



**ORDINANCE ON ELECTION/REELECTION TO TITLES AND
CORRESPONDING EMPLOYMENT POSITIONS**

Osijek, December 2015

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On the basis of Article 230, paragraph 2, subparagraph 5 of the Statute of Josip Juraj Strossmayer University of Osijek, the Senate of Josip Juraj Strossmayer University of Osijek held on the 3rd session in the academic year 2015/2016, on 22nd February 2015, under Article 4 of the agenda adopted

**ORDINANCE ON THE ON ELECTION/REELECTION TO
TITLES
AND CORRESPONDING EMPLOYMENT POSITIONS**

I. GENERAL PROVISIONS

Article 1

- (1) Ordinance on the election/reelection to titles and corresponding employment positions (hereinafter referred to as the Ordinance) describe in detail the implementation procedure of elections to scientific, scientific-educational and artistic-teaching titles, teaching, associate and professional titles and corresponding employment positions, nominal titles and procedure of reelection to scientific-educational and artistic-teaching titles, teaching, associate and titles at Josip Juraj Strossmayer University of Osijek (hereinafter University) and scientific-educational, artistic-educational and educational constituent of the University (hereinafter referred to as constituent).
- (2) All terms used in this Ordinance, which have the gender character, regardless of whether they are used in the masculine or feminine gender, comprise in the same way male and female gender.
- (3) At the University and the constituents the teaching, scientific, artistic and professional activities are performed by teachers and associates.
- (4) Educational, artistic and professional activities at the University and the constituents can be performed by persons elected to the titles.
- (5) Qualification of teachers and associates is determined by the election to the appropriate scientific-educational, artistic-educational, educational, associate and professional titles in accordance to the Law of scientific activities and higher education (hereinafter the Law), Statute of Josip Juraj Strossmayer University of Osijek (hereinafter: the Statute of the University), Statute or Regulations of the constituent and this Ordinance.
- (6) Scientific titles are: Research Associate, Senior Research Associate, Scientific Adviser and Scientific Adviser with tenure. Scientific titles are acquired in the procedure and under conditions prescribed by the Law and Regulations based on them.
- (7) Procedure for election to scientific titles shall apply accordingly to the election to the artistic constituent of artistic- educational title which is in all things equal to scientific title.
- (8) Scientific-educational and artistic-educational titles are: Assistant Professor (Assist. Prof./Assist. Prof. Art), Associate Professor (Assoc. Prof./Assoc. Prof. Art), Full Professor and Full Professor in tenure (Prof. Dr./ Prof. Dr. Art). Abbreviation of scientific-educational and artistic-educational title at scientific-educational positions are written before the full name of the person who is elected to the above-mentioned position
- (9) Scientific-educational titles to the scientific constituent correspond to the scientific titles as follows:
 1. Assistant Professor corresponds to Research Associate,

2. Associate Professor corresponds to Senior Research Associate,
 3. Full Professor corresponds to Scientific Adviser
 4. Full Professor in tenure corresponds to Scientific Adviser in tenure.
- (10) Educational titles are lecturer, senior lecturer, higher school professor, lector, senior lector, artistic associate, senior artistic associate and artistic adviser. Abbreviation of educational title at educational positions is written after the full name of the person who is elected to the above-mentioned position.
- (11) Associate positions are: assistant and senior assistant.
- (12) Professional titles are: associate, senior associate and advisor.

Article 2

The procedure of election to scientific, scientific-educational, artistic-educational, educational, associate and professional titles and corresponding employment positions and procedure of reelection to scientific-educational, artistic-educational, educational and associate employment positions is conducted in accordance with the provisions of the Law, the Statute of the University, and the Statutes of the constituents and of this Ordinance.

Article 3

- (1) The procedure of election to scientific-educational and artistic-educational titles, educational, associate and professional titles and corresponding employment positions and procedure of reelection to scientific-educational, artistic-educational, educational and professional employment positions is carried out by the Professional Council of the constituent (hereinafter referred to as the Professional Council) in accordance with the Statute of the University, the Statute of the constituent and this Ordinance.
- (2) The procedures from paragraph 1 of this Article at the university departments: Department of Physics, Department of Chemistry and Department of Cultural Studies are carried out based on the Decision of the University Senate, in accordance with the Statute of the University and by this Regulations authorized University Councils:
- University Council for natural sciences,
 - University Council for interdisciplinary sciences,
- (3) Procedures for the election of teachers and associates to educational titles and associate titles and corresponding employment positions and procedure of reelection of teachers on teaching employment positions and associate to associate employment positions at the Centre for Professional Studies are carried out by the Professional Council of the Centre in accordance with the University Statute and Regulations of the Centre for Professional Studies.

II. INITIATION OF PROCEDURE FOR OBTAINING OF THE TITLE

Article 4

- (1) Elections are conducted at the University and authorized constituent for election to scientific-educational, artistic-educational and associate titles and to educational titles of lecturer, senior lecturer, senior lector, artistic associate, senior artistic associate and artistic adviser and to professional titles, according to the Law. University can, for purpose of teaching in professional studies, conduct elections for all teaching titles in accordance with the Law.
- (2) At the University and authorized constituent, teachers and associates are elected to titles from Paragraph 1 of this Article to corresponding employment positions by public tender and with the selected applicant employment contract is conducted.
- (3) Tenders for the election to employment positions can be published only if the employment position is prescribed in the Regulation on the organization of employment positions of the University constituent approved by the Senate and the Decision on the organization of employment positions at university departments, brought by the Senate. Such employment positions are financed from the budget of the University. Exceptionally, University constituent can publish tender for employment positions outside employment positions identified in the previous paragraph of this Article, if they have provided the necessary financial resources.
- (4) The procedure of election of teachers or associates to certain title and the corresponding employment position is initiated by the University Council and Professional Council of the constituent by the decision on publishing of tender.

