

Pursuant to Article 40 of the Act on Higher Education and Scientific Activity ("Official Gazette" No. 119/2022) and Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 1st session, held on 12th December 2023, the following

BOOK OF REGULATIONS ON THE CONDITIONS AND PROCEDURE FOR THE APPOINTMENT AND REAPPOINTMENT TO TEACHING, SCIENTIFIC AND ASSOCIATE POSITIONS

1 GENERAL PROVISIONS

ARTICLE 1

Subject and Content of this Book of Regulations

- (1) This Book of Regulations on the Conditions and Procedure for the Appointment and Reappointment to Teaching, Scientific and Associate Positions (hereinafter: Book of Regulations) regulates the conditions and procedure for the appointment and reappointment to scientific, scientific-teaching, artistic-teaching, teaching, and associate positions, as well as the advancement of teachers to corresponding positions at Algebra University (hereinafter: University), and the work of expert commissions.
- (2) The provisions of this Book of Regulations shall apply accordingly to the appointment of nominal teachers if they participate or will participate in the teaching of a part or all of a course at the University.

2 POSITIONS AND CRITERIA FOR THE APPOINTMENT TO POSITIONS

ARTICLE 2

Teaching, Research, and Associate Positions

- (1) The qualifications of teachers, researchers, and associates for conducting teaching, research, and artistic activities are determined through the appointment or reappointment procedure to appropriate scientific, scientific-teaching, artistic-teaching, teaching, and associate positions, in accordance with the Act on Higher Education and Scientific Activity (hereinafter: Act) and the Statute of the University, as well as this Book of Regulations.
- (2) Scientific-teaching or artistic-teaching positions at the University include: assistant professor (Asst. Prof., PhD/ArtD), associate professor (Assoc. Prof., PhD/ArtD), full professor and full professor with tenure (Prof., PhD/ArtD).
- (3) Teaching positions at the University include: lecturer (Lect.), senior lecturer (Sr. Lect.), professor of professional studies, and professor of professional studies with tenure (Prof. Prof. Stud.).
- (4) An associate position at the University is the position of a teaching assistant.

ARTICLE 3

Criteria for the Appointment of Teachers to Positions

- (1) For a scientific-teaching, artistic-teaching, scientific, and teaching position at the University, a person with an appropriate level of education in the scientific or artistic area and field may be employed, meeting the criteria prescribed by the Act and the National University, Scientific, and Artistic Criteria, as well as additional criteria outlined in Article 4 of this Book of Regulations.
- (2) For a scientific-teaching, artistic-teaching, and scientific position at the University, a person who has obtained a doctoral degree in science or arts in the respective area and field and is registered in the Register of Scientists and Artists may be employed. Exceptionally, a person who has not obtained a doctoral degree in arts may be employed for an artistic-teaching position.
- (3) For a teaching and an associate position at the University, a person who has completed a university graduate study programme in the scientific or artistic area and field may be employed, or, exceptionally, a person who has completed a professional graduate study programme in the scientific area and field.
- (4) Until the National University, Scientific, and Artistic Criteria come into effect, the criteria prescribed in the following regulations shall apply:
 - the Book of Regulations on the Conditions for Appointment to Scientific Titles ("Official Gazette", No. 28/17, 72/19, 21/21, and 111/22),
 - the Book of Regulations on the Conditions for Appointment to Artistic-Teaching Titles ("Official Gazette", No. 86/10),
 - the Book of Regulations on the Form and Method of Conducting Inaugural Lectures for Appointment to Teaching Titles ("Official Gazette", No. 119/05),
 - the Decision on the Form and Method of Conducting Inaugural Lectures for Appointment to Scientific-Teaching Titles, Artistic-Teaching and Teaching Titles ("Official Gazette", No. 129/05),
 - the Decision on the Necessary Conditions for Assessing Teaching and Professional Activities in the Procedure of Appointment to Teaching Titles ("Official Gazette", No. 13/12, 24/12, and 120/21),
 - the Decision on the Necessary Conditions for Assessing Teaching and Professional Activities in the Procedure of Appointment to Artistic-Teaching and Teaching Titles in the Arts Field ("Official Gazette", No. 61/17),
 - the Decision on the Necessary Conditions for Assessing Teaching and Scientific-Professional Activities in the Procedure of Appointment to Scientific-Teaching Titles ("Official Gazette", No. 122/17, and 120/21), and
 - the Decision on the Minimum Conditions of Work Obligations for Reappointment to Scientific, Scientific-Teaching, Artistic-Teaching, Teaching, and Professional Positions and the Form of the Expert Commission's Report on the Employee's Work in the Reappointment Procedure ("Official Gazette", No. 24/21).
- (5) For the associate position of teaching assistant, a person from the ranks of particularly successful students is selected, in accordance with additional criteria prescribed in Article 4 of this Book of

Regulations. Exceptionally, for the associate position of teaching assistant in the arts field, a person who has achieved exceptional results in the arts field may be employed.

