

ET	EVALUATION OF UNIVERSITY PROFESSOR APPLICATIONS
-----------	--

EVALUATION GUIDELINES

I. 1. Legal background for appointing university professors

According to §28 (5) of Higher Education Act 2011/CCIV (hereafter: Act), the conditions for employment as university professor and the candidate's appointment by the President of the Republic entails as follows,

- Holding a PhD or DLA degree¹; Hungarian citizens should hold habilitation² – or its equivalent in international higher education lecturing experience for non-citizens; as well as being internationally acknowledged in the given academic or artistic field and outstanding academic research and artistic work.
- Based on the experiences acquired in education, research and research management, the candidate shall have the ability to manage the course, academic and art work of students, PhD candidates and assistant lecturers, write foreign language publications and hold seminars and lectures in a foreign language.

Furthermore, §69 (4) of the Act states that beyond the conditions stated in the legislation, the Hungarian Accreditation Committee (hereafter: HAC) shall evaluate the candidate's teaching, scientific or artistic achievements. Based on the legal mandate, the HAC has developed and applies a set of evaluation criteria, as follows.

II. The HAC's evaluation criteria and its scoring and written evaluation scheme

The candidate is expected to unambiguously comply with the conditions set down in the legislation. Maximum compliance in all areas is not a requisite, on the other hand the candidate should demonstrate excellence in a particular area.

In order to evaluate the candidate's achievements the HAC will provide its expert opinion

- a) in a **written evaluation**, where the content of the application is considered with a focus on two main activities, namely research or creative activity and teaching. The evaluation will state to what degree the candidate complies or does not comply with the above described requirements set down in §28(5) of the Act. These constitute the core legal requirements for the candidate's qualification, therefore compliance with each of them is a condition for the HAC to be able to support his or her appointment.
- b) a **one word evaluation and scoring** the HAC aims to provide a transparent and objective overview that comprises a range of criteria.
 - A maximum of **100 points each** may be conferred for scientific research or artistic activity and for teaching, where a minimum of **60 points** for each area is required for a positive evaluation.
 - A **total of 200 points** may be conferred, with a **minimum requirement of 150 points** (purposely more than the sum of 2x 60 (totalling 120) points that constitute the minimum for each area). Different candidates will exhibit different strengths, values and achievements whereby they can reach the 150 points, but it is expected that a candidate for university professor should be outstanding in at least one area that raises him or her above an average level of achievement. The HAC will support a candidate whose achievements are above average in all evaluated areas and outstanding in at least one area.

The attainment of 150 points is therefore an obligatory but not necessarily sufficient condition.

¹ In higher education in the arts, awards defined in the Hungarian legislation are considered equivalent to doctoral degrees if the award holder also holds a bachelor's or higher degree [Act § 101(9)].

In higher education in sports science, awards defined in the Hungarian legislation as well as first, second and third prizes won at Olympic Games, Paralympic Games and Deaflympics organized by the International Olympic Committee are considered equivalent to doctoral degrees if the award holder also holds a bachelor's or higher degree [Act § 104B (2)].

² Habilitation requirements set down in § 28 (5) of the Act are applicable for university professors who are appointed following an open competition announced after 31 December 2015 and in accordance with § 29 (1) [Act §114/E].

- Consistent with the achieved points the HAC will provide one-word judgements about the achievements of the candidate in each area.

The scoring is done in accordance with the criteria determined for specific disciplines set down in the respective evaluation forms, which is provided for external evaluators electronically together with their invitation letters.

III. Content requirements for the application

The application should contain the following parts.

1. A published **call for the university professorial position** (to be supplied by the candidate's institution).
2. The **response of the applicant** to the call confirming that he or she is applying for the position.
3. A **professional curriculum vitae** consisting of a **chronological list** of the applicant's main professional stages and achievements.
 - a) **Scientific or artistic achievements:** publications, creative works, citations, detailed documentation of non-written works (the applicant's website, if available),
Link to the applicant's publications and citations in the Hungarian Scientific Bibliography Database (www.mtmt.hu), if applicable,
An appendix with the full list of professional publications or creative work, inventions, etc. where the ten items the applicant considers most important are identified.³ (Please see the following page for the criteria for appropriate publications*),
Professional portfolio (on artistic activities),
Professional public activities in Hungary and abroad, references to their recognition.
 - b) **Teaching experience** in higher education, references to the recognition of achievements.
(Please refer to p. 4 ff. for the indicators for the above achievements, which constitute the evaluation criteria, and recommendations for the style and content of presenting the information**.)
4. The **branch or branches of science***** (see p. 5) in which the applicant has been doing his or her scientific work. If several branches are involved, please indicate also, which of those listed is the primary one.