II.1. Scientific titles

Article 5

- (1) Obtaining of scientific title does not depend on an employment position.
- (2) Scientific title shall be based on the procedure initiated at request by a person who believes that it meets the requirements for the election in a specific scientific title.
- (3) The procedure may be initiated by the University or the constituent with whom the applicant has an employment contract.
- (4) The request for the election to a scientific title from the paragraph 1 of this Article is submitted together with the proof of eligibility for election to a certain position to the scientific organization authorized to conduct part of the election. If the person who is elected is employed in the scientific organization which is authorized to conduct part of the election, this scientific organization is exclusively responsible for the implementation of the election procedure.

II.2. Initiation of the procedure of election to scientific-educational title and scientific-educational employment position (regular promotion)

Article 6

- (1) The election procedure to higher scientific-educational title and scientific-educational employment position is initiated on the basis of decision by the Academic Council/Professional Council of constituent with the fulfilment of the following conditions:
 - advancement of teacher to higher scientific-educational title and scientific-educational employment position must be determined by the Plan of promotion at the University adopted by the Senate
 - issued consent of the University to the constituent for advancement of teacher to higher scientific-educational title and scientific-educational employment position

- (2) In addition to the conditions referred to in paragraph 1 of this Article condition for advancement to higher scientific-educational title and employment position is a time of at least five years in the previous scientific-educational title and employment position in scientific-educational title
- (3) Procedure of election of teacher to higher scientific-educational title and employment position cannot be initiated at the same time with the procedure for reelection of teacher in scientific-educational employment position.

II.3. Initiation of the election procedure to the scientific-educational title and scientific-educational employment position (earlier promotion)

Article 7

- (1) The election procedure to higher scientific-educational title and scientific-educational employment position before the expiry of five years from the previous election shall be initiated on the basis of a special decision by the Academic Council/Professional Council of constituent with the fulfilment of the following conditions:
 - application and attached consent of teacher for earlier initiation of election procedure to a higher title or before the expiry of five years in the previous scientific-educational title and scientific-educational employment position
 - attached previous decision on the selection to the previous scientific-educational title from which it is visible that the teacher was at least three years at scientific-educational employment position with lower scientific-educational title
- (2) Decision of Academic Council/Professional Council of constituent referred to in paragraph 1 of this Article is based on:
 - Plan for promotion of teachers at the University adopted by the Senate for the relevant academic year in which it is planned to have earlier promotion to higher scientific-educational title and scientific-educational employment position
 - issued consent of University to constituent for earlier promotion to higher scientific-educational title and scientific-educational employment position
 - if it is clearly established that the teacher meets the criteria for election to higher scientific-educational title and scientific-educational employment position in relation to the one for which he is chosen
- (3) Compliance with the criteria referred to in paragraph 2 of this Article for the election to higher scientific-educational title and scientific-educational employment position in relation to the one for which he is chosen is determined by the Academic Council/Professional Council of the constituent based on the report of the Expert Committee
- (4) The Expert Committee which determines fulfilment of criteria for earlier election to higher scientific-educational title and scientific-educational employment position in relation to the one for which he is chosen is appointed by Professional Council of the constituent. The Expert Committee has three members who must be in a higher scientific-educational position in relation to one to which the teacher is elected and from scientific field from which the teacher is elected,
- (5) Report of the Expert Committee must include the fulfilment of criteria for election to higher scientific or scientific-educational title and scientific-educational employment position in relation to one to which the teacher is elected with proposal for earlier initiation of the election procedure.
- (6) If the report of the Expert Committee determined that a teacher does not meet the criteria for earlier election to higher scientific or scientific-educational title and scientific-educational

employment position in relation to the one for which he is chosen, Professional Council of the constituent shall determine that the teacher does not meet the criteria for an earlier election and is obliged to inform the University regarding this and ask for modification of the Plan of promotion in the current academic year.

III. CALL FOR TENDER

Article 8

- (1) Initiation of procedure for the election of associate to higher title or hiring new teachers or associates begins after the decision of the Academic/Professional Council to call for tender.
- (2) Before the initiation of the procedure for election of teachers or associates Academic/Professional Council must determine for each individual scientific-educational, artistic-educational, scientific, educational, associate and professional position that:
 - corresponding position is provided by the Regulation on the organization of employment positions of the constituent (faculties and Academy of Arts) for which the University Senate issued a consent or Decision on the organization of employment positions (for University departments) enacted by Senate
 - corresponding teaching load of teachers is in accordance with study program and the curriculum
 - position of scientists is covered by the research work on the scientific program or project
 - approval is issued by the University based on the prior approval of the Ministry of Science, Education and Sports (hereinafter: Ministry) if it is established that the granting of consent of the University needs prior approval
- (3) University constituent may announce call for tender without the prior consent of the University for the employment out of jobs identified by the preceding paragraph of this Article only if they provide the necessary funding from own revenues of the constituent and is obliged to inform the University about it.

Article 9

- (1) The call is published for the election of teachers, scientists and associates in a particular higher, scientific -educational, artistic-educational, scientific, educational, associate and professional title and the corresponding employment position.
- (2) The call must contain:
 - a) the full name of the University or constituent of the University
 - b) the title and employment position for which call is announced
 - c) the scientific/artistic area and field, interdisciplinary area and field of science or interdisciplinary area and field of art
 - d) exceptionally, if the Academic/Professional Council of constituent finds necessary call may be called by indicating the scientific and artistic branch and organizational unit of constituent

- e) general conditions prescribed by the Law (relevant articles of the Law which contain general conditions and the Official Gazette in which valid Law is published are cited in the text of the call) and special conditions set by secondary acts (text of call should cite which one) and general acts of University and constituent (text of call should cite which one)
 - f) list of annexes to the application for the competition must include (proof of fulfillment of the prescribed conditions, biography, bibliography and information on scientific, teaching and professional activities and if necessary proof of the Croatian language proficiency for applicants who are foreign citizens in accordance with the Common European reference framework for languages basic knowledge (A1, A2), medium (B1, B2) level and advanced knowledge (C2)
 - g) the deadline by which applications may be submitted
 - h) confirmation of the necessary mental and psychical characteristics of the authorized physician for candidates who are elected for the first time in the scientific-educational title or artistic-educational title and corresponding employment position
 - i) specifically stated that both sexes can apply to tender
 - j) specifically stated that incomplete and untimely applications will not be reviewed
- (3) For scientific and professional titles call may be held with reference of the research project, etc.

