

ORDINANCE

**ON THE CONDITIONS FOR SELECTION TO SCIENTIFIC,
ASSOCIATE AND PROFESSIONAL POSITIONS**

2017

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Based on Article 41, paragraph 8 and Article 44, paragraph 3 of the Act on Scientific Activities and Higher Education (Official Gazette, No 123/03, 198/03, 105/04, 174/04, 2/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15) (hereinafter: the Act), Article 42, paragraph 3 of the Ordinance on the conditions for election to scientific professions (Official Gazette, No 28/17) and Articles 54 and 56 of the Statute of the Institute of Oceanography and Fisheries in Split (hereinafter: Statute), the Director of the Institute of Oceanography and Fisheries in Split, on the proposal of the Scientific Council of the Institute of Oceanography and Fisheries, with the consent of the Board of Governors of the Institute of Oceanography and Fisheries at the meeting held on October 13, 2017, adopts

ORDINANCE

on the conditions for selection to scientific, associate and professional positions

I. BASIC PROVISIONS

Article 1

This Ordinance establishes additional conditions and procedures for the selection of applicants to scientific, associate and professional positions at the Institute of Oceanography and Fisheries (hereinafter: the Institute), the conditions being determined by law and regulations established by the Act.

Scientific positions are: research associate, senior research associate, scientific advisor and scientific advisor with tenure.

Associate positions are: assistant and postdoctoral student.

Professional positions are: professional associate, senior professional associate and professional advisor.

II. CONDITIONS FOR SELECTION TO SCIENTIFIC POSITIONS

1. Basic principles

Article 2

The conditions of the Institute of Oceanography and Fisheries for the selection to scientific positions shall include the conditions prescribed by the Act and the additional conditions prescribed by this Ordinance, based on the evaluation of the following parameters:

- scientific productivity of the applicant,
- scientific visibility and reputation of the applicant,
- international activities of the applicant,
- scientific competitiveness of the applicant (projects, patents, etc.),
- overall scientific performance of the applicant.

Article 3.

Qualitative criteria include evaluation of the applicant's internationally visible scientific publications, including the number and quality of scientific publications, and the applicant's contribution to publications indexed in the Thomson Reuters Web of Science database.

Quantitative criteria are based on the evaluation of a broad range of applicant's individual activities relevant to scientific work at the Institute, with cumulative point thresholds established for individual scientific positions.

2. Qualitative criteria

Article 4

The qualitative criteria are based on the scoring of the applicant's publications in the Web of Science and their citation, according to the following formula:

$$K = [\sum (IF/IFM \times D)] + H$$

where IF is the impact factor of the journal, IFM is the median impact factor of the journal according to the Web of Science classification, D is the author's contribution in a given paper, and H is the H-index. The H-index represents the number of papers cited equal to or higher than that number, and is calculated based on the Web of Science database. If the journal is indexed in multiple scientific branches, the lowest median of the scientific branch is used.

The author's contribution to a particular paper is graded as follows:

- D = 1, for the first, main or "corresponding" author in the paper
- D = 0.8, for the second author in a paper with two authors
- D = 0.5, for all other authors in a paper up to and including 5 authors, and
- D = 0.2, for all other authors in a paper with 6 or more authors.

For publications written in collaborations with international scientific institutions, the number of author's points in an individual work is increased by 10%.

For interdisciplinary papers, there can be a maximum of three main authors, but only one per discipline. The main authors are determined by the expert committee on the basis of the applicant's submission, in which the author's contributions and the interdisciplinary nature of the work are explained in detail. Individual disciplines represent scientific branches defined in the Ordinance on Scientific and Artistic Areas, Fields and Branches (Official Gazette No 118/2009).

If IF and IFM are not available for the year of publication, the values from the year closest to the year of publication of the paper are used.

Article 5.

An applicant selected for the position of research associate in all scientific fields must have $K \geq 4$ in their entire research career, and $K \geq 1$ in the last 5 years.

An applicant selected for the position of senior research associate must have $K \geq 14$ (applicants elected in the field of natural sciences) or $K \geq 9$ (applicants elected in other scientific fields) in the entire research career, and $K \geq 3$ (applicants elected in the field of natural sciences) or $K \geq 2$ (applicants elected in other scientific fields) in the last 5 years of work.

An applicant selected for the scientific position of scientific advisor must have $K \geq 24$ (applicants elected in the field of natural sciences) or $K \geq 15$ (applicants elected in other scientific fields) in the entire research career, and $K \geq 6$ (applicants elected in the field of natural sciences) or $K \geq 4$ (applicants elected in other scientific fields) in the last 5 years of work.