³ The HAC is technically preparing to be able to retrieve the full list of publications from the Hungarian Scientific Bibliography Database so that the list will no longer be necessary, and the applicants will be asked to identify ten main works directly in that database.

* *PROFESSIONAL PUBLICATIONS*

In evaluating the applicant's **scientific achievements and publications**, the HAC **takes into consideration printed and/or electronic publications** (with page references provided, journal articles⁴, university or college textbooks, professional texts, monographs, book chapters, classical language translations, etc.) that

- a) present the applicant's own research or creative achievements (listing them separately if these are in a book),
- b) contains accurate citation data,
- c) indicates ISBN or ISSN numbers,
- d) is peer reviewed or refereed⁵,
- e) is referenced (accessible through a public database)⁶,
- f) ~~has an impact factor (if it is applicable for the applicant's scientific or artistic discipline),~~
- g) has been issued in or as a professional publication, and the publication
- h) was issued by an international or nationally renowned publisher⁷,
- i) in a language that is generally used in the profession or discipline,
- j) is accessible in major public libraries,
- k) can be ordered, purchased and/or downloaded.

The HAC counts as "publications" also **completed technical or artistic activity, or documented performances, or accepted Hungarian or foreign patents** together with the documentation showing the production of the patented product.

The HAC does not consider as scientific achievements and publications that

- appeared in daily or non-professional weekly papers or journals (even if they are subject-specific),
- non-peer reviewed self-published editions,
- textbooks and support material, such as handouts and examples, or compilations, editorial work, etc.,
- single-page texts in conference publications or posters,
- book and other translations (with the exception of translations from classical languages that also contain scholarly commentary),
- book reviews or critiques (with the exception of extensive artistic reviews),
- research reports for projects or commissioned work,
- theses or dissertations,
- any other manuscripts,
- popular science publications,
- interviews (where the applicant is either the reporter or interview subject) carried out for non-scientific purposes
- forthcoming publications,
- artistic performances or productions not publically shown.

Citations (self-references cannot be considered) as appearing in the Science Citation Index (SCI); Social Science Citation Index (SSCI); Arts and Humanities Citation Index (AHCI), Hungarian Scientific Bibliography Database.

⁴ **Journal:** published periodically but at least twice a year, having a volume number and containing articles written explicitly for the periodical.

⁵ **Peer reviewed, refereed** publication: the text was reviewed by external editors or experts prior to publication. (Accepted conference paper abstracts that appear in conference publications cannot be considered).

⁶ **Referenced** publication: All editions with the exception of book chapters written by the applicant that appear under his or her name in a database (e.g. Web of Science/Science Citation Index, Scopus, Engineering Index), or in a referenced periodical.

⁷ **International or nationally renowned** publisher: a text that appears in an official and internationally disseminated publication that is issued periodically in a substantial number of copies.

****RECOMMENDATION FOR PRESENTING RESEARCH, ARTISTIC ACTIVITY, TEACHING, SCIENTIFIC ACHIEVEMENTS, AND PUBLIC ACTIVITY IN HUNGARY AND ABROAD**

1. Scientific, artistic and professional activities include

- *Publications* (please see previous section p.3 on **PROFESSIONAL PUBLICATIONS*), identifying the *ten most important publications or work*.
- *Scientific, artistic, professional activities and innovations* such as
 - work published on magnetic media or in electronic format,
 - professional practice (in industry, the economic sector, teaching, etc.) extending over several years, listing positions and places of employment,
 - leadership positions or substantial participation in significant research and development projects,
 - leadership positions or substantial participation in carrying out successful projects and won tenders,
 - implemented innovations and approved patents,
 - presentations at professional or scientific events of completed creative work and projects,
 - artistic creation, exhibitions, other artistic activity (such as performances, concerts).

