

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

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).

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. The given requirements are the basis especially for the meetings of habilitation commissions and commissions in the procedure for appointing professors. They are to be understood as recommended minimum criteria for a comprehensive assessment of the candidate's current educational and creative activity and its international dimension.

2. Recommended minimum FMST requirements for the habilitation procedure

2.1 Publishing activity

- At least 6 publications listed in Web of Science (WoS) or Scopus databases.
- Of which at least 4 articles in impacted journals, of which at least 2 articles belonging to the Q1 or Q2 quartile, according to WoS or Scopus.
- Minimum number of citations without self-citations on WoS or Scopus: 30.

2.2 University pedagogical experience

- 2 years after obtaining a scientific or academic degree (CSc., Dr., Ph.D.),
- 4 years of total pedagogical experience, of which at least 2 years in the field of habilitation.

The experience in the field of habilitation corresponds to the scope and structure of the characteristic workload of an academic worker – a lecturer at FMST. Even in exceptional cases and with important experts, the Dean will not propose to the Scientific Council that the non-compliance with the recommended scope of university pedagogical practice be waived.

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

3.1 Publishing activity

- At least 10 publications listed in WoS or Scopus databases.
- Of which at least 8 articles in impacted journals, of which at least 4 articles belonging to the Q1 or Q2 quartile, according to WoS or Scopus.
- Minimum number of citations without self-citations on WoS or Scopus: 50.

3.2 University pedagogical experience

- Supervisor of at least two doctoral students who have successfully defended their dissertation.
- 3 years in the field of appointment after habilitation.
- 5 years of total pedagogical experience in the field of appointment.

The experience after the habilitation corresponds to the scope and structure of the characteristic workload of an academic staff member - associate professor at FMST. Even in exceptional cases and with important

experts, the Dean will not propose to the Scientific Council that the non-compliance with the recommended scope of university pedagogical experience be waived.

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

- Journals with articles published by the applicant must thematically fall into the field and topic of the habilitation procedure, or procedure for appointing professors. If this is not the case (e.g. in the case of interdisciplinary cooperation), the candidate must explicitly prove that part of the article is related to this field and topic.
- The proposer's non-trivial authorial contribution to the submitted articles in impacted journals from quartiles Q1 and Q2 is expected.
- It is expected that part of the work will be published in the last 5 years.
- It is expected that some of the citations of articles will be from authors with whom the petitioner is not in regular contact.

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

The candidate documents and publishes the citation analysis as one of the documents by which the candidate proves his/her research and development activity. This list must be divided into the following chapters:

1. Articles in impacted journals, listed in WoS databases.
2. Articles in peer-reviewed journals listed in the Scopus databases and not also listed in point 1.
3. Articles in other peer-reviewed journals.
4. Professional books (or their precisely specified chapters) published in one of the world languages (i.e. English, Chinese, French, German, Russian, or Spanish).
5. Professional books (or their precisely specified chapters) published in one of the other languages.
6. Articles in proceedings registered in the WoS database.
7. Articles in other proceedings.

ad 1) it is necessary to document the relevant complete extract from WoS, containing also data on the number of citations of individual articles; for each article, the relevant value of the quartile in the category corresponding to the field of habilitation or professor appointment procedure and the relevant value of the impact factor of the given journal must be stated;

ad 1 and 6) conference papers published in impact journals with the relevant conference in the WoS database (i.e. "Proceedings Paper") are classified in category 6, not category 1 of the above list, within the meaning of these rules;

ad 2) it is necessary to document the relevant extract from the listed databases;

ad 6) it is necessary to document the relevant extract from WoS, which also contains data on the number of citations of individual articles.

For the purposes of a specific procedure, only publications corresponding to the thematic focus of the field in which the procedure takes place are counted.

All publications must be given in the form of a complete citation with all authors, so that the habilitation commission, or the commission in the professor appointment procedure could assess the degree of involvement and contribution of the candidate.

The candidate is obliged to submit the current result of the citation analysis of his/her relevant publications with an extract from WoS and Scopus.

6. Clarification of the rules of the procedure in the case of foreign nationals

The submission of the required documents and all communication with the candidate for the habilitation or the professor appointment procedure takes place in Czech, Slovak or English. This applies, in particular, to the submitted proposal to initiate the procedure, the submitted habilitation thesis, mandatory lectures, defence, and expert discussion at the FMST Scientific Council.

7. Final provisions

This Directive was approved by the FMST Scientific Council on 9.2.2021 and is valid for fields accredited after 2020.

Prof. Ing. Jana Dobrovská, CSc.

Dean

A list of changes and revisions to the controlled document

Version	Date	Content change/revision	Name and signature of document guarantor
A	9.2.2021	New document	Prof. Ing. Jana Dobrovská, CSc.