An applicant selected for the scientific position of scientific advisor with tenure must have $K \geq 25$ (applicants elected in the field of natural sciences) or $K \geq 16$ (applicants elected in other scientific fields) in the entire research career, and $K \geq 7$ (applicants elected in the field of natural sciences) or $K \geq 5$ (applicants elected in other scientific fields) in the last 5 years of work.

3. Quantitative criteria

Article 6

The quantitative criteria of M are based on the aggregate scoring of a wide range of the applicant's activities. The individual points are calculated as follows:

– *Scientific publications (except WoS papers)*

- (1) scientific papers published in other journals with international peer review – 1.0 point per paper
- (2) scientific papers published in national peer-reviewed journals – 0.3 points per paper
- (3) book or monograph published by an international publisher – 5.0 points per work
- (4) book or monograph published by a national publisher – 2.5 points per work
- (5) chapters in books published by an international publisher – 1.0 point per chapter
- (6) chapters in books published by a national publisher – 0.5 points per chapter
- (7) scientific conference papers at international conferences – 0.5 points per paper
- (8) scientific conference papers at national conferences – 0.3 points per paper
- (9) popular science papers – 0.2 points per paper
- (10) scientific paper published in the journal Acta Adriatica (out of WoS) – 2.0 points

– *Scientific excellence and visibility*

- (11) invited lectures and plenary lectures at international conferences – 1.0 point per lecture
- (12) invited lectures and plenary lectures at national conferences – 0.5 points per lecture
- (13) national awards for science, international awards for science – 5.0 points per award
- (14) other prizes awarded for scientific, professional or educational work – 2.5 points per prize
- (15) permanent member of the editorial board of a journal indexed in the ISI Web of Science database - 2.5 points per editorial board membership
- (16) permanent member of the editorial board of other journals – 1.0 point per editorial board membership
- (17) guest editor in a journal indexed in the ISI Web of Science database – 1.0 point per editorial activity
- (18) guest editor in another journal – 0.5 points per editorial activity
- (19) reviewer of scientific papers in journals indexed in the ISI Web of Science database – 0.3 points per review

- (20) reviewer of international scientific, professional or innovative-technological projects – 1.0 point per review
- (21) reviewer of national scientific, professional or innovation-technological projects – 0.5 points per review
- (22) chairman of the scientific or organizational committee of an international scientific meeting – 5.0 points per meeting
- (23) chairman of the scientific or organizational committee of a national scientific meeting – 2.5 points per meeting
- (24) member of the scientific or organizational committee of an international scientific meeting – 2.0 points per meeting
- (25) member of the scientific or organizational committee of a national scientific meeting – 1.0 point per meeting
- (26) participation in the organization of other international and national workshops related to the Institute's activities – 0.5 points per workshop
- (27) chairman of the Scientific Council – 1.0 point
- (28) national representative or member of international scientific expert or professional associations – 2.0 points per membership
- (29) member of national expert or professional associations – 1.0 point per membership
- (30) research stays or specialization abroad of 1 month – 0.8 points per month
- (31) supervision of fellows of international scientific foundations (Fulbright, Humboldt, Humphry, ...) on specialization at the Institute for more than 6 months – 5.0 points per stay
- (32) supervision of foreign students or scientists who are on specialization at the Institute for at least 1 month, except for the cases mentioned in (31) – 1.0 point per stay
- (33) introduction and application of new techniques in field and laboratory research for the purpose of obtaining new data applicable in all areas of Institute's research, and with a view to increasing the level of interdisciplinarity in marine research – 5.0 points, provided that scientific or professional paper is published in WoS

– *Scientific competitiveness*

- (34) leadership or coordination of international projects funded to the institution where the applicant is employed with more than 50,000 EUR per year – 5.0 points per project
- (35) leadership or coordination of international projects funded to the institution where the applicant is employed with less than 50,000 EUR per year – 2.5 points per project
- (36) leadership or coordination of national scientific or innovation-technological projects funded to the institution where the applicant is employed with more than 50,000 EUR per year – 2.5 points per project
- (37) leadership or coordination of national scientific or innovation-technological projects funded to the institution where the applicant is employed with less than 50,000 EUR per year – 1.5 points per project
- (38) leadership of a substantial part of an international or national project ("work package leader") – 70% of the point value of criteria (34) to (37)

- (39) leadership of professional projects and other jobs in the Institute with a contract value of at least 50,000 EUR per year – 3.0 points per job
- (40) leadership of professional projects and other jobs in the Institute with a contract value of up to 50,000 EUR per year – 1.5 points per project/job
- (41) participation in the Institute's projects or contracted works - 1/5 of the points awarded to project leaders or coordinators according to criteria (34) - (40), per project or contracted work
- (42) registered patents – 5.0 points per patent