2. Outstanding work that has led to sustained research teams or created schools of thought includes

- research or artistic work, leadership and organization of research projects acknowledged by the professional public that has led to higher education science projects and papers, theses and dissertations (listing the names of successful PhDs supervised by the candidate and the year the PhDs were awarded),
- achievements in the past five years of active, mostly young research or creative teams working under the candidate's leadership.

3. Teaching activity includes

Proven high level teaching in higher education (please refer to the evaluation form) as some HAC disciplinary expert committees may have set specifics, such as the minimum teaching time required)

- lectures and special courses, visiting professorships and regular teaching at foreign higher education institutions,
- heading new programme or course developments, the ongoing development of courses, introducing new research into teaching,
- writing and introducing text books and teaching material,
- supervising theses and dissertations,
- nurturing talented students, supervising higher education science projects and papers (placements in Hungarian "OTDK" and "OMDK" competitions),
- PhD training and supervisory activities in doctoral schools,
- recognized teaching and proven teaching ability,
- teaching organization and leadership experience.

4. Professional public activity in Hungary and abroad includes

- involvement in procedures leading to Doctor of the Academy of Sciences awards, university habilitation, PhDs (as a so-called opponent in the doctoral defence procedure, or external expert, or commission membership), participation in awarding scientific qualifications,
- membership or holding office in Hungarian and foreign/international scientific professional commissions, societies and other bodies, ongoing and documented participation in organizing scientific events, contacts with related professions,
- membership or holding office in national bodies (HAC, Higher Education Planning Council FTT, National Scientific and Research Fund OTKA, the Hungarian Academy of Sciences or the Hungarian Academy of Arts MMA, etc.),
- honorary doctorates,
- participation in conference programme committees, chairing sections, holding keynote lectures, etc.,
- participation in editorial committees of periodicals, journals, and editing books and journals,
- participation in commissions evaluating projects, tenders,
- holding professional prizes and awards.

*** *SCIENTIFIC DISCIPLINES AND BRANCHES OF SCIENCE AND ART*

1. Természettudományok	Natural Sciences
1.1. Matematika- és számítástudományok	Mathematics and computer sciences
1.2. Fizikai tudományok	Physical sciences
1.3. Kémiai tudományok	Chemical sciences
1.4. Földtudományok	Earth sciences
1.5. Biológiai tudományok	Biological sciences
1.6. Környezettudományok	Environmental sciences
2. Műszaki tudományok	Engineering and technology
2.1. Építőmérnöki tudományok	Civil engineering
2.2. Villamosmérnöki tudományok	Electrical engineering
2.3. Építészmérnöki tudományok ⁸	Architectural engineering
2.4. Anyagtudományok és technológiák	Material sciences and technologies
2.5. Gépészeti tudományok	Mechanical engineering
2.6. Közlekedés- és járműtudományok	Transportation engineering and vehicle engineering
2.7. Bio-, környezet- és vegyészmérnöki tudományok	Bio-, environmental- and chemical engineering
2.8. Informatikai tudományok	Informatics
2.9. Agrárműszaki tudományok	Agricultural engineering
2.10. Katonai műszaki tudományok	Military engineering
3. Orvostudományok	Health sciences
3.1. Elméleti orvostudományok	Theoretical medicine
3.2. Klinikai orvostudományok	Clinical medicine
3.3. Egészségtudományok	Health sciences
3.4. Gyógyszerészeti tudományok	Pharmaceutical sciences
3.5. Sporttudományok	Sports sciences
4. Agrártudományok	Agricultural sciences
4.1. Növénytermesztési és kertészeti tudományok	Crop production and horticulture
4.2. Állatorvosi tudományok	Veterinary science
4.3. Állattenyésztési tudományok	Animal husbandry
4.4. Élelmiszertudományok	Food sciences
4.5. Erdészeti és vadgazdálkodási tudományok	Forestry and wildlife management

