



Academic/Research staff employment
– OTM-R policy overview -
Procedures, requirements, conditions

Content

1. Introduction	3
1.1 Legal framework	3
1.2 Academic and scientific titles at the University of Montenegro	5
2. Criteria for the promotion into academic (scientific) titles	7
2.1 General conditions	7
2.2. Specific criteria (for scientific/research activities and artistic activities)	7
2.2.1 Criteria for scientific/research activities	7
2.2.2 Criteria for artistic work	10
3. Procedure for election into academic (scientific) titles	11
4. Application for the Call for election into academic (scientific) title	12
5. Review Committee Report	13
6. Forming a decision for election to academic and scientific titles	14
6.1. Review Committee	14
6.2. Council of the organizational unit	14
6.3 Scientific Board of the Senate of the University of Montenegro	15
6.4. Professional councils	15
6.5. Senate of the University of Montenegro	15
6.6. Senate decision	16

1. Introduction

Employment of academic and research staff at the University of Montenegro is conducted according to the legislative, taking care of transparency of the process since the job announcement until the Senate decision, as the highest academic body for the election of candidates into academic/research title. Also, due to clear, unambiguous and merit based criteria for the election into academic and research titles, each election into a title, every single procedure for employment is conducted objectively with the respect of the highest academic standards, without discrimination on any basis. The existence of a higher instance participating in the process of decision making, decentralizes the process of decision making at the University and makes this process objective and transparent.

1.1 Legal framework

The procedure for the promotion into academic (scientific) titles at the University of Montenegro is conducted in accordance to the following legal acts:

- Law on Higher Education,
- Statute of the University of Montenegro
- Conditions and criteria for promotion to academic titles defined by the National Council for Higher Education,
- Code of Ethics

Following are the articles of the Law on Higher Education defining issues about academic positions, academic and research freedom, and the procedure of election into academic/research titles.

According to the Article 20 of the Law on Higher Education, Academic Freedoms and Protection, The Institution shall guarantee to its academic staff freedom of thought, ideas, testing, and shall provide freedom of organizing and merging and protection of academic staff from discrimination whatsoever, in accordance with the special Law.

According to the Article 21 of the Law on Higher Education, Freedom of Research, academic staff at the Institution shall be free to publish the results of their research, in accordance with the special Law and the Acts of the Institution.

According to the Article 72 of the Law on Higher Education, Academic Titles, individuals are promoted by the University Senate, based on public competition, for a period of five years, except for Full Professors who are elected for an indefinite period. Promotion to a higher title is carried out after the period of the lower title expires. The

procedure of promotion to titles from Paragraph 1 of this Article must be finished within six months from the day of the announcement of the competition.

According to the Article 72 of the Law on Higher Education, any promotion to a title may be made for person who holds a Doctorate and has tested pedagogic competences. Promotion to a title for Artistic and their suitable subjects at a Faculty or Academy of Arts, Applied Arts, Music, Drama and Architecture may be made for a person with a higher education, acknowledged art works and tested pedagogic competences.

Academic staff from Article 72 of this Law, in addition to the conditions from Paragraphs 1 and 2 of this Article, must meet the conditions for promotion for the scientific/artistic discipline accordingly, which must be internationally comparable.

The promotion procedure, according to the Article 74 of the Law on Higher Education, as well as other issues in this regard shall be regulated by the University Statute. While conducting the procedure, international experts may be engaged, in accordance with the University Statute.

Assistants in teaching or research, according to the Article 75 of the Law on Higher Education, must fulfil the following criteria, must be:

- A student of Master's studies who has finished Undergraduate or Specialist studies with at least an average grade B (8, 50); The contract with Associates from Paragraph 1 Indent 1 of this Article is concluded for a period of one year, but for no longer than four years.

- A student of PhD's studies, master graduate with at least an average grade B (8, 50). The contract with Associates from Paragraph 1 Indent 2 of this Article shall be concluded for a period of three years, but for no longer than seven years.

- A person who has acquired the scientific title of Doctor of Science; The contract with an Associate who got promoted to the scientific title of Doctor of Science shall be concluded for a period of up to five years.

A person from Paragraph 1 of this Article shall be elected, based on a public competition which is called by an Institution in accordance with its Statute.

