

Guidelines for the habilitation or professor appointment procedures at the Faculty of Materials Science and Technology at VSB-TUO

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1. General provisions

- (1) The habilitation and professor appointment procedure are carried out at the Faculty of Materials Science and Technology (FMST) in accordance with Act No. 111/1998 Coll. (Act on Higher Education Institutions and on Amendments to Other Acts), with The rules of the habilitation procedure and the procedure for appointing professors (TUO_LEG_99_002; VSB-TUO) and with the relevant processes P1.5 Habilitation Procedure (TUO_PPR_08_003), or P1.6 Procedure for appointing professors (TUO_PPR_08_004).
- (2) The Directive sets out the recommended minimum requirements for the commencement of the habilitation procedure and the procedure for appointing professors at FMST and specifies the manner in which the candidate proves compliance with these requirements.
- (3) This directive establishes the method for documenting the professional abilities of the applicant.
- (4) The minimum requirements for the initiation of the habilitation procedure and the procedure for the appointment as a professor are the basis, in particular, for the meetings of the habilitation committees and the procedure committees for the appointment as a professor. They are understood as minimum criteria recommended for a comprehensive assessment of the applicant's previous educational and creative activity and its international dimension.

2. Recommended minimum FMST requirements for the habilitation procedure

- (1) An applicant for the initiation of the habilitation procedure must be the author or coauthor of at least 10 publications listed in the Web of Science (hereinafter referred to as WoS) or Scopus databases. Of this number, at least 8 publications must be in impact journals and at least 4 publications must be published in journals falling into the Q1 or Q2 quartile according to WoS or Scopus. The minimum number of citations without self-citations of these works on WoS or Scopus must be 50.
- (2) The candidate may apply for the initiation of the habilitation procedure no earlier than 2 years after obtaining the scientific rank of Dr. or Ph.D.
- (3) The total teaching experience of the applicant for the commencement of habilitation must be at least 4 years, of which at least 2 years in the field of habilitation.
- (4) Pedagogical practice in the field of habilitation corresponds to the scope and structure of the typical tenure of an academic worker, assistant professor. The required minimum scope of university teaching experience must be observed.

3. Recommended minimum FMST requirements for the procedure for appointing professors

- (1) An applicant for the initiation of the procedure for appointment as a professor must be the author or co-author of at least 20 publications listed in the WoS or Scopus databases. Of this number, at least 16 publications must be in impact journals and at least 8 publications must be published in journals falling into quartile Q1 or Q2 according to WoS or Scopus. The minimum number of citations without self-citations of these works on WoS or Scopus must be 100.
- (2) An applicant may apply for the initiation of the procedure for appointment as a professor no earlier than 3 years after habilitation and obtaining the title of associate professor.
- (3) The total teaching work of the applicant for the initiation of the procedure for appointment as a professor must be at least 5 years in the field of habilitation.
- (4) An applicant for initiation of the procedure for appointment as a professor must be the supervisor of at least two doctoral students who have successfully defended their dissertation.

- (5) Pedagogical practice after habilitation corresponds to the scope and structure of the typical tenure of an academic worker, docent at FMT. This minimum required scope of university teaching experience must be observed.

4. General requirements for candidates for a habilitation or professor appointment procedure

- (1) An applicant for a habilitation procedure or a procedure for the appointment of a professor is an irreproachable person whose life and civic attitudes to date do not contradict the principles of morality and ethics.
- (2) The candidate's publication must thematically fall within the field and topic of the habilitation procedure or procedure for appointment as a professor. If this is not the case, as, for example, in the case of interdisciplinary cooperation, the applicant must explicitly prove that the publication, at least in terms of the applicant's authorship, with the field and topic of the habilitation procedure or the procedure for appointment as a professor is related.
- (3) In the case of co-authorship of papers in journals falling into quartile Q1 or Q2 of applicants for the habilitation procedure, or his nontrivial authorship is assumed in the procedure for appointment as a professor.
- (4) Part of the candidate's work for the habilitation procedure, or procedure for appointment as a professor must be published in the last 5 years.
- (5) It is assumed that the majority of citations of the applicant's publications come from authors with whom the applicant is not in regular working contact.

5. Proof of the candidate's own publishing activity and citation analysis

- (1) The list of publication results and their citation analysis is documented by the applicant with a list in the following breakdown:
 - a. articles in peer-reviewed journals listed in the WoS database,
 - b. articles in peer-reviewed journals listed in the Scopus database and not listed in the WoS database,
 - c. articles in other peer-reviewed journals,
 - d. professional books, or their precisely specified chapters, published in one of the world's languages (English, French, German, Spanish),
 - e. articles in collections registered in the WoS database, f. articles in other anthologies.
- (2) Each list item must be given in the form of a complete extract from WoS or Scopus, which also includes data on the number of citations, the relevant value of the quartile of the journal in which the result was published, and the relevant value of the impact factor of this journal. The degree of the applicant's participation in the publication and his contribution to knowledge must be evident from the transcript.
- (3) All items on the list must correspond to the field of habilitation procedure or the procedure for appointment as a professor.
- (4) Contributions from professional conferences published in peer-reviewed journals with the designation of the conference in the WoS database as "Proceedings Paper" are classified in the category listed under point e., not in the category listed under point a. of the list in paragraph (1) of this article.

6. Documenting the applicant's professional skills

Professional skills aimed at the development of the field are documented by the applicant in particular:

- a. previous engineering experience and a list of technical positions held,
- b. a list of solved technical and scientific research projects,
- c. a list of completed engineering works and other works intended for industry and the application sphere,
- d. a list of functions performed in the field of science and research management or technical practice.

7. The course of the habilitation procedure and the defense of the habilitation thesis

The course of the habilitation procedure and the defense of the habilitation thesis are described in the directive Rules of the habilitation procedure and procedure for the appointment of a professor (TUO_LEG_99_002; VSB-TUO), articles 4 and 5 and process P1.5 Habilitation procedure (TUO_PPR_08_003).

8. The course of proceedings for the appointment of a professor before the scientific council of the faculty and before the scientific council of the school

The course of the procedure for the appointment of a professor before the scientific council of the faculty and before the scientific council of the school is regulated in the directive Rules of the habilitation procedure and procedure for the appointment of a professor (TUO_LEG_99_002; VSB-TUO), articles 6 and 75 and process P1.6 Procedure for the appointment of a professor (TUO_PPR_08_004).

9. Rules of procedure for foreign nationals

- (1) In the event that the applicant for the habilitation procedure or the procedure for appointment as a professor is a foreign national, the procedure is conducted in the Czech, Slovak, or English language.
- (2) In the same language as the proceedings are conducted, the applicant must submit all required documents.
- (3) The proposal for initiation of proceedings, habilitation theses, mandatory lectures, defenses, and expert discussions at the FMST Scientific Council meeting must be conducted in the same language as the required documents are submitted.

10. Final Provisions

This guideline was approved by the FMST Scientific Council on 01.12.2022

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A list of changes and revisions to the controlled document

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