Article 10

- (1) In justified cases call can prescribe, as a special condition, knowledge of the Croatian language (and Roman script) if the study program stipulates that certain subjects are taught in Croatian.
- (2) Levels of knowledge of the Croatian language (basic, intermediate, advanced) that can be prescribed by call, depend on the particular job or designated number of teaching hours and the method of teaching at that workplace. University and University constituents independently assess necessary level of knowledge of the Croatian language for specific jobs.
- (3) Proof of certain level of language knowledge may be a confirmation issued by the schools/ language centers and institutes that operate outside the Republic of Croatia. It is not allowed to seek a degree from specific language school. For foreign nationals who have studied in the Republic of Croatia in the Croatian language, and don't have a special certificate of knowledge of the Croatian language, diploma on completed study can be taken as valid proof.

Article 11

University or University constituent may prescribe in call, as a special condition, recognition of foreign higher education qualifications before hiring.

Article 12

- (1) The call for the election of teachers, scientists and associates is published in the "Official Gazette" newspapers and on the website of the University or the authorized constituent, in the

official Internet portal for jobs from European Research Area and at the notice boards/website of the Croatian Employment Service in regional centres according to the constituent location. The call must be open for at least thirty (30) days.

- (2) The call is considered concluded upon the expiry of application deadline specified in the call and that in the call, which was last published in the media under paragraph 1 of this Article.
- (3) Applications for the call and tender documentation can be submitted in person at the constituent that has organized the tender, by mail or through an authorized provider of postal services.
- (4) The day of announcement in the media is not included in the deadline for submitting application, deadline is calculated from the first day following the publication of the call.
- (5) Sundays, holidays and non-working days do not affect the start and duration of deadline.
- (6) When the last day of the deadline falls on a Sunday, holiday and other non-working day, the deadline expires on the next first working day.
- (7) Registration for the call is submitted on time if it is received on the last day for submission of applications. If the application for the call is sent by mail or through an authorized provider of postal services, the date of submission is the day the post office or an authorized provider of postal services received the documents.

IV. IMPLEMENTATION OF PROCEDURE OF THE ELECTION PROCEDURE TO THE SCIENTIFIC-EDUCATIONAL, ARTISTIC-EDUCATIONAL AND SCIENTIFIC TITLES AND CORRESPONDING EMPLOYMENT POSITIONS

IV.1. Procedure of election to scientific-educational titles and corresponding employment positions

Article 13

In the appropriate scientific-educational title and the corresponding employment position following person can be elected:

- who is registered in the Register of researches with scientific degree obtained in the appropriate field,
- who meets the requirements of the Rectors' Conference in respect of educational and professional activity
- who has the necessary psychological and physical characteristics
- who is, in the election to the higher title, positively assessed by university student survey
- who meets the other conditions prescribed by the University Statute, the statute of constituents and this Ordinance

Article 14

IV.1.1. Procedure of implementation of part of the election to the scientific title

- (1) The Academic Council/Professional Council of the constituent which carries out part of the election procedure to the scientific title no later than thirty (30) days after the deadline for submission shall appoint an Expert Commission for assessing the fulfillment of conditions for the selection of the candidate to the corresponding scientific title (hereinafter: Expert Commission)
- (2) Expert Commission consists of three members who must have equal or higher scientific title with regard to the one for which the election is held. At least one member of the Expert

Commission cannot be employed at the University or the constituent unit where the candidate is employed. Member of the Expert Commission can be a university professor in the honorary scientific-educational title of professor emeritus. At least one member of the Expert Commission must be in the scientific field in which the candidate is elected, and the rest from the appropriate scientific field. In the decision of the Academic Council/Professional Council of constituent on the appointment of the Expert Commission it must be stated name and surname, title and institution on which members of the expert committee are employed.

- (3) If some of the candidates don't have election in the corresponding scientific title in the election to the scientific-educational title, election of these candidates to the scientific title is conducted.
- (4) Expert Commission assesses whether the conditions for the election are fulfilled and proposes that the candidate should or should not be elected to the scientific title. The Expert Commission shall submit its report to Academic Council/Professional Council of constituent within 30 days of the appointment.
- (5) Based on the reports and proposals of the Expert Commission Academic Council/Professional Council of constituent within 30 days gives an opinion and a proposal to authorized parent committee in form and content prescribed by the authorized parent committee.
- (6) Parent committee within 60 days either confirms or not confirms the opinion and proposal of the authorized scientific organization.
- (7) The decision of the parent committee or excerpt from Register of researchers is basis for the selection of applicants in the academic title and corresponding employment position.
- (8) If the Academic Council/Professional Council of constituent which has launched a tender is not authorized to conduct part of the procedure of the election to scientific titles, in accordance with the Law part of the procedure for election to the scientific title is carried out by Professional Council, while the selection to the scientific-educational title and employment position is carried out by Academic Council or Professional Council of constituent that launched the tender.

Article 15

The Academic Council/Professional Council of constituent conducts the part of the election procedure in the scientific titles, if:

- it conducts the calling procedure of elections to scientific-educational titles, which is run by the University Council or Professional Council of the constituent
- it conducts the procedure of the election to the scientific title conducted by the University or a constituent as a authorized scientific organization for the purposes of other scientific organizations
- it conducts the procedure of the election at the request of a person who believes that it meets the requirement for the election to a certain scientific title
- it conducts the election procedure to the scientific title and the research employment position if the employment position of scientist is covered by scientific research on the scientific program or project that is launched by Professional Council of the constituent

IV.1.2. The implementation procedure of the part of the election to scientific titles in the implementation procedure of the elections to the scientific-educational title and the corresponding employment position that is run by the Academic Council or the Professional Council of the constituent

Article 16

The implementation of the part of the procedure for the elections to the scientific titles defined by this Ordinance is appropriately applied in the procedure for the elections in scientific-educational titles and corresponding employment positions.

