conferences, etc.
 - c) *The organisational area*; especially his/her ability to lead the team, organise the pedagogical, scientific and research and professional activity,
 - d) *The personality of the applicant*; the acknowledgement of the applicant by the scientific and pedagogical community and the assessment of his/her pedagogical activities by the students.
- (3) To prove his/her fulfilment of the particular conditions the candidate submits a document about the Professor appointment or a document about acquiring the title Associate Professor in the given or similar study specialisation.
- (4) To prove the results in the areas according to the section 2 the applicant confirms his/her activities as follows:
- a) The pedagogical activity:
 - Teaching and other pedagogical activities at all degrees of the university study;
 - Supervising and external examination of the final works at all degrees of the university study;
 - The publication activity in the educational area and creating the pedagogical materials;
 - Creating and guaranteeing the study programmes;
 - Participation in the projects of the educational character;
 - Activity in the commissions for state exams;
 - Lecture stays abroad;
 - Pedagogical and Professional activities on the national and international level;
 - Other activities of an educational character.
 - b) The scientific and research activity:
 - The successfulness rate of gaining grants and projects at the national and international level;
 - Managing research teams;
 - Participation in solving the scientific and research projects (achieved results);
 - Data about the extent of the publication activity (a list of the most important published scientific and professional works, list of citations and responses);

- Participation in the conferences and publishing the results in the conference anthologies;
 - External examination of the habilitation theses;
 - Assessing the scientific Works, grants, etc..;
 - Another activity of a scientific and research character.
- c) The organisational activity:
- Organising the pedagogical, scientific and research and professional events;
 - Managing teams at the Faculty, university, national and international level;
 - Membership in the commissions, agencies, etc. at the national and international level;
 - Membership in the editorial boards of the scientific, pedagogical and other professional magazines;
 - Another significant organisational activity.
- d) The personality characteristic and acknowledgement by the scientific and pedagogical community:
- Acquired awards;
 - Membership in the commissions for Associate Professor habilitation and appointing Professors;
 - Citations of the scientific and professional works;
 - Membership in the scientific councils of the faculties, universities and other educational and scientific institutions.
- (5) The condition for filling the position is the proved activity in all of the aforementioned areas according to the section 4 of this article for last five years. The applicant's results are compared in an adequate extent with the requirements for appointing Professor in the given field of study.

Article 5

PARTICULAR CONDITIONS

of Filling the Associate Professor Positions at the Faculty

- (1) The person who can apply for the Associate Professor position according to the § 75 section 6 of the Law about Universities: an applicant with the scientific and pedagogical title Associate Professor in the given or similar study specialisation acquired by habilitation.
- (2) The assessment of the applicant includes:
- (a) *The pedagogical area*; especially his/her ability to guarantee the quality of preparation and realisation of the teaching process and the ability to orient the qualification growth of the workplace employees, own pedagogical activities, creating conceptions, the study programmes, etc., creating the teaching materials and the publication activity in the educational area,
 - (b) *The scientific and research area*; especially his/her ability to determine the latest trends of the scientific and research activities, creating and solving the scientific and research projects, the results of the solved projects, the publication activity, participation in the conferences, etc.

- (c) *The organisational area*; especially his/her ability to lead the team, organise the pedagogical, scientific and research and professional activity,
- (d) *The personality of the applicant*; the acknowledgement of the applicant by the scientific and pedagogical community and the assessment of his/her pedagogical activities by the students.
- (3) To prove his/her fulfilment of the particular conditions the candidate submits a document about acquiring the title Associate Professor in the given or similar study specialisation.
- (4) To prove the results in the areas according to the section 2 the applicant confirms his/her activities as follows:
- (a) The pedagogical activity:
- Teaching and other pedagogical activities at all degrees of the university study;
 - Supervising and external examination of the final works at all degrees of the university study;
 - The publication activity in the educational area and creating the pedagogical materials;
 - Creating and guaranteeing the study programmes;
 - Participation in the projects of the educational character;
 - Activity in the commissions for state exams;
 - Lecture stays abroad;
 - Pedagogical and Professional activities on the national and international level;
 - Other activities of an educational character.
- (b) The scientific and research activity:
- The successfulness rate of gaining grants and projects at the national and international level;
 - Managing research teams;
 - Participation in solving the scientific and research projects (achieved results);
 - Data about the extent of the publication activity (a list of the most important published scientific and professional works, list of citations and responses);
 - Participation in the conferences and publishing the results in the conference anthologies;
 - External examination of the habilitation theses;
 - Assessing the scientific Works, grants, etc..;
 - Another activity of a scientific and research character.
- (c) The organisational activity:
- Organising the pedagogical, scientific and research and professional events;
 - Managing teams at the Faculty, university, national and international level;
 - Membership in the commissions, agencies, etc. at the national and international level;
 - Membership in the editorial boards of the scientific, pedagogical and other professional magazines;
 - Another significant organisational activity.
- (d) The personality characteristic and acknowledgement by the scientific and pedagogical community:
- Acquired awards;

- Membership in the commissions for DDP and Associate Professor habilitation;
 - Citations of the scientific and professional works;
 - Membership in the scientific councils of the faculties, universities and other educational and scientific institutions.
- (5) The condition for filling the position is the proved activity in all of the aforementioned areas according to the section 4 of this article for last five years. The applicant's results are compared in an adequate extent with the requirements for appointing Professor in the given field of study.

Article 5

Final Provisions

- (1) The criteria for filling the Associate Professor and Professor positions are updated according to the valid legal regulations.
- (2) The general criteria for filling the Associate Professor and Professor positions and particular conditions of the selection proceedings at the Faculty were discussed by the Scientific Council of the Faculty of Mechanical Engineering of the University of Žilina in Žilina on 29th April 2014.
- (3) The Scientific Council UNIZA approved the General Criteria for Filling the Associate Professor and Professor Positions and Particular Conditions of Selection Proceeding for Filling the Professor position at the FME on 22nd May 2014 and they become effective on this day.

prof. Dr. Ing. Milan Sága, v. r.
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dr. h. c. prof. Ing. Tatiana Čorejová, PhD., v. r.
Rector