ARTICLE 4

Additional Criteria

- (1) For scientific-teaching, artistic-teaching, teaching, and associate positions at the University, a person who, in addition to the criteria prescribed by the Act and the National University, Scientific, and Artistic Criteria, also meets additional criteria related to teaching competencies ensuring quality teaching performance and excellence in learning and teaching, may be employed.
- (2) Teaching competencies are assessed specifically regarding the level of the position and the field of the study program and course for which the teacher or associate is being employed, evaluated by an internal commission of the University through an introductory class held immediately before the conclusion of the employment contract or engagement in teaching.
- (3) The internal commission consists of the vice-rector responsible for teaching, the head of the department responsible for delivering the course for which the teacher is being employed or engaged, and a teacher at the University.
- (4) In the process of appointing to an associate position, the member of the internal commission who is a teacher at the University serves as a mentor. Once a year, the mentor evaluates the work of the associate, and a decision is made accordingly, in accordance with the Book of Regulations on Work.
- (5) The internal commission assesses the quality of teaching and particularly teaching competencies based on predefined criteria and decides on the engagement of the nominal teacher.
- (6) The Teaching Support Office prepares and organises the introductory class and provides support in the process of employing or engaging teachers or associates in teaching at the University.

3 PROCEDURE FOR THE APPOINTMENT TO POSITIONS

ARTICLE 5

Appointment to Positions

- (1) The appointment procedure for scientific-teaching, artistic-teaching, or teaching positions at Algebra University begins with Senate's Decision to initiate the procedure and appoint a professional commission to assess compliance with the criteria for appointment to the appropriate position.
- (2) The expert commission consists of at least three members employed in positions of higher or equivalent hierarchical level compared to the position for which the appointment procedure is being conducted, in the same scientific or artistic area and field. At least one member of the expert commission must be employed at another higher education institution or research institute.

- (3) Candidates for appointment to scientific-teaching, artistic-teaching, or teaching positions must submit the following documents electronically to the coordinator for science and research, who is overseeing the appointment procedure:
- a curriculum vitae (CV),
 - a list of publications entered into the Croatian Scientific Bibliography (CRORIS),
 - proof of meeting the requirements of the National University, Scientific, and Artistic Criteria, or proof of meeting the criteria specified in Article 3, Paragraph 4 of this Book of Regulations, which apply until the National University, Scientific, and Artistic Criteria come into effect.
- (4) Upon request of the expert commission, the candidate is obliged to provide any other proof of meeting the criteria for appointment to the respective position at the University.

ARTICLE 6

Inaugural Lecture

- (1) A candidate being appointed for the first time to a scientific-teaching, artistic-teaching, or teaching position must have a positively assessed inaugural lecture in front of teachers and students.
- (2) Candidates deliver an inaugural lecture only if they meet the other requirements stipulated by the Act and the National University, Scientific, and Artistic Criteria.
- (3) A written assessment of the inaugural lecture is an integral part of the opinion provided by the expert commission in the candidate appointment procedure for the respective position. The assessment of the inaugural lecture must include an evaluation of the candidate's performance, encompassing:
- the teacher's competence in the scientific field to which they are being appointed,
 - teaching competencies, which include the relevance of the chosen topic, preparation of the inaugural lecture in line with its objectives, use of appropriate learning and teaching methods, and suitable teaching tools,
 - any other observations.
- (4) A candidate who does not receive a positive assessment for the inaugural lecture cannot be appointed to a scientific-teaching, artistic-teaching, or teaching position.

ARTICLE 7

Expert Commission Opinion

- (1) The expert commission assesses whether all criteria for appointment to a scientific-teaching, artistic-teaching, or teaching position are met and provides the Senate with a reasoned opinion in writing, including an assessment of the fulfilment of the criteria and a proposal to appoint or not appoint the candidate to the respective position or to engage them as a nominal teacher.

- (2) The reasoned opinion of the expert commission must be provided no later than 30 days from the commencement of the procedure.