An assistant in teaching shall not independently teach theoretical lessons, nor organise examinations or the grading of students. Further conditions, including the manner and procedure of Associate selection shall be determined by the Institution Statute.

1.2 Academic and scientific titles at the University of Montenegro

Academic titles are:

- 1) Full professor,
- 2) Associate Professor,
- 3) Assistant Professor.

Equivalent scientific/research titles at the University of Montenegro are:

- 1) Scientific advisor,
- 2) Senior Research Associate,
- 3) Research Associate.

Assistants positions:

1. Teaching Assistants (master or PhD students also included in the research)
2. Research Assistants

Applications for academic and scientific selection are equally considered by all candidates who are qualified for selection, regardless of whether they are full-time, part-time, temporary or permanent, or are not currently employed at the University of Montenegro.

All candidates go through a career development program at the University of Montenegro, which begins with the election to the first title or assistant professor, through the title of associate professor (or equivalently Research associate), to the election to the title of full professor (or equivalently Scientific Advisor) in accordance with the Law.

The candidates who will go through the election procedure and will be elected for the first time at the University of Montenegro, regardless of whether they were previously elected at other universities or higher education institutions, can apply for election to the title of assistant professor in the relevant field (Research associate).

Elections to academic titles are made for the available positions at the faculty units of the University, while the elections to scientific titles is made for the available positions at the scientific institutes belonging to the University of Montenegro.

The same scientific/research and professional criteria that are valid for the election to the appropriate academic titles are applied for the election to scientific titles.

The pedagogical activity of the candidate is evaluated only for the election to academic titles.

2. Ethical issues

According to the ethical principles, members of academic community exercise equal rights and freedoms in achievement of their professional activities, but also have equal responsibilities to protect fundamental ethical principles and principles of academic integrity. However,

- Members of the University community are guaranteed equal conditions in exercising their professional rights and obligations, expressing intellectual abilities and promotion.
- Members of the University community should be guided by the principles of freedom of scientific and artistic creation in the spirit of the responsible, impartial and fair pursuit of the truth, and also of knowledge acquisition and transfer.
- Any kind of action (lobbying, authority abuse and similar) for the purposes of creating a privileged position of individuals or a group that is damaging to professional criteria shall be unacceptable..
- The following situations or behaviour within the University community in teaching and professional work, are unacceptable: corruption, discrimination, disturbance, interest conflict, disloyalty, irresponsibility and so on
- It is unacceptable to, as a condition for promotion, sign a report on title promotion besides determined criteria so as to remain friendly, not to do any counter favours, gain material or any other benefit.
- Every member of academic staff is morally obliged to report any unethical behaviour on the part of a colleague.
- Members of academic staff shall encourage collegial relations based on mutual consideration, a culture of communication, respect of human dignity and understanding, taking care of mutual academic values.
- Any mentor relationship shall be based on mutual consideration and respect of the rights of intellectual property and other rights exercised during scientific work within that relationship, without abusing the authority of the mentor position.

OPEN, TRANSPARENT AND MERIT BASED CANDIDATE SELECTION CRITERIA

3. Criteria for the promotion into academic (scientific) titles

General and specific conditions and criteria for election to academic titles are prescribed by the act **Conditions and Criteria for Promotion to Academic Titles** issued by the National Council for Higher Education. An excerpt of the criteria defined in the said act is given below.

2.1 General conditions

A person may be elected to an academic title under the following general conditions:

- 1) has a doctorate of science for the field for which he/she is elected, or higher education diploma for the promotion in the field of Arts at the academies (hereinafter: artistic discipline);
- 2) has proven pedagogical skills, which are determined by the council of the specific unit, i.e., faculty;
- 3) meets the conditions for election to the title for the appropriate scientific or artistic discipline that are internationally comparable, in accordance with this act;
- 4) has recognized works of art, for artistic disciplines.

2.2. Specific criteria (for scientific/research activities and artistic activities)

Criteria for election to academic titles are divided into the segment of scientific research or artistic activity, and the segment of pedagogical activity.