IV.1.3. The implementation procedure of the part of the election to the scientific titles and scientific position which is initiated by an authorized Academic Council/Professional Council of the constituent

Article 17

- (1) The Academic Council/Professional Council of constituent makes a decision on initiation of part of the procedure for elections to the scientific title, the call and the appointing of an Expert Commission who has the three members in the same or higher scientific title of a scientific title for which the election is implemented. Members of the Expert Commission should be scientists who are engaged in scientific research in same or related scientific area and a field for which the call is announced.
Members of the Expert Commission can be scientists and university professors in the scientific honorary title of scientist emeritus, or honorary scientific-educational title of professor emeritus, and at least one member of the Expert Commission cannot have an employment contract at the University or the University constituent.
- (2) If the University or constituent is not authorized to implement the part of the elections to scientific titles, the authorized Academic Council/Professional Council of constituent proposes one member of the Expert Commission who is appointed by the authorized scientific organization for the implementation of the part of the procedure elections in scientific titles.
- (3) The Expert Commission is obliged to write a separate report on the election to the scientific title for each candidate and submit it to the authorized Academic Council/Professional Council of constituent within the period of (30) thirty days after the conclusion of the call. Academic Council/Professional Council of constituent submits in his Report the opinion with the proposal on the election to the scientific title and sends it to the authorized parent committee.
- (4) The decision of the parent committee is executive, it represents administrative act and in the election procedure for obtaining a scientific title provisions of General Administrative Procedure Act are applied.
- (5) Decision for election to scientific employment position is made by Academic Council/Professional Council of constituent.

IV.1.4. The implementation procedure of the part of the elections to the scientific title which implements the University or a constituent as an authorized scientific organization for purposes of other scientific organizations

Article 18

- (1) Academic Council/Professional Council of constituent on the basis of the request of other scientific organization that is not authorized to implement the part of the election procedure to scientific titles makes a decision on the appointment of the Expert Commission.
- (2) The Expert Commission is obliged to write a separate report on the election to the scientific title for each candidate and submit it to the Academic Council/Professional Council of constituent

within the period of (30) thirty days from the date of appointment. Academic Council/Professional Council of constituent on the basis of the report of the Expert Commission of the constituent adopts the opinion with the election proposal to the scientific title and refers it to the relevant Parent Committee.

- (3) The decision of the Parent Committee on the election to the scientific title of the Academic Council/Professional Council of constituent refers to the Professional Council of the scientific organization which initiated the election procedure.

IV.1.5. The implementation procedure of the part of the election to the scientific title at the own request of the person who considers that fulfills the requirements for election to a certain scientific title

Article 19

- (1) Academic Council/Professional Council of constituent makes a decision on appointment of the Expert Commission in the process of implementation of the part of election to scientific titles based on the request of the person who considers that it meets the requirements for election to scientific title.
- (2) The Expert Commission shall write a report on the election of the scientific title and submit it to the Academic Council/Professional Council of constituent within (30) thirty days from the date of the appointment. Academic Council/Professional Council of constituent based on the Report of the Expert Commission makes the opinion of the proposal on the election of the scientific position and refers it to the relevant Parent Committee.
- (3) The decision of the Parent Committee on the election to the scientific title is sent by Academic Council/Professional Council of constituent to the person who initiated on his own request the election procedure.

IV.1.6. The report of the Expert Commission in the implementation procedure of the part of the election to the scientific titles in the implementation procedure of the election to the scientific-educational titles and corresponding employment positions that are initiated by the Academic Council/Professional Council of constituent

Article 20

- (1) The report of the Expert Committee should include elements that are determined by Parent Committees for each scientific/artistic area and field:
- (2) In the completed part of the Report it is necessary to concisely evaluate the overall scientific and educational activities of the candidate, and especially after the previous election, then is necessary to specify opinion and the conclusions of the Expert Commission, which determines that the candidate meets the requirements for the election in the scientific title with the proposal for the election of candidates to the title.
If two or more candidates apply on the call, the Expert Commission is required to write a report for each candidate separately.
- (3) Member of the Expert Commission who disagrees with the conclusion, opinion and suggestion may give a separate opinion which is attached to the Report.
- (4) If one member of the Expert Commission does not write a separate opinion or does not sign the report, and two other members sign the Report, it is considered that the Report is valid.

Article 21

- (1) Academic Council/Professional Council of constituent can:
 - accept the Report of the Expert Commission with the proposal of the election
 - reject the Report of the Expert Commission with the explanation
 - request amendment of the Report
- (2) If the Academic Council/Professional Council of constituent accepts the Report of the Expert Commission, it shall give an opinion on meeting the conditions for election to the title with the proposal for election to the position.
- (3) If the Academic Council/Professional Council of constituent does not accept the Report of the Expert Commission, it must specify in the explanation the reasons for not accepting the Report.
- (4) Academic Council/Professional Council of constituent will return the Report to the Expert Commission on the amendment if the report is inconsistent with the provisions of this Ordinance. In that case the Academic Council/Professional Council of constituent will determine in which period and how will the Expert Commission amend the Report.

IV.2. Procedure of election to scientific-educational titles and scientific-educational employment positions

Article 22

- (1) After the conducted procedure of election to scientific titles of all applicants who meet the requirements, Academic Council/Professional Council of constituent receives report submitted by the Commission/Committee for verification of compliance with the conditions from Decisions on the necessary conditions for the evaluation of educational and professional activity in the procedure of election to the scientific-educational titles of Rectors' Conference (hereinafter: the Commission or the Committee).
- (2) In the event that for no single candidate is necessary to conduct the procedure for election to scientific title Commission/Committee submits its report with the proposal to the Academic Council/Professional Council of constituent.
- (3) The Academic Council/Professional Council of constituent that announced the call in accordance with the Statute of the University, the statute of constituent and this Ordinance completes within 60 days election procedure to the scientific-educational title and employment position of the applicant who satisfies to the fullest extent the conditions of the call.
- (4) If the election to the scientific-educational title of professor and full professor with tenure is executed in one of the constituents of the University, the Senate confirms the election.
- (5) The decision of the Academic Council or the Expert Commission of constituent on the election to the scientific-educational title and the corresponding employment position shall contain:
 - a) disposition in which is stated name of teacher who was elected to the scientific-educational title and scientific-educational employment position, corresponding scientific area and field or an interdisciplinary area of science with fields and the period for which he was elected.
 - b) entry to the power of decision
 - c) explanation which contains the implementation of the procedure of election
- (6) All applicants are informed of the results of the call within 15 days from the day of its completion.

