

ORDINANCE
ON ADDITIONAL CRITERIA FOR APPOINTMENT
TO RESEARCH POSITIONS

- amended text -

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Pursuant to Article 4 of the Ordinance on Amendments to the Ordinance on Additional Criteria for Appointment to Research Positions in the Institute of Economics, Zagreb, passed by the Board of Directors of the Institute at its meeting held on 16 March 2015, the Director of the Institute of Economics, Zagreb prepared on 13 April 2015 the amended text of the Ordinance on Additional Criteria for Appointment to Research Positions.

The amended text of the Ordinance on Additional Criteria for Appointment to Research Positions encompasses the Ordinance on Additional Criteria for Appointment to Research Positions which came into effect on 7 May 2014 and the Ordinance on Amendments to the Ordinance on Additional Criteria for Appointment to Research Positions which came into effect on 25 March 2015.

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I. GENERAL PROVISIONS

Article 1

This Ordinance on Additional Criteria for Appointment to Research Positions (hereinafter: the Ordinance) defines the minimal additional criteria for appointment to research positions at the Institute of Economics, Zagreb (hereinafter: the Institute).

Article 2

The procedure for appointment to research positions is defined in the Scientific Activity and Higher Education Act (hereinafter: the Act) and the Articles of Association of the Institute.

Appointment to research positions is conducted by the Institute's Scientific Board, based on a public job advertisement placed in the Official Gazette, the daily press, the Institute's website and the EURAXESS web portal.

The advertisements mentioned in the previous paragraph are issued in accordance with consent obtained from the Ministry of Science, Education and Sports if the job positions are financed from the state budget, in line with the Book of Regulations on the Institute's Internal Organization and Book of Regulations on the Institute's Job Structure.

The Institute can also finance certain research positions from the funds it gains from other sources.

A five-member commission appointed by the Institute's Scientific Board (hereinafter: the Commission) carries out the recruitment procedure and proposes to the Scientific Board the most suitable candidate

for the research position who fulfills the conditions laid down by the Act and subordinate legislation, as well as additional criteria set out in the Articles of Association and this Ordinance.

The final decision on appointment to the research position is made by the Scientific Board based on the Commission's report, which contains evaluations of all the candidates applying for the position, but also taking into consideration the specific requirements expected from the candidate with regard to the priorities set out in the Institute's development strategy.

II. CRITERIA FOR APPOINTMENT TO RESEARCH POSITIONS

Article 3

The terms used for research job positions are defined by the Act, as follows:

- research associate
- senior research associate
- senior research fellow
- senior research fellow (permanent appointment).

General criterion for appointment to research positions

Article 4

The general criterion for appointment to a research position is that the candidate is registered in the Register of Scientists under the same or higher academic title, and that the appointment is conducted in accordance with the Act.

Additional criteria for appointment to research positions

Article 5

Additional criteria for appointment to research positions at the Institute are:

1. Scientific criteria
2. Project criteria
3. Public-professional criteria

1. 1. Scientific criteria

(i) Before being appointed to the position of research associate, i.e., after having been appointed to their last research position (Δ) – in the case of senior research associates, senior research fellows and permanently appointed senior research fellows – the candidates must have published scientific articles as specified in the following table:

Academic title	Number of articles
Research associate	2
Senior research associate	2
Senior research fellow	2
Senior research fellow (permanent appointment)	2

If the candidate is being appointed to the research position of senior research associate or senior research fellow without having been appointed to a research position before, the number of required

articles (from the above table) is calculated cumulatively, i.e., 4 articles are required for the position of senior research associate, and 6 articles for the position of senior research fellow.

(ii) The articles specified in the above table are scientific articles published in journals that are indexed in the Web of Science (Science Citation Index Expanded, Social Science Citation Index, Art&Humanities Citation Index). If the journal's impact factor (IF) is in the top half of all journal impact factors in the subject category, i.e., above the median (listed in the Subject Category Summary List), as reported in the Journal Citation Report (JCR), such an article counts as two articles. The impact factor which will be used is the value for the year of the article's publication. If the journal's IF has not been issued for that year yet, its IF from the previous year is used.

(iii) Authorship of a book counts as three articles if the book has been published by an established academic publisher, a book chapter counts as one article, and editorship of a book also counts as one article.

The book must have been published (whether authored or edited) by established academic publishers listed in categories A or B of the latest WASS-SENSE book publishers ranking list (<http://www.sense.nl/qualityassessment>).

If particularly significant publishers of specific research in the field of economics are not on this list, the Scientific Board may, upon the proposal of the Institute's researchers, once in two years approve an additional list of established academic publishers.