2.2.1 Criteria for scientific/research activities

A) The field of natural-mathematical, technical-technological, medical, agricultural sciences and architecture

- 1) A candidate for Assistant professor position should have:

- At least 8 points for papers published in renowned journals in categories Q1, Q2, Q3 and Q4 (number of points in $Q1 + Q2 + Q3 + Q4 \geq 8$),
- At least 15 points in total from scientific research.

2) A candidate for Associate professor position should have:

- At least 8 points (after the previous election) for papers published in renowned journals in categories Q1, Q2, Q3 and Q4 (number of points in $Q1 + Q2 + Q3 + Q4 \geq 8$),
- At least 15 points in total (after the previous election) from scientific research.

3) A candidate for Full professor position should have:

- At least 16 points (after the previous selection) for papers published in renowned journals in categories Q1, Q2, Q3 and Q4 (number of points in $Q1 + Q2 + Q3 + Q4 \geq 16$),
- At least 25 points in total (after the previous election) from scientific research.

B) The field of social sciences and humanities

1) A candidate for Assistant professor position should have:

- At least 8 points for papers published in renowned journals in categories Q1, Q2, Q3 and Q4 (number of points $K * (Q1 + Q2 + Q3 + Q4) \geq 8$),
- At least 15 points in total from scientific research.

2) A candidate for Associate professor position should have:

- At least 8 points (after the previous election) for papers published in renowned journals in categories Q1, Q2, Q3 and Q4 (number of points $K * (Q1 + Q2 + Q3 + Q4) \geq 8$),
- At least 15 points in total (after the previous election) from scientific research.

3) A candidate for Full professor position should have:

- At least 16 points (after the previous election process) for papers published in renowned journals in categories Q1, Q2, Q3 and Q4 (number of points $K * (Q1 + Q2 + Q3 + Q4) \geq 16$),
- At least 25 points in total (after the previous election) from scientific research

When scoring publications in categories Q1, Q2, Q3, Q4 for social sciences and humanities, the weighting coefficient $K = 1.5$ is applied.

Categories Q1, Q2, Q3 and Q4 are papers in scientific journals that are on the citation lists or databases of scientific papers SCI/SCIE/SSCI/AHCI.

Categorization and ranking of journals (Q1, Q2, Q3, Q4 categories) is based on Web of Science ranking or Scopus ranking (only papers on SCI/SCIE/SSCI/AHCI lists are observed, and a ranking can be selected that is more favourable for the candidate).

The status of the journal is assessed at the time of publication of the candidate's work.

Description of the categories of journals for natural-mathematical, technical-technological, medical, agricultural sciences and architecture

Category	Description	Points
Q1	Journals in the top 25% of web of science list journals (SCI / SCIE, SSCI, AHCI)	10
Q2	Journals in the top 50% of web of science list journals (SCI / SCIE, SSCI, AHCI)	8
Q3	Journals in the top 75% of web of science list journals (SCI / SCIE, SSCI, AHCI)	6
Q4	Other journals from the web of science list (SCI / SCIE, SSCI, AHCI)	4

Description of the categories of journals for social sciences and humanities

Category	Description	K*Points
Q1	Journals in the top 25% of web of science list journals (SCI / SCIE, SSCI, AHCI)	15
Q2	Journals in the top 50% of web of science list journals (SCI / SCIE, SSCI, AHCI)	12
Q3	Journals in the top 75% of web of science list journals (SCI / SCIE, SSCI, AHCI)	9
Q4	Other journals from the web of science list (SCI / SCIE, SSCI, AHCI)	6

2.2.2 Criteria for artistic work

These criteria are applied instead of the scientific research criteria for elections to academic titles in the field of art (in artistic disciplines).

1) A candidate for Assistant professor position should have:

- At least 15 points in the field of artistic work,
- At least 10 points in the field of artistic work must be realized through two representative and recognized references in the narrow artistic field for which it is chosen (categories U1 and U2).

2) A candidate for Associate professor position should have:

- At least 30 points in the field of artistic work,
- At least 15 points in the field of artistic work must be realized through two representative and recognized references in the narrower artistic field for which it is chosen (categories U1 and U2),
- At least 6 points from pedagogical abilities/skills, after the election to the title of assistant professor.