IV.3. Procedure of election to the scientific employment position

Article 23

(1) In scientific employment position can be elected a person who is registered in the Register of Researchers with the same or higher scientific title and who meets other requirements for the selection if they are identified by the Statute of the University.

(2) If the tender is made for the scientific employment position, the procedure of the election is conducted to the scientific title of all applicants who fulfil the conditions for a scientific title. After the procedure of election in the scientific title in accordance with Article 15 of this Ordinance, Academic/Professional council within 60 days completes the procedure of election to the scientific employment position of the applicant who satisfies to the fullest extent conditions of the call.

IV.4. Procedure of election to the artistic-educational titles and artistic-educational employment positions

Article 24

- (1) To artistic-educational titles and artistic-educational positions are elected persons who have artistic achievements which by their significance satisfy the requirements for the election to the scientific-educational employment position.
- (2) The procedure of election to the scientific titles is applied appropriately to the selection of the artistic component of artistic-educational title which is in all things equal to the scientific title.
- (3) The provisions of this Ordinance relating to the procedure of election of teachers to scientific-educational titles and corresponding employment positions are applied appropriately to the procedure of election of teachers to the artistic-educational titles and corresponding employment positions.

IV.5. Verification of psychophysical characteristics

Article 25

- (1) Verification of psychophysical characteristics of teachers for work in scientific-educational and artistic-educational activities in higher education is performed by authorized medical practice of occupational medicine.
- (2) Verification of psychophysical characteristics shall be made during first election of teacher in the corresponding scientific-educational or artistic-educational title.
- (3) The candidate who is elected to scientific-educational or artistic-educational title for first time shall submit a certificate on necessary psychophysical characteristics of the authorized medical practice of occupational medicine.
- (4) Confirmation on required psychophysical characteristics must not be older than six months.

V. PROCEDURE OF ELECTION TO EDUCATIONAL AND PROFESSIONAL TITLES AND CORRESPONDING EMPLOYMENT POSITIONS

V.1. Educational titles and corresponding employment positions

Article 26

- (1) Procedure of election to the higher educational title and educational employment position is initiated on the basis of Decision of the Academic Council/Professional Council of constituent with the fulfilment of the following conditions:
 - promotion of teachers to higher educational title and educational employment position must be determined by Plan of promotion of the University adopted by the Senate
 - issued Consent of the University to constituent for the promotion of teachers to higher educational title and educational employment position
- (2) Academic Council/Professional Council of constituent is required no later than three (3) months before the expiration of deadline of five (5) years from the previous election to initiate the procedure of election to higher educational title.
- (3) Exceptionally procedure of election to the higher educational title and educational employment position can, based on special decision of the Academic Council/Professional Council of constituent and with the consent of the employee, start earlier than one year before the expiration of five years, but not before the expiry of three years from the previous election to the higher educational title and educational employment position.
- (4) Decision of the Academic Council/Professional Council of constituent from Article 3 of this paragraph is based on the Plan of promotion of teachers at the University adopted by the Senate for the relevant academic year in which it is provided earlier promotion of teachers to higher educational title and educational employment position and issued Consent of the University to constituent for earlier promotion of teachers to higher educational title and educational employment position
- (5) Procedure of election for reelection to educational title and educational employment position of professor of higher school (permanent position) is initiated at the earliest six months before the expiry of five year deadline from the first election.
- (6) The process of election of teachers to higher educational title and educational employment position cannot be started at the same time with the process of reelection of teacher on educational employment position.

Article 27

- (1) Decision on the election to educational title and corresponding employment position is brought by the Academic Council/Professional Council of constituent which carries out the tender procedure.
- (2) In appropriate educational title and the corresponding employment position person can be elected:
 - who meets the requirements prescribed by the Law
 - who meets the conditions of the Rectors' Conference in respect of educational and professional activities
 - who is, in the election to the higher title, positively assessed by university student survey
 - who meets the other conditions prescribed by the University Statute, the statute of constituents and this Ordinance

Article 28

- (1) Opinion whether the candidate fulfils conditions for election to educational title and educational employment position is given by the Commission/Committee in terms of educational and

professional activity and it submits its report to the Academic Council/Professional Council of constituent within thirty (30) days from the end date of the call.

- (2) Commission/Committee assesses whether the conditions are met for election to educational title prescribed by the Law or the Statute of the University and suggests that the candidate should or should not be elected to title.
- (3) On the basis of the report of the Commission/Committee, Academic Council/Professional Council of constituent which carries out the procedure of election, not later than (90) ninety days from the end of call elects to educational title and educational employment position the candidate who satisfies to the fullest extent the conditions of the call and conditions of Rectors' Conference and the Law.
- (4) All applicants shall be informed of the results of the call within 15 days from the date of its completion.