(iv) The contribution of co-authors of published scientific articles is calculated as follows:

- up to three authors: 100%
- four or five authors: 50%
- six or more authors: $100/n\%$ (n = number of authors).

(v) Articles which have been accepted for publication will be rated as published articles, providing that their acceptance for publication is confirmed. For journals, confirmation from the editor, editorial board or publisher is required, while for books and book chapters, confirmation from the publisher is required.

(vi) If there is more than one candidate for a research position, the articles specified in the above table, together with the candidate's other scientific publications, are converted into points, as follows:

- 1 article = 1 point
- 1 article (IF > median) = 2 points
- 1 *a1** category article = 0.8 points.

* *a1* category articles are articles published in journals indexed in the following international citation databases other than the Web of Science:

ABI/INFORM

ASSIA – Applied Social Sciences Index and Abstracts

BIOSIS Previews

CAB Abstracts

Caredata Abstracts

Computer and Information Systems Abstracts

Criminal Justice Abstracts
Criminal Justice Periodical Index
CSA – Cambridge Scientific Abstracts
Current Law Index
Current Legal Theory
DOIS – Documents in Information Science
EconLit – American Economic Association’s electronic database
ERIC – Educational Resources Information
European Legal Journal Index
Francis
Geobase
Human Resources Abstracts
IBSS – International Bibliography of the Social Sciences
Index to Foreign Legal Periodics
Index to Legal Periodicals
Information Science Abstracts
International Labour Documentation
INSPEC
ISI Proceedings
Journal of Economic Literature
LISA – Library and Information Science Abstract
NCJRS – National Criminal Justice Reference Service Abstracts Database
Neue Kriminologische Literatur
PAIS International – Public Affairs Information Services
Population Demographics
PsychINFO
PsycLit (Psychological Abstracts)
CSA – Social Sciences Abstracts
Sociological Abstracts
Worldwide Political Science Abstract
Scopus.

Articles published in journals that had not been indexed in international citation databases at the moment of publication, but are indexed at the moment of the candidate’s appointment, are considered to be *a1* category articles.

2. Project criteria

	Project type		Contracted project value	
	Competitive scientific projects	Other projects++		
	Projects financed by foundations that promote various types of research, linked to national science policy authorities and supranational authorities (excluding long-term research projects commissioned by the Ministry of Science, Education and Sports)+		$\geq 180,000$ HRK OR ≥ 1 year	$<180,000$ HRK AND < 1 year
Project leading*	2	1	1	0.5
Cooperation*	1	0.5		

+Examples: scientific projects belonging to the Croatian Science Foundation (CSF) and its Unity through Knowledge Fund (UKF), the Sixth and Seventh Framework Programmes (FP6&FP7), Horizon 2020, the European Science Foundation (ESF), Humanities in the European Research Area (HERA) under the European Cooperation in Science and Technology (COST) framework, GDN, and projects with verifiable scientific significance and purpose, the commissioning of which is proven by submitting a copy of the call for tenders (public bids) and copy of the signed contract (this category does not include IPA and bilateral projects). The definition of competitive scientific projects has been taken from the Ministry of Science, Education and Sports.

++Examples: projects commissioned by public and state institutions, business entities, local and regional self-government units, international institutions, civil society organizations, IPA projects and other projects.

*If only one person is participating in the project, it is rated as cooperation, not as project leading. Likewise, if the candidate – an EIZ employee – worked as an associate (subcontractor) on an external project – only the value of his/her contract is considered (not the value of the entire project).

Explanation: The number 1 – assigned to projects worth 180,000 HRK or more, **or** lasting a year or longer – and the number 0.5 – assigned to projects worth less than 180,000 HRK **or** lasting less than a year – are not points, but weightings to be multiplied by the points from the previous two columns.

The monetary value and duration of the project also serve as approximations of the number of associates on the projects.

Minimal points:

Research associate *	1 point
Senior research associate	3 points
Senior research fellow	5 points
Senior research fellow (permanent appointment)	7 points

* Example:

1 point can be earned by cooperating on 4 "other" projects worth <180,000 HRK or lasting less than a year ($4 \times 0.5 \times 0.5$); by cooperating on 2 competitive scientific projects worth <180,000 HRK or lasting less than a year ($2 \times 1 \times 0.5$); by leading 2 "other" projects worth <180,000 HRK or lasting less than a year ($2 \times 1 \times 0.5$); by leading 1 competitive scientific project worth <180,000 HRK or lasting less than a year ($1 \times 2 \times 0.5$); by cooperating on 1 competitive scientific project worth $\geq 180,000$ HRK or lasting a year or longer ($1 \times 1 \times 1$) and through other similar combinations.