3) A candidate for Full professor position should have:

- At least 50 points in the field of artistic work,
- At least 30 points in the field of artistic work must be realized through at least three representative references that represent exceptional works of art that influence the development of culture and art in the narrower artistic field for which it is chosen (categories U1 and U2),
- At least 10 points from pedagogical abilities/skills after the election to the title of associate professor.

U1 category includes:

- Premiere performance/presentation of a work of art abroad at events of exceptional international importance, with published reviews
- Premiere performance/presentation of a work of art in the country, with published criticism (work of exceptional national importance)
- Exhibition of works of art in solo exhibitions abroad, with published reviews
- Exhibition of artwork in solo exhibitions in the country, with published reviews

U2 category includes:

- Premiere performance/presentation of a work of art at international festivals, reviews, events
- Premiere performance/presentation of a work of art at national festivals, festivals, events
- Exhibition of artwork at collective (jury) exhibitions, salons or events abroad
- Exhibition of artwork at collective (jury) exhibitions, salons or events in the country

GUIDELINES FOR THE ACADEMIC PROMOTION PROCEDURE AT THE UNIVERSITY OF MONTENEGRO

3. Procedure for election into academic (scientific) titles

The job advertisements have been placed regularly at the University's web site in Montenegrin and English language, all daily newspapers, on the website of the Employment Service of Montenegro, as well as at the Euraxess portal.

The job advertisement call includes the specification of the scientific field/area, duration of the call, organizational unit (name of the faculty or research institute within the University of Montenegro), and relevant links to the procedures and job requirements.

- Academic staff are elected by the Senate on the basis of a public competition, for a period of five years, unless a Full Professor is in question, when this period is indefinite.

- According to the Law on Higher Education, promotion to a higher title is conducted, after the termination of the period when election was realized for the lower title. A public competition is announced six months before the termination of the previous election period.

- The public competition is announced by the Rector, upon the proposal of the faculty council or the Senate.

- The public competition can be announced for a group of courses or an area of studies, with the principle of patronage.
- The timeliness and completeness of applications to the competition are determined by the Scientific Board of the Senate. Undue and incomplete applications are rejected by the Scientific Board. The Scientific Board gives its opinion to the Senate on the accordance of the timely and complete applications with the prescribed conditions and criteria for election.
- The Scientific Board has seven members and is formed by the Senate, by rule from among those people holding the highest academic or scientific title, bearing in mind the equal presence of scientific areas and the Arts. The Senate, upon the proposal of the Council of organization/faculty unit, appoints the Review Committee for writing individual reports for each candidate.
- Reviewers submit separate reports in accordance with the instruction for writing reports, determined by the Senate. Reviewers, members of the Review Committee, must not have a lower scientific title with respect to the one for which the election is announced and must not be related to the candidate in straight and side line concluding to the fourth level.
- The Review Committee report is published in the Bulletin of the University and they are available to the public 30 days from the day of publishing, when complaints may be submitted. After a complaint is received, the reviewers make statements within 30 days from the day of the receipt of the complaint.
- The faculty council, based on the Review Committee report, determines the proposal for the Senate, within 30 days from the day when last public one expired, or else when term for the statement of complaint expires. The decision on the election is made by the Senate by a majority of votes out of the total number of members of the Senate who have the right to decision-making, in accordance with this Statute.
- The decision of the Senate is final.
- **The decision of the Senate is delivered to all competitors, through the Organizational unit (faculty for academic titles, research institute for scientific titles) for which the election is performed.**

4. Application for the Call for election into academic (scientific) title

The applications should contain:

1. Curriculum vitae with information about the workplace

2. Classification bibliography (Quantitative assessment of scientific-research and professional bibliography and Quantitative assessment of pedagogical skills)
3. Copy of the Decision on previous election to the academic title (except for the election to the first title)
4. Accompanying and evidentiary material (copies of papers, certificates of reviews, certificates of editorial in journals, participation in projects) for scientific research and pedagogical activities (in digital format)

Templates of applications for election to academic and scientific titles are available on the website of the Scientific Committee:

<https://www.ucg.ac.me/objava/blog/3/objava/16081-obrasci>

The template contains a complete classification of scientific research contributions with a defined scoring method.

