

According to Article 64, paragraph 1, item c of the Law on Higher Education of the Republic of Srpska ('Official Gazette of the Republic of Srpska', issues 73/10, 104/11, and 84/12), and Article 135, paragraph 2, indented line 10 and Article 145, paragraph 2 of the Statute of the University of Banja Luka, the Senate of the University of Banja Luka, on its 16th session, held on 28 May 2013, introduces

RULEBOOK

on Procedure and Conditions for Academic Rank Promotion at the University of Banja Luka

I PROCEDURE OF ACADEMIC RANK PROMOTION

1. Promotion of professors and teaching assistants

Article 1

By means of this Rulebook, the procedure and conditions for academic rank promotion at the University of Banja Luka (hereinafter: the University) are defined.

Article 2

The promotion of professors and teaching assistants respectively is executed in accordance with the Law on Higher Education of the Republic of Srpska (hereinafter: the Law), the Statute of the University, the Statute of the respective member unit of the University, and this Rulebook respectively.

Article 3

The procedure for promotion of professors and teaching assistants is initiated by the Faculty/Academy/College of the Interior (hereinafter: the College) in accordance with provisions of the Law, the Statute of the University, and this Rulebook respectively.

Article 4

At the proposal of the Academic Committee of Faculty/Academy of the University (hereinafter: the Committee of Faculty/Academy) and the Senate of the College of the Interior (hereinafter: the Senate of College), candidates are invited by the University to submit applications for the positions of professor and teaching assistant respectively, taking into consideration the need for the teaching process at the University to be organized in a quality, rational, and efficient way.

Applications are open for all teaching staff ranks. Applications for the promotion into a higher rank or retention of the same rank of the teaching staff already employed at the University are submitted, as a rule, two times a year (April and October), whereas those for vacancies are submitted once a year (February).

Article 5

Public invitations are announced for a respective specific/narrow scientific and/or artistic field, and they are published in public media and on the official website of the University.

Public invitations contain the following pieces of information: general and specific terms a candidate is required to meet; scientific and/or artistic field of promotion; rank of promotion; application deadline; documents to be submitted as a proof of meeting the requirements, and the address to which the aforementioned is delivered.

Article 6

The Committee of the member unit responsible for the scientific and/or artistic field for which the invitation is announced appoints a commission to consider the material submitted and compose a report on the rank promotion.

The Commission from item 1 consists of at least three (3) professors from the same scientific and/or artistic domain, of whom at least one (1) is from the specific/narrow field, for which the invitation is announced, and who submit their written consent to the membership on the Commission.

In addition, it is required that at least (1) member of the Commission be from another university.

It is also required that members of the Commission be of the same or higher rank than the rank promoted, and that they cannot be related to the candidate (lineal descendants without limits, collateral descendants, or spouses)

The proposition of the Committee contains the full name, rank, specific/narrow scientific field, and affiliation for each member of the Commission.

The decision on appointment states the chairperson of the Commission, who is responsible for coordinating the work of this body and composing the report.

Article 7

The Commission composes the report on the applicants and proposes the best candidate according to the terms of invitation.

The Commission is entitled not to propose any of applicants for the promotion.

In the course of its work, the Commission is obliged to obey the minimum requirements for promotion, in accordance with the Law on Higher Education of the Republic of Srpska, Statute of the University, and Statute of the member unit respectively.

If the retention of the existing academic rank is concerned, a candidate is obliged to meet the minimum requirements for that rank, by which no papers published or activities performed prior to the previous rank promotion are taken into consideration.

If a candidate is applying for promotion into a scientific and artistic field at the same time, they are required to meet the minimum terms of invitation for both fields.

Article 8

The Commission is required to, within the period of forty-five (45) days since the reception of the invitation material, submit a report on the applicants to the Committee of Faculty/Academy or the Senate of College.

The report must be submitted in both printed and electronic version of the Form 1, which is an integral part of this Rulebook.

It is required that the report be announced on the official website of the University, and it made available for public scrutiny (fifteen) 15 days before a session of the Committee of Faculty/Academy or the Senate of College.