3. Public-professional criteria

Value	A) Public activities	B) Scientific activities	C) Mobility/teaching	D) Popularization of science
Low 1 point	<ul style="list-style-type: none"> • Member of the editorial board of a professional journal* • Member of the conference committee of a professional conference, roundtable, forum etc. • Referee of a professional article • Presenting an article at a professional conference, roundtable, forum etc. 	<ul style="list-style-type: none"> • Presenting an article at a scientific conference • Member of the editorial board of a scientific journal (not indexed in Scopus and/or WoS)* or scientific book • Member of the editorial board of working papers* • Member of the conference committee of a scientific conference • Referee of a scientific article 	<ul style="list-style-type: none"> • Mobility (within the country, 1-6 months continuously) • Holding seminars at institutions of higher education • Mentor – master’s thesis 	<ul style="list-style-type: none"> • Presenting research to the broader public • Book/journal presentation • Various events popularizing science – participation in organizing the event+ • Writing reviews on current topics (e.g. on the internet, in professional journals, monthly and weekly press, blogs...) • Media appearances
Medium 2 points	<ul style="list-style-type: none"> • Chair of the conference committee of a professional conference, roundtable, forum etc. • Lower-ranking professional public function (appointed by ministries, government agencies or other state administration bodies)# 	<ul style="list-style-type: none"> • Chair of the conference committee of a scientific conference • Member of the editorial board of a scientific journal (indexed in Scopus and/or WoS)* • Editor of working papers* • Guest editor of an issue of a scientific journal (indexed in Scopus and/or WoS) • Referee of a project (e.g. for the Croatian Science Foundation) • Mentorship (of research assistants) • Member of a scientific body 	<ul style="list-style-type: none"> • Mobility (international, 1-6 months continuously) • Teaching at institutions of higher education (excluding doctoral programs) • Mentor – doctoral dissertation 	<ul style="list-style-type: none"> • Professional articles (e.g. Sector Analyses) • Various events popularizing science – organizer+

		<p>(e.g. National Science Council, Scientific Field Committee, Scientific Area Council)#</p> <ul style="list-style-type: none"> • Leading a long-term research project commissioned by the Ministry of Science, Education and Sports • Leading an academic department# • Leading the Scientific Board of a public institute or Research-Teaching Council of a university# 		
<p>High 3 points</p>	<ul style="list-style-type: none"> • Editor of a professional journal* or book • Leading a scientific association* • Higher-ranking professional public function (appointed by the Government or Parliament)# 	<ul style="list-style-type: none"> • Science award • Keynote speech at an international scientific conference • Editor of a scientific journal (indexed in Scopus and/or WoS)* or scientific book • Referee of a research program (e.g. FP7) • Leading a scientific body (e.g. National Science Council, Scientific Field Committee, Scientific Area Council...)# 	<ul style="list-style-type: none"> • Mobility (international, longer than 6 months continuously) • Teaching on doctoral programs at institutions of higher education 	

*For at least two years.

For at least a year.

+Examples: Open Door Days, Science Festival, educational projects in cooperation with elementary and secondary schools, educational programs of the Agency for Vocational Education and Training and Adult Education, popular science workshops etc.

Explanation:

The categories of activities are marked as A, B, C or D, with points depending on the designated value (row level): low, medium or high value, each carrying a corresponding number of points. In each specific combination of activities (A, B, C, D) and their values (1, 2, 3 points), i.e., in each individual "field" of the above table, only one activity can be counted, and only once.

Minimum points:

Research associate*	1 point
Senior research associate*	3 points
Senior research fellow	5 points
Senior research fellow (permanent appointment)	7 points

* Example:

1 point can be earned by presenting an article at a scientific conference (1) **or** by reviewing a professional (1) **or** scientific article (1).

3 points can be earned by presenting an article at a scientific conference (1) **and** reviewing a professional article (1) **and** writing a review on a current topic (1), (1+1+1) **or** by visiting an international institution (mobility) up to 6 months (2) **and** presenting an article at a professional conference, roundtable, forum etc. (1), (2+1).

III. TRANSITIONAL AND FINAL PROVISIONS

Article 6

The expressions and terminology used in this Ordinance that are gender specific apply equally to both genders, regardless of the forms used in the text.

Article 7

All recruitment procedures for appointments to research positions that began before this Ordinance came into effect will be carried out in accordance with the rules that were in effect when they began.

Article 8

If this Ordinance is amended because of changes to the minimal criteria, its implementation will have a transitional period lasting minimally six months after it comes into effect.

Article 9

This Ordinance comes into effect eight days after it has been published on the Institute's bulletin board and intranet.

Director

Dr. Dubravka Jurlina Alibegović