– *Educational activity, other*

- (43) head of university study programs – 1.5 points per program
- (44) participation in the creation of university study programs – 1.5 points per program
- (45) mentoring of successfully defended dissertations – 2.0 points per dissertation
- (46) co-mentoring of successfully defended dissertations – 1.0 point per thesis
- (47) mentoring of successfully defended master theses (Master of Science) – 1.0 point per thesis
- (48) co-mentoring of successfully defended master theses (Master of Science) - 0.5 points per theses
- (49) mentoring of successfully defended graduation theses (Bachelor of Science) – 0.5 points per paper
- (50) teaching courses at the doctoral level – 1.5 points per study
- (51) teaching courses at the graduate level – 0.8 points per study
- (52) teaching courses at the undergraduate level – 0.2 points per study
- (53) visiting professor at foreign universities – 1.5 points per study
- (54) principal examiner of an officially accredited method – 2.0 points per method
- (55) examiner of an officially accredited method – 1.0 point per method
- (56) participation in science popularization activities (participation in radio and TV broadcasts, leading various groups of students or guests on tour of the Institute, filming scientific documentaries) – 1.0 point
- (57) leading field research activities – 1.0 point

If the activities listed in criteria (15), (16), (27)-(29), (34)-(41), (43), (54) and (55) occur over more than 5 years, the number of individual points is determined by multiplying the indicated number of points by the total number of 5-year activity periods, increased by 1.

Article 7

In the event that the applicant selected for a scientific position (in all scientific fields) is a project leader before the institution in which that person is employed, with a contracted value of at least 250,000 EUR, exclusively for national and international scientific or innovation-technological competitive projects, the total number of points for M increases by 10 points.

Article 8

An applicant selected for the scientific position of research associate, in all scientific fields, must have $M \geq 5$ in their entire research career, and $M \geq 3$ in the last 5 years of work.

An applicant selected for the scientific position of senior research associate, in all scientific fields, must have $M \geq 20$ in the entire research career, and $M \geq 7$ in the last 5 years of work.

An applicant selected for the scientific position of scientific advisor and scientific advisor with tenure, in all scientific fields, must have $M \geq 50$ in the entire research career, and $M \geq 15$ in the last 5 years of work.

Article 9

A scientist in a scientific position of scientific advisor with tenure, is required to report to the Scientific Council of the Institute every five years on activities performed during the preceding five-year period. In doing so, it is necessary to attach a list of activities with the calculation of points obtained in accordance with this Ordinance for the specified period.

Article 10

The applicant is required to provide evidence for all activities listed in the application and which are scored as part of the selection process for the position. The evidence must be verifiable, must contain the required information about the activity, can be provided in printed or electronic form (certificate from the relevant institution, email, website or similar), or it can be in the form of a link to a suitable electronic form (e.g. Internet link).

If the applicant does not provide evidence of a particular activity, this activity and the associated points will not be considered.

III. CONDITIONS FOR SELECTION TO ASSOCIATE POSITIONS

Article 11

Associate positions are: assistant and postdoctoral student.

A person who has obtained a university degree, has achieved a grade point average of at least 3.5, and has provided at least two relevant letters of recommendation, is eligible for appointment to the position of assistant.

A person who has completed postgraduate study and has obtained the academic degree of Doctor of Science (PhD) may be elected to the position of postdoctoral student.

IV. CONDITIONS FOR SELECTION TO PROFESSIONAL POSITIONS

Article 12

Professional positions are: professional associate, senior professional associate and professional advisor.

In order to be selected for professional position, it is necessary to fulfill the conditions established by this Ordinance.

A person who has obtained the appropriate professional title in accordance with the Act may be elected to professional position.

A person who has obtained a university degree in the relevant field may be elected to the title of professional associate.

A person who has obtained a university degree in the appropriate field and has achieved independence in performing analytical work in the laboratory and in the fieldwork, in entering and presenting results, and in managing a specific segment of work within the laboratory may be elected to the professional title of senior professional associate.

A person who has obtained a university degree in the relevant field and has gained complete independence in managing and organizing individual work segments necessary for the development and improvement of work processes in the Institute may be elected to the professional title of professional advisor.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 13

With the entry into force of this Ordinance, the Ordinance on the conditions and procedure for the selection of scientific, associate and professional positions of the Institute No 115/1 of February 12, 2014, is no longer valid.

Article 14.

This Ordinance shall enter into force on the eighth day following its publication on the Institute's bulletin board.

President of the Board of Governors

Prof. dr. sc. Ivica Pervan
(handwritten signature)

Director of the Institute

Dr. sc. Nedo Vrgoč
(handwritten signature)

Split, October 13, 2017. Number: 85/4

This Ordinance was announced on the bulletin board of the Institute of Oceanography and Fisheries on October 16, 2017, and entered into force on October 23, 2017.