Article 9

The Committee of Faculty/Academy or the Senate of College discuss the report and possible complaints, if submitted in written form, make a proposal and deliver it to the Senate of the University.

Article 10

The respective Faculty/Academy of Arts/ or the College submits the proposal to the Senate of the University with the following accompanying documents:

- (1) Decision of the Committee of Faculty/Academy or Senate of College on determining the proposal;
- (2) Report of the Commission on applicants;
- (3) Complaints to the Report of the Commission, if submitted in written form;
- (4) Complete invitation material for each applicant;
- (5) The materials referred to in items (1)-(3) are submitted in the original form and a single respective copy, as well as in electronic form.

Article 11

If the documentation defined by provisions of Article 10 of this Rulebook is not submitted in its entirety, the administration of the University demands, in written form, that the Faculty/Academy/ the College provide additional documentation within the period of seven (7) days.

If the required documentation is not submitted within the deadline defined in paragraph 1 of this Article, the proposal is not discussed at the session of the Senate of the University scheduled for that month.

Article 12

The Decision on promotion is made by the Senate of the University within the period of six (6) months since the announcement of the public invitation.

In case the procedure of promotion of a member of staff who is already employed at the University has not been finalized by the deadline stated in the previous paragraph, the University shall not initiate a procedure for breaching the contract until the finalization of the

process, and for a period of one (1) year since the announcement of the public invitation at the longest.

Article 13

In consideration of the proposal of the Decision on academic rank promotion, the Senate of the University is entitled to the following:

- (1) The Decision on promoting the candidate into the designated rank;
- (2) The Decision on not promoting the candidate into the designated rank.

If the Senate decides that it needs additional information regarding making a valid decision, it may pass a conclusion on delaying the final decision. In that case, an additional deadline for complementing the proposal is set, which must not exceed twenty (20) days.

Article 14

The Decision on promoting the candidate into the designated rank is made by the Senate of the University by absolute majority of the total number of members, in accordance with the Statute of the University.

A candidate is entitled to submit to the Senate of the University an appeal to the Decision stated in the previous paragraph of this article within the period of fifteen (15) days since the reception of the Decision of the Senate of the University.

Article 15

The Decision on promotion is delivered to the respective Faculty/Academy or the College, as well as to the Office for Legal and Staff Affairs of the University.

The Decision stated in paragraph 1 of this article is delivered to all applicants through the respective Faculty/Academy, by mail, with the receipt of delivery, which is kept in the records of the respective Faculty/Academy.

3. Procedure of demoting

Article 16

If the scholarly papers on the basis of which the academic rank promotion procedure was executed are proven to be acts of plagiarism following the completion of the process, a procedure of demotion is initiated.

The Decision on initiating the procedure stated in paragraph 1 of this article is made by the Senate of the University on its own or following an initiative of the Committee of the respective Faculty/Academy or the Senate of the College.

The initiative for starting the procedure stated in paragraph 1 of this article may arise from the author of the allegedly plagiarized paper or another natural or legal person that has legal interest, on condition that they submit a documented request and rationale.

Article 17

The Senate of the University, after initiating an academic rank demotion procedure, appoints a commission, whose task is to submit a report to the Senate of the University containing either a proposal on academic rank demotion or declining the initiative.

The Commission referred to in the previous paragraph of this article consists of at least five (5) members, who must not hold academic ranks respectively lower than that of the candidate against whom the demotion procedure is initiated, of whom at least four (4) members belong to the same scientific, that is, artistic domain, of whom at least two (2) belong to the same scientific/narrow field, and of whom at least three (3) are not employed at the University.

The Committee of the respective Faculty/Academy or the Senate of the College discuss the proposal of the Commission referred to in paragraph 2 of this article and provide an opinion, which is submitted, along with the rationale, to the Senate of the University to decide on.

The Decision of the Senate of the University is final and no appeal against it is allowed, but an administrative procedure may be initiated before the competent court within the period defined by legislation regulating the area.