V.2. Professional titles and corresponding employment positions

Article 29

- (1) In professional titles and corresponding employment positions can be selected persons in order to carry out scientific and research projects in accordance with the Law and the Statute of the University or the Statute of the constituent.
- (2) Procedure of election to professional titles and corresponding employment positions shall be conducted by Academic Council/Professional Council of constituent based on open call
- (3) Decision to call a tender for election to professional titles and corresponding employment positions is made by the Academic Council/Professional Council of constituent.
- (4) Academic Council/Professional Council of constituent simultaneously with the adoption of the decision to call a tender for the election to professional title and the corresponding employment position appoints the Expert Commission for giving opinion on fulfilment of conditions with proposition for election of a candidate to professional titles and corresponding employment position.
- (5) Expert Commission from the preceding paragraph consists of three members who may be in scientific-educational, educational or higher professional titles than that for which the candidate is elected. At least one member of the Expert Commission should be from the scientific field in which the candidate is elected and other members from the appropriate scientific area.
- (6) On the basis of the report of the Expert Commission on fulfilment of conditions with the proposal of election of applicant to professional title and the corresponding employment position, the Academic Council/Professional Council of constituent elects to professional title and the corresponding employment position the candidate who satisfies to the fullest extent the conditions of the call.
- (7) All applicants shall be informed on the results of the call within 15 days of its completion.

VI. THE INAUGURAL LECTURE

Article 30

- (1) The candidate who is for the first time elected in the scientific-educational title, artistic-educational or educational title must have from the Commission of the Academic Council/Professional Council of constituent positively rated inaugural lecture in the presence of teachers and students.
- (2) The inaugural lecture of the candidates from the paragraph 1 of this Article may take place only if they fulfill other conditions prescribed for the election to the position for which the call is announced.
- (3) A written evaluation of the inaugural lecture is attached to the report of the Commission/Committee in the election procedure of the candidate to corresponding title and employment position.
- (4) The candidate who does not receive positive evaluation of his inaugural lecture can not be elected to the scientific-educational, artistic-educational or educational title.
- (5) The form and manner of the inaugural lecture is prescribed by the Decision of the Rectors' Conference of the form and manner of implementation of the inaugural lecture for election to the scientific-educational, artistic-educational and educational positions.

VII. GENERAL PEDAGOGICAL-PSYCHOLOGICAL AND DIDACTIC - METHODOLOGICAL TRAINING

Article 31

- (1) The candidate who is for the first time elected to the scientific-educational, artistic-educational and educational title except the applicants who have completed educational studies must have a certificate from an authorized higher education institution or the institution of completion of general psychological-pedagogical and the didactic-methodical training that is in the framework of lifelong education.
- (2) Completed program of lifelong education specified in paragraph 1 of this Article is the confirmation of qualification of the candidate for the teaching process.
- (3) The candidates who do not have a confirmation of an authorized higher education institution or institution of completion of general pedagogical-psychological and didactic-methodological education are obliged, within one year from the date of conclusion of the employment contract at the University or the constituent to complete the program of general pedagogical-psychological and the didactic-methodological education at the authorized higher education institution or institution.
- (4) The mentioned deadline in the preceding paragraph of this Article for the completion of general psychological-pedagogical and the didactic-methodical training is an integral part of the contract.
- (5) For candidates who within the period specified in paragraph 3 of this Article does not complete the general pedagogical-psychological and methodological training and does not provide a valid certificate of the authorized higher education institution or the institution of completion of general psychological-pedagogical and didactic-methodical education the contract will be canceled.

VIII. BODIES FOR VERIFICATION OF FULFILLMENT OF CONDITIONS OF THE RECTORS' CONFERENCE

VIII.1. Commission/Committee for verification of fulfillment of conditions of the Rectors' Conference

Article 32

- (1) Commission/Committee is a permanent expert body of the Academic Council or the Professional Council of the constituents in the election procedure of teachers in the scientific-educational, artistic-educational and educational positions and verifies the conditions of the Rectors' Conference in respect of educational and professional activities.
- (2) The appointment and composition of the Commission/Committee in the election procedure for the positions is determined by the University Statute and the Statutes of the constituents.

VIII.2. Report of the Commission/Committee for verification of fulfillment of the Rectors' Conference conditions

Article 33

- (1) Report of the Commission/Committee for verification of fulfillment of Rectors' Conference conditions (hereinafter: Report) must include:
 1. Information about the call :
 - The decision of the Academic Council/Professional Council of constituent on the open call for the election of teacher
 - date of publication of the call and the media in which it was announced
 - date of the call
 - The names of the applicants who applied to the call in order of receipt of applications in the Registry Office of constituent
 2. Biographical information on the candidates:
 - information about the date and place of birth
 - obtained academic title or academic degree
 - election to the scientific title (only for applicants for which the election to scientific-educational title is carried out)
 - previous employment, work experience and career advancement
 - awards for scientific or professional work
 - performing duties on positions at universities
 - membership and functions in scientific/professional organizations
 - membership and functions of the editorial boards of scientific or professional journals, proceedings, etc.).
- (2) The fulfillment of the conditions of the Rectors' Conference in terms of educational and professional activity (along with the conditions specified in the Law it is necessary to specify the general terms and conditions of the Rectors' Conference which are met by the candidate and determine which of the prescribed conditions of the Rectors' Conference the candidate for scientific/artistic-teaching and educational title meets.
- (3) In the Report should be stated the positive results of the assessed student survey of teachers who are in the election procedure: results of the unique university survey brought by the Senate
- (4) The report shall contain the conclusion with which the Commission/Committee determines that the applicant fulfills conditions of the Rectors' Conference with the proposal of election to the scientific-educational or educational position or re-election or election to a higher title
- (5) Report shall be accompanied with a report with assessment of held inaugural lecture

- (6) If all members of the Commission/Committee do not sign the Report, the Report is considered valid if it is signed by the majority of the members of the Commission/Committee.
- (7) Academic Council/Professional Council of constituent can return the Report of the Commission/Committee for amendment if the Report is not in accordance with this Ordinance and to determine deadline within which the Committee/Committee shall amend the Report.

