Instructions for Reviewers

In formulating their assessments, reviewers should consider the following documents listed on the web page https://www.fri.uni-lj.si/sl/habilitacije:

- Criteria for Appointment to the Titles of University Teachers, Researchers, and Associates at the University of Ljubljana, no. 5, valid from November 22, 2022,
- Criteria for Appointment to the Titles of University Teachers, Researchers, and Associates at the University of Ljubljana, no. 3, valid from August 1, 2020 with amendments,
- Instructions for Implementation of the Criteria (technical instructions), valid from August 1st, 2020.

A summary of the above documents, which should be sufficient to prepare the assessment, is presented below.

Please prepare the assessment in English and include the elements listed below.

Introduction

Please specify the date of appointment as an expert reviewer, your title, and the scientific field in which you are appointed to the title. Also, indicate the candidate, the title he requests, and the habilitation field (computer science and informatics).

Qualitative assessment of academic work

Please check the adequacy of the submitted bibliography, especially the conformity of the works listed by the candidate to the field in which he is seeking appointment to a title, and the adequacy of all evidence of meeting the requirements for appointment to the requested title.

In this section, the report should contain a reasoned, analytical evaluation of the importance of the candidate's academic output with an analysis and assessment of the quality of the candidate's submitted works. In the analysis prepare a reasoned and structured view regarding:

- the demonstrated capacity for independent academic or research and development work;

- proven ability to solve problems of an academic, research and development, or technical nature;
- the international response or importance of the national identity and culture of the candidate's work and
- the candidate's active international engagement.

The assessment must contain an analysis of important academic work, with particular emphasis on a presentation of the international importance and reception of these works (for instance number of citations, importance of journals in which works are published, reputation of publishers that published monographs or parts of monographs, contribution to scholarship, public presentations and prizes and awards for artistic works).

The candidate lists his most important works in Section 15 (*Quantitative fulfilment of the minimum conditions for election to the title*) of the *Candidate presentation* under the requirement *Important works (article 42 in Criteria*), with the candidate as the first or leading author*. The numbers under the column *Units* reference the bibliography, a part of the document *Pregled dela in točkovnik* (*eng. Work overview and points tally*, available in Slovene only). Candidate additionally exposes some important works in Section 7 (*International research impact*) of the Candidate *Presentation (Most cited and notable publications)* and maybe also in Section 14 (*Up to five most important achievements not listed above*).

Especial prominence and detailed evaluation should be assigned to works which in your judgment represent the most important academic or artistic achievements of the candidate, specifically:

- at least 2 for appointment to the title of assistant professor,
- 4 for appointment to the title of associate professor and
- 6 for appointment to the title of professor.

Please substantiate the importance and international response of these works or their national importance if they involve fields for which international response is not the sole quality criterion.

Most commonly, the candidate's important works are publications in international journals indexed in SSCI or SCI with an impact factor. However, they can also list academic monographs and monograph chapters, contributions to top conferences, peer-reviewed university textbooks, and outstanding professional work (technology transfer, patents, drafting of legal acts, large projects). In the latter case, you are encouraged to include a detailed evaluation of these works. Publications in top conference proceedings are considered important works only if they belong to the A* or A categories in the International CORE Conference Rankings database in the field of computing and informatics (https://www.core.edu.au/icore-portal).

Qualitative assessment of educational work

This section is relevant only when the candidate applies to a pedagogical title.

Please highlight the candidate's demonstrated mentorship, study material, textbooks, given courses, etc. If you know the candidate's educational work sufficiently well, for example, from involvement in summer schools, invited lectures at your institution, and similar, you can also assess the candidate's quality from that perspective.

In the case of a first appointment at the University of Ljubljana to a pedagogical title, the candidate must demonstrate educational ability by a public trial lecture. If the candidate decides to hold the public trial lecture in Slovene, the Senate appoints an additional Slovene reviewer to replace the foreign reviewer in assessing the lecture. Otherwise, the reviewers must draw up their reports only after the trial lecture, wherein assessing the candidate's pedagogical training shall consider the findings from the joint report.

Qualitative assessment of professional work

A brief description and assessment of the quality and importance of the candidate's professional work, like leading and participating in professional projects, patent applications and patents awarded, the appearance of papers given in professional circles, papers given at conferences, participation in professional associations, and so forth.

Conclusion

The conclusion must contain a clear and unambiguous statement on whether the candidate fulfils the conditions for appointment to the requested title. If the reviewer agrees with the appointment, he should propose the Senate to elect the candidate to the proposed title.