II MORE SPECIFIC TERMS FOR ACADEMIC STAFF PROMOTION

Article 18

The quantity and quality evaluation of the candidate's scientific/artistic, educational, and professional activities is expressed with a number of points.

Article 19

The scientific/scholarly activities of the candidate are valued according to the following:

1. distinguished scientific/scholarly monograph of international impact...**20 points**
2. scientific/scholarly monograph of international impact...**15 points**
3. scientific/scholarly monograph of national impact...**10 points**
4. distinguished scientific/scholarly book of international impact...**15 points**
5. scientific/scholarly book of international impact...**10 points**
6. scientific/scholarly book of national impact...**8 points**
7. original scientific/scholarly paper in the leading journal of international impact...**12 points**
8. original scientific/scholarly paper in a journal of international impact...**10 points**
9. original scientific/scholarly paper in a journal of national impact...**6 points**
10. review paper in the leading journal of international impact or a chapter in the monograph of the same rank...12 points
11. review paper in a journal of international impact or a chapter in the monograph of the same rank...**10 points**

12. review paper in a journal of national impact or a chapter in the monograph of the same rank...**6 points**
13. plenary address at an international academic event, printed in its entirety...**8 points**
14. plenary address at a national academic event, printed in its entirety...**6 points**
15. scholarly paper at an international academic event, printed in its entirety...**5 points**
16. scholarly paper at an international academic event, printed in book of abstracts proceedings...**3 points**
17. scholarly paper at a national academic event, printed in its entirety...**2 points**
18. scholarly paper at a national academic event, printed in book of abstracts...**1 point**
19. head of an international scientific/scholarly project...**5 points**
20. associate in an international scientific/scholarly project...**3 points**
21. head of a national scientific/scholarly project...**3 points**
22. associate in a national scientific/scholarly project...**1 point**
23. editor of monograph or thematic book of proceedings of international impact...**8 points**
24. editor of an international journal...**6 points**
25. editor of monograph or thematic book of proceedings of national impact...**5 points**
26. editor of national journal...**3 points**
27. editor of book of proceedings of an international academic event...**2 points**
28. editor of book of proceedings of a national academic event...**1 point**
29. review paper...**3 points**
30. scientific/scholarly criticism and discussion in an international journal...**3 points**
31. scientific/scholarly criticism and discussion in a national journal...**2 points**
32. a lexicographic unit or card in the leading scientific/scholarly publication of international impact...**5 points**
33. a lexicographic unit or card in a scientific/scholarly publication of international impact...**4 points**
34. a lexicographic unit or card in a scientific/scholarly publication of national impact...**3 points**
35. scientific cartographic publication of international impact...**4 points**
36. scientific cartographic publication of national impact...**2 points**
37. bibliographic publication...**2 points**
38. critical edition of scientific/scholarly archives...**2 points**

39. popular science book of international impact...**3 points**
40. popular science book of national impact...**1 point**
41. translation of an original text (dead languages) in the form of study, chapter, or article; translation or editing of translation of a scientific/scholarly monograph...**3 points**
42. short communication...**1 point**
43. review of book, instrument, computer programme, case, academic event...**1 point**

The Commission is required to classify and interpret a candidate's papers evaluated according to the criteria stated in this article in accordance with laws and bylaws regulating the area of scientific/scholarly research and publishing of scientific/scholarly publications that are valid in the Republic of Srpska and/or Bosnia and Herzegovina respectively at the time of writing the report.

Article 20

The artistic activities of the candidate are valued according to the following:

- (1) exhibiting a complex work of art (solo exhibition, evening concert, theatre show – author or leading role, film or TV release, author's piece of music, author's piece of design, public performance) abroad...**up to 20 points**
- (2) exhibiting a complex work of art (solo exhibition, evening concert, theatre show – author or leading role, film or TV release, author's piece of music, author's piece of design, public performance) abroad...**up to 15 points**
- (3) exhibiting a work of art at events of international impact (collective/co-organized exhibitions, concerts, theatre shows, film or TV release, author's piece of music, author's piece of design, public performance) through public invitation ...**up to 10 points**
- (4) exhibiting a work of art at events of international impact (collective/co-organized exhibitions, concerts, theatre shows, film or TV release, author's piece of music, author's piece of design, public performance) without public invitation ...**up to 6 points**
- (5) exhibiting a work of art at events of national impact (collective/co-organized exhibitions, concerts, theatre shows, film or TV release, author's piece of music, author's piece of design, public performance) through public invitation ...**up to 10 points**
- (6) exhibiting a work of art at events of national impact (collective/co-organized exhibitions, concerts, theatre shows, film or TV release, author's piece of music, author's piece of design, public performance) without public invitation ...**up to 6 points**
- (7) an official audio/visual release within a solo project...**up to 20 points**
- (8) an official audio/visual release within a joint project...**up to 10 points**
- (9) other completed works of art (author's pieces, phonograph)...**up to 3 points**

- (10) award or recognition at an international artistic event (solo exhibition, evening concert, theatre show – author or leading role, film or TV release, author’s piece of music, author’s piece of design, public performance)...**4 points**
- (11) award or recognition at a national artistic event (solo exhibition, evening concert, theatre show – author or leading role, film or TV release, author’s piece of music, author’s piece of design, public performance)...**3 points**
- (12) completed architectural, urbanistic, or architectural-urbanistic project of a facility, interior, or public place that is published in an international journal, monograph, catalogue, or another publication...**8 points**
- (13) completed architectural, urbanistic, or architectural-urbanistic project of a facility, interior, or public place that is published in a national journal, monograph, catalogue, or another publication...**8 points**
- (14) award for or buyout of a project at an international public invitation announced according to the existing legislation in the country concerned or according to rulebooks of international organizations concerned with the areas of architecture, urbanism, and design respectively...**6 points**
- (15) award for or buyout of a project at a national public invitation announced according to the existing legislation or according to rulebooks of international organizations concerned with the areas of architecture, urbanism, and design respectively...**6 points**
- (16) award or recognition at an international exhibition in the areas of architecture, urbanism, and design respectively...**4 points**
- (17) award or recognition at a national exhibition in the areas of architecture, urbanism, and design respectively...**3 points**
- (18) participation at an international exhibition in the areas of architecture, urbanism, and design respectively with a catalogue...**2 points**
- (19) participation at a national exhibition in the areas of architecture, urbanism, and design respectively with a catalogue...**1 point**
- (20) other artistic activities (list)...**up to 3 points**
- (21) bibliographic unit on the candidate (book; forewords in catalogues, programmes, and similar publications; pieces of criticism; reviews of solo appearances in professional publications and columns; encyclopedic units; TV and radio shows; documentaries on the candidate’s oeuvre) is listed but not credited with points
- (22) a candidate for the promotion into one of the following artistic academic ranks (assistant professor, associate professor, full professor) is required to present at least two (2) works from the categories under items (1) and/or (2) and at least two (2) works from the categories under items (3) and/or (5)

Article 21

The educational activities of the candidate are valued according to the following:

- (1) reviewed university textbook used abroad...**12 points**
- (2) reviewed university textbook used in the country...**6 points**
- (3) visiting professor at universities in the EU and outside Europe (minimum engagement of one (1) semester)...**10 points**
- (4) visiting professor at universities in the EU and outside Europe (minimum engagement of thirty (30) days)...**6 points**
- (5) visiting professor at universities in the EU and outside Europe (engagement for a period under thirty (30) days)...**3 points**
- (6) visiting professor at universities in the region of former Yugoslavia (minimum engagement of one (1) semester)...**5 points**
- (7) visiting professor at universities in the region of former Yugoslavia (minimum engagement of thirty (30) days)...**4 points**
- (8) visiting professor at universities in the region of former Yugoslavia (engagement for a period under thirty (30) days)...**3 points**
- (9) visiting professor at universities in the Republic of Srpska, Federation of Bosnia and Herzegovina, and the Brcko District of Bosnia and Herzegovina respectively...**2 points**
- (10) other forms of international cooperation (conferences, conventions, workshops, training abroad)...**3 points**
- (11) supervision of a PhD candidate...**7 points**
- (12) member of jury/commission for defending PhD thesis...**3 points**
- (13) supervision of a master's degree candidate...**4 points**
- (14) member of jury/commission for defending master's thesis...**3 points**
- (15) pre-university level textbook, single author...**3 points**
- (16) pre-university level textbook, co-author...**2 points**
- (17) non-reviewed study companion (selection of texts, practicum)...**3 points**
- (18) supervision of a bachelor degree candidate...**1 point**
- (19) award and recognition for students under the candidate's supervision abroad...**2 points**
- (20) award and recognition for students under the candidate's supervision in the country...**1 point**
- (21) participation of students in cultural life abroad under the candidate's supervision...**2 points**