IX. IMPLEMENTATION OF REELECTION PROCEDURE OF TEACHERS AND ASSOCIATES TO SCIENTIFIC/ARTISTIC-EDUCATIONAL, EDUCATIONAL AND PROFESSIONAL EMPLOYMENT POSITIONS

Article 34

- (1) Reelection of teachers and associates is carried out every five years from the previous election to the scientific/artistic-educational, educational or professional title and employment position or re-election to the scientific/artistic-educational, educational or professional employment position.
- (2) The process of reelection of teachers and associates is launched by Academic Council/Professional Council of constituent by making decision on the appointment of Expert Commission for implementation of the procedure of reelection of teachers and associates (hereinafter: the Expert Commission)
- (3) The Academic Council/Professional Council of constituent is required no later than three (3) months before the expiration of five (5) years from the previous election or reelection of teachers or assistants to initiate the process of reelection of teachers and associates.
- (4) As an exception, in the case of repeating of the process of reelection, procedure is initiated after two years from the date of the decision of the Academic Council/Professional Council of constituent of not accepting the report on the work or acceptance of negative report on the work of teachers or associates.
- (5) The obligation of conducting of re-election of teachers shall cease after the teacher is elected to scientific/artistic-educational employment position of full professor with tenure.

IX.1. Expert Commission

Article 35

- (1) The Expert Commission has three members who must be in the same or higher title and corresponding employment position in relation to the scientific/artistic-educational, educational or professional title for which reelection is carried out. At least one member of the Expert Commission cannot be an employee of the University or the constituent where teacher or associate who is in the process of reelection is employed.
- (2) The Expert Commission shall, within thirty (30) days from the date of appointment submit to the Academic or the Professional Council the Report on the work of teacher or associate with the opinion on the fulfilment or non-fulfilment of the minimum conditions of work obligations of teachers and associates.

IX.2. Report of the Expert Commission on the work of teachers and associates

Article 36

- (1) Report of the Expert Commission contains a report on the work of teachers and associates of the fulfillment of the minimum conditions of work obligations that includes evaluating the scientific, educational and professional activity in the reelection procedure of teachers to scientific/artistic-educational employment position and evaluation of educational and professional activity in the reelection procedure of teachers to educational employment position and evaluation of professional activity in the reelection procedure of associates to professional employment position.
- (2) In the Report should be stated the positive results of the assessed student survey of teachers who are in the reelection procedure: results of the unique university survey brought by the Senate
- (3) The report contains the Opinion of fulfilment or not fulfilment of the minimum conditions of work obligations referred to in paragraph 1 of this Article and the proposal to Academic Council/Professional Council of constituent for reelection.
- (4) Member of the Expert Commission that did not agree with the Opinion may issue a separate opinion which shall be attached to the report.
- (5) If one member of the Expert Commission does not write a separate opinion or does not sign the Report, and the other two members sign the Report, it is considered that the report is valid.

Article 37

In accordance with Article 36 of the Ordinance the Report shall contain:

- 1. Report on the work of teacher or associate (name of teacher or associate, title and employment position) for the period (specify from-to)**
 - a) Composition of Expert Commission, name and title
 - b) In the introductory part are given details of the decision of the Academic Council/Professional Council of constituent to initiate the procedure of reelection and appointment of the Expert Commission in the process of reelection (Class, Registry number, date)
- 2. General information about the teacher or associate in the process of reelection**
 - Biographic data (name and surname, date and place of birth, professional/academic degree and title, employment position and date of last election to employment position (scientific/artistic- educational, educational or professional employment position.)
- 3. The fulfilment of the conditions in accordance with the Decision of the Rectors' Conference in the process of reelection to the scientific/artistic-educational and educational employment positions**
 - Decision on the necessary conditions for the evaluation of educational and professional activity in the procedure of election to the scientific-educational titles ("Official Gazette" no. 106/06).
 - Decision on the necessary conditions for the evaluation of educational and professional activity in the procedure of election to the artistic-educational titles and educational titles in the field of art ("Official Gazette" no. 106/06).
 - Decision on the necessary conditions for the evaluation of educational and professional activity in the procedure of election to educational titles ("Official Gazette" no. 13/12.)
 - Indicate conditions of Rectors' Conference and establish the fulfilment of certain conditions for reelection to the scientific/artistic-educational and educational employment positions
 - Attach a certificate of the results of student survey
- 4. For associates in professional employment positions**

- With appropriate information listed in points 1 and 2 of this Article, data is given on professional activities and the conduct of professional activities related to scientific research and participation in the implementation of scientific and professional projects, exceptionally if associates are involved in performing of practice the overall timetable of teaching at constituent must be provided

5. **Final opinion** on the fulfilment or non-fulfilment of the conditions for the reelection of teachers or associates to scientific/artistic-educational, educational or professional employment positions

6. The signatures of the president and members of the Expert Commission

IX.3. Process of deciding on the adoption of report

Article 38

- (1) Academic Council/Professional Council of constituent is required no later than sixty (60) days from the date of initiation of the process of reelection to make a decision on acceptance or rejection of the Report on the work of teacher or associate in the process of reelection.
- (2) Decision on acceptance or rejection of the Report on the work of teacher or associate in the process of reelection is brought by the Academic Council/Professional Council of constituent with the majority of votes of all members of the Academic Council/Professional Council of constituent.

Article 39

- (1) If the Academic Council/Professional Council of constituent accepts a positive Report on the work of teacher or associate in the process of reelection, at the same meeting it shall decide on the reelection of teacher or associate to scientific/artistic-teaching, teaching or professional employment position for which a process of reelection of teachers or associates was conducted for a period of five years.
- (2) If the Academic Council/Professional Council of constituent does not accept the Report on the work of teacher or associate or accept a negative Report on the work of teacher or associate in the process of reelection, the procedure of reelection of teacher or associate is repeated after two years from the date of the decision of the Academic Council/Professional Council of constituent.
- (3) If the Academic Council/Professional Council of constituent in the repeated procedure of reelection under paragraph 2 of this Article does not accept the Report on the work of teacher or associate or accepts a negative Report on the work of teacher or associates, the rector for teachers and associates at the university departments or dean of constituent initiates the procedure of regular termination of employment contract (notice due to the worker's misconduct) in accordance with general labour regulations.

