

**DECREE OF THE DEAN OF THE FACULTY OF MANAGEMENT SCIENCE AND
INFORMATICS
of University of Žilina
no. 1/2015**

**FOR INITIATION OF HABILITATION PROCEDURE
AND
APPOINTMENT PROCEDURE**

This decree explains and specifies the process of habilitation procedure and procedure for appointment of Professors at the Faculty of Management Science and informatics of University of Žilina (UNIZA), proceeding the application of various provisions of the Decree no. 6/2005 Coll. on the procedure for obtaining scientific-pedagogical titles or artistic-pedagogical titles of Associate Professor and Professor as amended by the Decree no. 457/2012 Coll. (hereinafter referred to as Decree no. 6/2005 Coll.).

1. An application for the award of the title of Associate Professor, or for appointment as Professor at the Faculty of Management Science and Informatics of University of Žilina (hereinafter referred to as FRI UNIZA) may be submitted in the fields of study:
 - 9.2.9 applied Informatics,
 - 3.3.15 management.

2. The application of the applicant for the award of the title of Associate Professor, or for appointment as Professor will be assessed on the basis of personal scientific contribution of the applicant in the field of study in which he/she submits the request.

The applicant for the award of the title of Associate Professor must have completed the doctoral degree in the field of study in which he/she applies for the title of Associate Professor or in a related field. If the applicant for the award of the title of Associate Professor has completed the doctoral degree in a related field, his/her performance in the field of study in which he/she applies for the award of the title of Associate Professor shall be assessed.

The applicant for appointment as Professor has to be habilitated in the field of study in which he/she applies for the appointment as Professor or in a related field. If the applicant for appointment as Professor is habilitated in a related field, his/her performance in the field of study in which he/she applies for the appointment as Professor shall be assessed.

3. The applicant for the award of the title of Associate Professor, or for appointment as Professor, that is not employed by the Faculty of Management Science and

Informatics has to demonstrate the cooperation with FRI UNIZA in the field of pedagogy and scientific research for the period for at least 5 years.

The cooperation in the scientific research activity shall be assessed by joint projects and also by outputs in the form of joint publication activity. The joint projects, in this case, mean international projects in which FRI UNIZA, or UNIZA, acts as a partner and the investigators of the projects are both the employees of FRI UNIZA, as well as the applicant for the award of the title of Associate Professor, or for appointment as Professor. It is principally bilateral projects of Slovak Research and Development Agency (<http://www.apvv.sk/agentura?lang=en>), projects financed within the framework of EU research, development, and innovation funding programs (Horizon 2020, FP7, FP6) or joint projects implemented for practice. In case of the publication activity, joint publications in category A or B according to the criteria of FRI UNIZA are recommended for habilitation of Associate Professors and appointment of Professors. The field of pedagogy of the applicant shall be assessed through activities especially for master`s and doctoral degree at FRI UNIZA. The recommended activities are primarily selected lectures in the core subjects, supervision of the final theses, consultations in the research part of the master and doctoral studies.

4. The process of habilitation and appointment as Professor is, at UNIZA, controlled through the Methodological guidance no. 3/2014 to the procedure for obtaining scientific-pedagogical titles or artistic-pedagogical titles the Associate Professor and Professor at UNIZA (hereinafter referred to as Methodological guidance no. 3/2014 of UNIZA). Within the meaning of this document (article 1, section 2) the application for the award of a title is preceded by the application for assessment of documents and materials.

The applicant for the award of the title of Associate Professor, or for appointment as Professor, when submitting the application according to § 1, sec. 1, or § 4, sec. 1 of the Decree no. 6/2005 Coll., shall follow the Methodological guidance no. 3/2014 of UNIZA, article 2, section 1.

Except for the documentation specified under §1, sec.2, or §4, sec. 2 of the Decree no. 6/2005 Coll. and the Methodological guidance no. 3/2014, the applicant shall complement the following information:

- a) Professional personal characteristics, including the assessment of the personal scientific contribution in the field of study
- b) Habilitation file on a storage medium in RTF format (only for habilitation procedure)
- c) Habilitation thesis on a storage medium in PDF format (only for habilitation procedure)
- d) Completed table of fulfillment of FRI UNIZA criteria for habilitation of Associate Professors and appointment of Professors, signed by the Head of the department or the institution where he/she works (the criteria are attached to this decree).

- e) Originals, offprints or copies of published works, which are classified according to FRI UNIZA criteria for habilitation of Associate Professors and appointment of Professors. All copies must be in a printed form.
 - f) Proposal of three topics of habilitation lecture in the application for the award of the title of Associate Professor, one topic of inaugural lecture in the application for appointment as Professor.
5. Vice-dean for science and research shall check the formalities of the application, and in case of any shortcomings shall call upon the applicant to eliminate them.
6. The Chairman of the Scientific Council of FRI UNIZA shall appoint the three-member Evaluation Committee which serves as an advisory body. It is composed of:
 - Vice-dean for science and research of FRI UNIZA, who is its chairman,
 - Guarantor or co-guarantor of the relevant field of study
 - Professor, or other important representative of the given field of study or similar field of studyThe Evaluation Committee has, at its disposal, all the documents submitted by the applicant.
7. The Evaluation Committee shall assess the complexity of the submitted application, its affiliation to the field of study and the professional expertise of the applicant. On the basis of a secret ballot, by the majority of voices, the Evaluation Committee shall approve the recommendations for further action to the Chairman of the Scientific Council of FRI UNIZA. The decision of the Evaluation Committee in written form shall be submitted by the Chairman of the Evaluation Committee to the Chairman of the Scientific Council of FRI UNIZA. The proposal has to be signed by all members of the Committee. In case of a positive recommendation, the Committee shall propose the composition of Habilitation or Inauguration Committee, the opponents and in case of habilitation procedure also the topic of habilitation lecture.
8. On the base of a positive resolution of the Evaluation Committee, the Chairman of the Scientific Council of FRI UNIZA shall submit the assessed materials to the pro-rector for science and research of UNIZA, according to Article 1 Section 3 of the Methodological guidance no. 3/2014 of UZ. Further action is given by the Article 1, Sections 3 to 7 of the Methodical guidance no. 3/2014 of UNIZA.
9. The Chairman of the Scientific Council of FRI UNIZA shall communicate the acceptance or the refusal of the application to the applicant, or shall call upon the applicant to eliminate the shortcomings.
10. Further action on habilitation or appointment procedure is determined by the Decree no. 6/2005 Coll. and the Methodological guidance no. 3/2014 of UNIZA.

11. Payment of costs associated with habilitation and appointment procedures is determined by the Directive of UNIZA on the determination of tuition fees, study-related charges, other charges and fees connected with awarding the scientific-pedagogical titles, that is valid at the time of submission of the application for the award of the title of Associate Professor, or at the time of submission of the application for appointment as Professor.
12. This Decree repeals the existing Decree of the Dean of FRI UNIZA no. 10/2010.
13. This Decree shall enter into force on January 19, 2015.

In Žilina, January 19, 2015

Assoc. Prof. Ing. Emil Kršák, PhD., m.p.
Dean of FRI