- (22) participation of students in cultural life of the Republic of Srpska and Bosnia and Herzegovina respectively under the candidate's supervision...**1 point**

(23)

Article 22

The professional activities of the candidate are valued according to the following:

- (1) professional book by an international publisher...**6 points**
- (2) professional book by a national publisher...**3 points**
- (3) professional paper in a journal of international impact (reviewed)...**4 points**
- (4) professional paper in a journal of national impact (reviewed)...**2 points**
- (5) paper in book of proceedings from an international academic event...**3 points**
- (6) paper in book of proceedings from a national academic event...**2 points**
- (7) editor of journal, book, or a continuous artistic programme respectively (for a period of at least nine (9) months) abroad...**6 points**
- (8) editor of journal, book, or a continuous artistic programme respectively (for a period of at least nine (9) months) in the country...**6 points**
- (9) head of a completed international professional project...**5 points**
- (10) associate in a completed international professional project...**3 points**
- (11) head of a completed national professional project...**3 points**
- (12) associate in a completed national professional project...**1 point**
- (13) recognized patent, sort, breed, type, or production method...**4 points**
- (14) verified architectural or urbanistic plan or a study...**2 points**
- (15) translation of an original text (for living languages) in the form of study, chapter, or article; translation or editing of translation of a professional monograph...**2 points**
- (16) membership on professional juries abroad...**up to 3 points**
- (17) membership on professional juries in the country...**up to 2 points**
- (18) supervision of a specialist candidate...**2 points**
- (19) supervision of a sub-specialist candidate...**2 points**
- (20) member of a jury/commission for taking specialist exam...**1 point**
- (21) member of a jury/commission for taking sub-specialist exam...**1 point**
- (22) other professional activities at the University and outside the University that contribute to the overall image of the University (list)...**2 points**

Article 23

If there are more persons in the capacity of author (co-author) of the papers referred to in Articles 19, 21, and 22 respectively, the process of crediting is executed as follows:

1. in case of three (3) co-authors, each co-author is credited with points designated
2. in case of four (4) co-authors, each co-author is credited with 75% of points designated
3. in case of five (5) co-authors, each co-author is credited with 50% of points designated
4. in case of six (6) or more co-authors, each co-author is credited with 30% of points designated

Article 24

The evaluation of teaching skills for professors, that is, teaching assistants who have not previously taught at the University is not credited with points, with these candidates being required to give a qualifying academic lecture in accordance with the Statute of the University.

A candidate who does not obtain a positive opinion of the commission in front of whom they have given the lecture cannot be proposed for promotion.

A qualifying academic lecture is given, as a rule, in front of the Commission for writing a report.

If there are objective obstacles to giving a lecture in front of the aforementioned Commission, the Committee of the respective Faculty/Academy or the Senate of the College shall appoint another commission to serve that purpose.

The Commission is required to timely and appropriately announce the time and venue of the lecture referred to in paragraph 1 of this article.

Article 25

The evaluation of teaching skills for professors, that is, teaching assistants who have previously taught at the University is credited within the quality assurance system of the University, according to the methodology determined by the Quality Assurance Strategy, the Procedure for Monitoring and Improving Quality, and the Form for Monitoring Quality respectively.