ARTICLE 8

Decision on Adoption or Rejection of the Expert Commission's Opinion

- (1) The Senate shall make a Decision on Adoption or Rejection of the Expert Commission's Opinion within 30 days of receiving the expert commission's opinion.
- (2) The Senate's Decision on Adoption or Rejection of the Expert Commission's Opinion must include the candidate's full name, the scientific-teaching, artistic-teaching, or teaching position and the scientific or artistic area and field as well as basic information about the appointment procedure.
- (3) The Decision on Rejection of the Expert Commission's Opinion must additionally include an explanation of the candidate's failure to meet the criteria for the position.
- (4) The University shall submit the Decision on Adoption of the Expert Commission's Opinion to the relevant scientific field committee no later than 8 days from the date of the adoption of the opinion, except in the case of appointment to an associate position.
- (5) Upon receipt of the Decision from the relevant scientific field committee confirming the fulfilment of the appointment criteria, the University enters into an indefinite-term employment contract with the appointed candidate, or an employment contract with the obligation to undergo reappointment or appointment to a higher position after a period of five years from the date of signing the employment contract. Exceptionally, full professors with tenure, scientific advisors with tenure, and professors of professional studies with tenure are not obligated to undergo reappointment.

ARTICLE 9

Reappointment to Teaching and Scientific Positions

- (1) The reappointment procedure is initiated five years after the last appointment or reappointment and must be completed within six months from the date of initiation, following the procedure prescribed for appointing teachers to higher positions, in accordance with Article 10 of this Book of Regulations.
- (2) A teacher or scientist is reappointed to the existing position if they have fulfilled half of the National University, Scientific, and Artistic Criteria since the last appointment or reappointment.
- (3) The reappointment of a teacher or scientist to a position is carried out for a period of five years.
- (4) A teacher or scientist who is not reappointed to the existing position shall terminate their employment in accordance with the law regulating employment relations.

ARTICLE 10

Appointment to Higher Teaching and Scientific Positions

- (1) A teacher or scientist who believes they meet the criteria for appointment to a higher position is obliged to submit an application for appointment to a higher position before the expiration of the term for which they were appointed or reappointed.
- (2) The appointment procedure to a higher position is initiated by the decision of the Senate upon the expiration of the term for which the teacher or scientist was appointed or reappointed, and it is conducted in accordance with the procedure of appointment to positions as prescribed in Articles 5, 6, 7 and 8 of this Book of Regulations.
- (3) The teacher or scientist is obliged to provide the coordinator for science and research with proof of meeting the criteria for appointment to a higher position electronically, no later than 15 days from the initiation of the appointment procedure. In the appointment procedure to a higher position, the teacher or scientist submits proof of achievements obtained after the last appointment or reappointment to the position, by which they meet the National University, Scientific, and Artistic Criteria.
- (4) If it is determined in the appointment procedure to a higher position that the teacher or scientist does not meet the criteria for appointment to a higher position, the procedure for reappointment to the position is initiated within 30 days at the latest.

ARTICLE 11

Appointment to Associate Positions

- (1) The appointment procedure to an associate position of a teaching assistant at the University is initiated by the decision of the head of department according to the criteria prescribed in Articles 3 and 4 of this Book of Regulations.
- (2) A candidate for the appointment to an associate position needs to electronically submit the following to the coordinator for science and research:
 - a curriculum vitae (CV),
 - a list of publications entered into the Croatian Scientific Bibliography (CRORIS) (if available),
 - proof of the appropriate level of education.
- (3) The internal commission, based on the quality of the application and the conducted introductory class, assesses if the candidate meets the criteria for the associate position of a teaching assistant, evaluates the candidate's expertise and the quality of teaching delivery, recommending to the Senate to make a decision on the appointment to the teaching assistant position or engagement as an associate.

- (4) In the case of appointing the associate to the teaching assistant position, the University enters into a fixed-term employment contract for a duration of 6 years. In case of nominal appointment, the Senate adopts a decision on the appointment as a nominal teaching assistant.

4 TRANSITIONAL AND FINAL PROVISIONS

ARTICLE 12

Interpretation of the Provisions of the Book of Regulations and to Whom It Applies

- (1) The Senate of Algebra University is responsible for the interpretation of the provisions of this Book of Regulations.

ARTICLE 13

Entry into Force

- (1) This Book of Regulations shall enter into force on the day of its adoption.

CLASS:	602-03/23-01/11
REF. NO.:	251-785-02-23-45
Pages:	6
Written by:	Working Group
Adopted by:	Senate

Assistant Professor, Mislav Balković, PhD

RECTOR