⁸ May issue PhD or DLA degrees if preconditions remain in place

5. Társadalomtudományok	Social sciences
5.1. Gazdálkodás- és szervezéstudományok	Business and management
5.2. Közgazdaságtudományok	Economic science(s)
5.3. Állam- és jogtudományok	Law
5.4. Szociológiai tudományok	Sociology
5.5. Politikatudományok	Political science(s)
5.6. Hadtudományok	Military sciences
5.7. Regionális tudományok	Regional studies
5.8. Média- és kommunikációs tudományok	Media and communication studies
5.9. Közigazgatástudományok	Public administration
5.10. Rendészettudományok	Police studies
6. Bölcsészettudományok	Humanities
6.1. Történelemtudományok	History
6.2. Irodalom- és kultúratudományok	Literary and cultural studies
6.3. Nyelvtudományok	Linguistics
6.4. Filozófiai tudományok	Philosophy
6.5. Neveléstudományok	Educational sciences
6.6. Pszichológiai tudományok	Psychology
6.7. Néprajz és kulturális antropológiai tudományok	Ethnography, folklore and cultural anthropology
6.8. Művészettörténeti és művelődéstörténeti tudományok	History of art and culture
6.9. Vallástudományok	Religious studies
6.10. Művészettudomány	PhD in arts (---)
7. Művészetek	Arts
7.1. Építőművészet	Architecture
7.2. Iparművészet	Design
7.3. Képzőművészet	Fine arts
7.4. Színházművészet	Drama and theatre
7.5. Film- és videoművészet	Motion picture and video arts
7.6. Zeneművészet	Music
7.7. Tánc- és mozdulatművészet	Dance and eurhythmics
7.8. Multimédia művészet	Multimedia studies
8. Hittudományok	Theology

IV. Information for Evaluators for Filling in EVALUATION FORMS, with Special Criteria Set by the HAC’s Relevant Disciplinary Expert Committee (If applicable for the applicant’s discipline)

The applicant’s achievements and evaluation criteria	Maximum points	Assigned points
<i>Please evaluate the applicant’s fulfilment of the different criteria providing concrete reasons and explanations for the points assigned:</i>		
Please fill in only the yellow fields. Your evaluation for the criterion should be at least 300 characters (four full lines) in length (using Times New Roman letters, 11 pts; the field expands automatically with the text).		
<i>Please underline according to your judgment:</i>	outstanding – above average – average – fair – none	

Point ranges for the classification levels:

- For “exceptional” 81–100%
- For “above average” 60–80%
- For “average” 41–59%
- For “fair” 11–40%
- For “none” ≤ 10%

Section in evaluation form	maximum points	„outstanding” 81-100%	„above average” 60–80%	„average” 41-59%	„fair” 11 – 40%	„none” ≤ 10%
1.a	70	57-70	42-56	29-41	8-28	max. 7
1.b	30	25-30	18-24	13-17	4-12	max. 3
2.a	60	49-60	36-48	25-35	7-24	max. 6
2.b	40	32-40	24-32	17-23	4-16	max. 4
2.a ⁹	80	65-80	48-64	33-47	9-32	max. 8
2.b ¹⁰	20	17-20	12-16	9-11	3-8	max. 2

Information on how the HAC passes its decisions on applications

The **HAC**, at its plenary meetings, may pass one of the following decisions

In its expert opinion, and under consideration of the legislative provisions, the HAC determines that on the basis of the application, the achievements of applicant [name of applicant] in the discipline/s [name of discipline] and branch/es of science or art [name of branch];

in scientific research or artistic activity, international publications, guiding young teachers in their scientific/artistic work, participation in PhD education, experience in research organization, participation in Hungarian and international science/scholarship and international reputation is excellent / above average / average / fair / none;

in teaching and teaching development, lecturing in a foreign language, holding seminars, guiding students in their studies and scientific work is excellent / above average / average / fair / none.

Based on the above, the applicant is **in compliance / not in compliance** with the criteria for university professor. The HAC **supports / does not support** the applicant’s appointment to the position of university professor.

⁹ For *Humanities* only.

¹⁰See footnote 9.

The total points achieved for a judgment of compliance or non-compliance for the two main areas (research/artistic activities and teaching) are as follows,

- a) „In compliance with the criteria”: **150–200** points with at least one “exceptional” and one “above average” classification,
- b) „Not in compliance with the criteria”: **150** points or below.