The basis for evaluation is the students' poll on teaching skills of the respective professor, that is, teaching assistant for the previous promotion period, with each individual poll being evaluated as follows:

- 'excellent' grade is credited with ten (10) points
- 'good' grade is credited with five (5) points
- 'bad' grade is sanctioned with five (5) negative points

Article 26

In case of promotion into the rank of teaching assistant, artistic associate, and foreign language fellow respectively, the ranking list is formed in such a way that the average grade a candidate obtained at the first and second academic studies cycles is multiplied with 10 and added up to the points obtained on the basis of evaluation of results referred to in Articles 19-22.

Article 27

The evaluation of results referred to in Articles 19-22 is executed even in the case there is only one candidate who applied for the public invitation.

Article 28

The report of the Commission contains the following: basic biographic data, degrees and ranks, review and opinion on the previous scientific/scholarly, that is, artistic, professional, and educational activities respectively of all the candidates, final opinion, and proposal.

Article 29

Basic biographic data contains the following: name, name of both parents, last/family name, date and place of birth, institutions of previous employment, work positions, membership on academic and professional organizations or associations.

Article 30

In the section containing the data on degrees and ranks, it is required that the data on undergraduate, post-graduate, and doctoral studies respectively and previous promotions into academic, that is, artistic ranks, as well as the scientific/artistic/narrow field, and average grade for undergraduate and post-graduate studies respectively be listed.

When the undergraduate studies are concerned, the name of the institution where a candidate obtained their degree, the place and year of graduation, as well as the average grade throughout the studies are listed.

The data on the post-graduate studies contains the name of the institution where a candidate obtained their degree, the place and year of completion of the thesis, the title of the thesis, and the scientific/artistic/narrow field (data from the degree), as well as the average grade throughout the studies.

The data on the doctoral thesis contains the name of the institution where a candidate obtained their degree, the place and year of completion of the thesis, and the scientific/artistic/narrow field (data from the degree).

It is required that all previous promotions, along with the name of the respective institution and the year of promotion be listed.

Article 31

For each candidate at the public invitation, a review of activities and points designated is provided on the basis of their scientific/scholarly and/or artistic work, in accordance with

more specific terms for promotion referred to in Article 21 of this Rulebook. Each individual category is credited with points, with the categories summed up in the end to form the final figure.

Article 32

For each candidate at the public invitation, a review of activities and points designated is provided on the basis of their educational work, in accordance with more specific terms for promotion referred to in Article 21 of this Rulebook. Each individual category is credited with points, with the categories summed up in the end to form the final figure.

Article 33

For each candidate at the public invitation, a review of activities and points designated is provided on the basis of their professional work, in accordance with more specific terms for promotion referred to in Article 21 of this Rulebook. Each individual category is credited with points, with the categories summed up in the end to form the final figure.

Article 34

At the end of the report of the Commission, the final opinion is provided that represents the rationale of the proposal.

If there are more candidates who meet the requirements for promotion as stated in the public invitation referred to in Article 5 of this Rulebook, the Commission, as a rule, proposes the candidate with the highest point score, with a note stating the proposed rank of the candidate.

On special occasions, the Commission is allowed to propose the candidate who is not credited with the highest point score, clarifying its decision for each category evaluated separately, providing reasons that prevailed in relation to the candidate with the highest point score.

Article 35

The consent to the report is provided by each or majority of members of the Commission by means of personal signature.

If there are members of the Commission who do not agree with the report, they are allowed to submit their singled out opinion in written form, in which case it constitutes an integral part of the report of the Commission.

Article 36

The procedure of promotion of a foreign language fellow is executed according to the provisions of this Rulebook.

The academic rank promotion of a person applying for a scientific-research rank is executed according to the provisions of this Rulebook.

III TRANSITIONAL AND FINAL PROVISIONS

Article 37

By making this Rulebook effective, the existing Rulebook on Procedure and Conditions for Academic Rank Promotion at the University of Banja Luka from 24 July 2007 is no longer in effect.

Article 38

This Rulebook is made effective as of the day of its introduction and it is going to be announced on the official website of the University.

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CHAIRMAN OF THE SENATE

RECTOR

Prof. Radoslav Gajanin, PhD