Members of the review committee submit individual reports in accordance with the instructions for writing the report. The reviewer's report contains:

1. ASSESSMENT OF CONDITIONS:

A) FULFILLMENT OF CONDITIONS REGARDING THE LEVEL OF EDUCATION

B) ANALYSIS OF SCIENTIFIC RESEARCH (ARTISTIC) WORK (Summary of the reviewer on the scientific research (artistic) work of the candidate based on the attached references with the selection and three scientific research works (works of art) which the reviewer considers to represent the most significant contribution of the candidate in the reporting period, according to the election criteria)

C) ANALYSIS OF PEDAGOGICAL ABILITY (Summary of the results of pedagogical work, with highlighted results from official student surveys, assessment of the entrance lecture, assessment of the inaugural lecture)

2. VERIFICATION OF CANDIDATE SCORING (Table)

ACTIVITY	No. of papers			No. of points		
	Before last election	After the last election	Total	Before last election	After the last election	Total

1. SCIENTIFIC/RESEARCH ACTIVITIES						
2. ARTISTIC ACTIVITIES						
3. PEDAGOGICAL ACTIVITIES						
TOTAL						

3. OPINION FOR ELECTION TO THE TITLE (Clear conclusion on the fulfilment of the conditions for election to the appropriate title and opinion, in accordance with the criteria for election to the title: Conditions and criteria for election to academic titles)

6. Forming a decision for election to academic and scientific titles

6.1. Review Committee

The Review Commission, appointed by the Senate of the University of Montenegro (based on the proposal of the specific faculty council), is in charge of writing reports for each candidate individually, highlighting the most significant contributions of each candidate.

Each member of Review Committee reviewers writes a separate report. Each of the reviewers, in accordance with the contribution analysis for each individual candidate, forms a proposal for election to the academic (scientific) title, giving preference to one of the candidates.

Reviews are published in the Bulletin of the University of Montenegro and are available to the public.

6.2. Council of the organizational unit

Based on the Review Committee reports, the Council of the university unit (Faculty Council) makes a proposal of the decision for the election to the academic or scientific title of the candidate, i.e., one of the candidates if more than one person applied for the competition.

The proposal of the decision of the Council of the organizational unit is submitted to the Senate of the University for consideration.

6.3 Scientific Board of the Senate of the University of Montenegro

In addition to the Review Committee reports and the proposal of the decision of the Council of the organizational unit, the Scientific Committee of the Senate as an expert body forms an opinion on meeting the minimum criteria for election to academic or scientific titles according to the Act. **Conditions and criteria for promotion to academic titles** (separately for each of the candidates, without making a selection of candidates, but only stating whether the prescribed criteria for advancement to an academic or scientific title have been met).

The opinion of the Scientific Committee is an integral part of the documentation, which is considered by the Senate together with the Reviewers' reports and the proposal of the Council of the organizational unit.

6.4. Professional councils

The Senate of the University of Montenegro has three professional councils: the Council for Natural, Technical and Medical Sciences, the Council for Social Sciences and Humanities, and the Council for the Arts.

Complete documentation for election to academic and scientific titles, before the Senate session, are considered by the competent professional council, giving a proposal to the Senate.

6.5. Senate of the University of Montenegro

The final decision on the election to the academic (scientific) title is made by the Senate. At the session of the Senate, the Review Committee reports are discussed, as well as the proposal of the decision from the Council of the organizational unit, the opinion of the Scientific Committee on the fulfillment of the criteria for election to academic or scientific titles, the opinion of the Professional Council. Based on the complete material and possible discussion of the representatives in the Senate, the members of the Senate make the final decision by voting.

Only members of the Senate with academic titles, who are in the same or higher title in relation to the title to which the candidate should be elected, vote for election to academic titles.

Materials for the Senate are publicly available immediately after the Senate session.

6.6. Senate decision

The decision of the Senate, with a rationale included, is signed by the Rector of the University of Montenegro being at the same time the Chairman of the Senate. The decision is delivered to the appropriate faculty unit to inform them regarding the decision of the competition for the election to the academic or scientific title, and to all participants in the competition. Decisions on recruitment are also public and are published in the Bulletin of the University of Montenegro.