X. IMPLEMENTATION OF ELECTION PROCEDURE TO ASSOCIATE TITLES AND CORRESPONDING EMPLOYMENT POSITIONS

X.1. Election procedure to associate title and corresponding employment positions

Article 40

- (1) Associate titles are the assistant and senior assistant.
- (2) Associates are elected to associate titles and associate employment positions in accordance with the University Statute and the Statutes of the constituents, under the conditions provided by the Law, through a public call.

X.1.1. Assistant

Article 41

- (1) For election to the title and job position of an assistant at the University or its constituent, there are three conditions that need to be cumulatively fulfilled: a candidate has to have completed a relevant university graduate study, a candidate needs to be selected from the most successful students and needs to achieve the best results within selection procedure referring to motivation and additional knowledge testing.
- (2) Procedure of election to the title and job position of an assistant is carried out in two selection levels.
 - I. level of selection procedure is based on checking of submitted documentation to determine candidates who fulfill conditions for motivation and additional knowledge testing.
 - II. level of selection procedure includes motivation and additional knowledge testing in presence of Expert Commission.
- (3) Final decision on candidate selection for election to the title and job position of an assistant is based on total number of points awarded within 1st and 2nd selection level
- (4) The manner of awarding points within 1st and 2nd selection level is determined by Expert Commission.
- (5) The opinion whether candidate fulfills conditions for the election to the associate position of assistant is provided by the Expert Commission appointed by the Academic Council/Professional Council of constituent which conducts the call procedure.
- (6) The Expert Commission shall be appointed by the Academic Council/Professional Council of constituent simultaneously with making the decision on issuing the call for election of an assistant.
- (7) The Expert Commission has three members who must be in the title of senior fellow in the scientific-educational/artistic-educational title. At least one member of the Expert Commission must be from the scientific or artistic field in which the candidate is elected, and the other members from the appropriate scientific/artistic field or scientific/artistic area.
- (8) The Expert Commission is required within 30 days of conclusion of the call to submit to the Academic Council/Professional Council of constituent the Report with opinion and proposal of the applicant who meet the conditions established by the Law, the University Statute and the Statute of the constituent.
- (9) On the basis of the opinions and suggestions of the Expert Commission the Academic Council/Professional Council of constituent at the latest (60) sixty days from conclusion of the call makes a decision on the election of an assistant and associate position for the candidate who satisfies the conditions of the call.
- (10) All applicants shall be informed of the results of the call within 15 days from the date of its completion.

X.1.2. Report of the Expert Commission of the election procedure to the associate position of assistant

Article 42

Report of the Expert Commission under Article 41 of this Ordinance must contain:

1. General information on the announced call:
 - The Decision of the Academic Council or the Professional Council of constituent on the announced call with the date
 - The Decision of the Academic Council or the Professional Council of constituent on the appointment of the Expert Commission
 - Date of launch of call and media where it was announced
 - Date of conclusion of call
 - Names of the applicants who applied to the call in order of receipt of applications in the Registry Office of constituent
2. Biographical information of applicants (date and place of birth, acquired academic title or academic degree, knowledge of foreign languages, work experience, social activities, etc.)
3. Specifically highlighted success of the candidate during the study (grade point average) which shows that he is one of the most successful students during the study.
4. In the final part of the Report it is necessary to state the opinion and conclusion of the Expert Commission which determines that the candidate fulfills conditions for election to the associate position with a proposal for the election of the candidate.

X.1.3. Postdoctoral fellow

Article 43

- (1) For the election to the associate title of postdoctoral fellow and workplace postdoctoral fellow at University or constituent applicant to competition must meet the following conditions:
 - that he completed relevant postgraduate university study and obtained a degree of Doctor of Science/Arts
 - that he is in the associate title of assistant, including the status of junior researcher counting a period of six (6) years before the date of publication of the call participated in teaching at an institution of higher education for at least sixty (60) staff hours
 - he has published at least one scientific paper in the field of research of doctoral thesis or a public presentation of a work of art
 - that he participated in at least one scientific meeting.
- (2) In addition to the conditions named in paragraph 2 of this article candidate can achieve additional conditions based on actual achievements: prizes or awards for excellence during the study and/or research or artistic work.
- (3) Verification of the conditions set out in paragraph 2 above as well as additional requirements from paragraph 3 of this Article for the election to the associate title of postdoctoral fellow is carried out by Expert Commission appointed by the Academic Council/Professional Council of constituent who carries out the call.
- (4) The Expert Commission is appointed by the Academic Council/Professional Council of constituent simultaneously with the adoption of the decision to publish call for the election of postdoctoral fellow.

- (5) The Expert Commission has three members who need to be in science-educational/artistic-educational titles. Members of the Expert Commission should be from the same or related scientific/artistic field, and at least one member of the Expert Commission should be from the same scientific area for which the tender is published.
- (6) The procedure for the election to the associate title and workplace of postdoctoral fellow is carried out in two levels of selection of candidates.
 - I. level of selection of candidates is based on a review of the submitted documents and determines the candidates who are eligible for interview before the Expert Commission
 - II. level of candidate selection is to check the motivation and aptitude for scientific research or artistic work in a specific scientific/artistic area and field based on interviews before the Expert Commission.

The final selection of candidates for election to the associate title and workplace of postdoctoral fellow is based on the total sum of points achieved under I. and II. level of candidate selection. Scoring method of I and II level of selection of candidates is determined by the Expert Commission.
- (7) The Expert Commission shall, within 30 days of the conclusion of the call deliver to the Academic Council/Professional Council of constituent Report with opinion and proposal of applicant who meets the conditions stipulated by the Law, University Statute and this Ordinance.
- (8) To the content of the Report of the Expert Commission are appropriately applied provisions of Article 42 of this Ordinance.
- (9) Based on the opinions and proposals of the Expert Commission the Academic Council/Professional Council of constituent no later than sixty (60) days from the date of the call completion makes a decision on the election to the associate title of postdoctoral fellow and employment position of postdoctoral fellow the applicant who satisfies the conditions of the call to the fullest content.
- (10) All applicants shall be informed of the results of the call within 15 days from the date of its completion.

XI. IMPLEMENTATION OF ELECTION PROCEDURE TO NOMINAL TITLES

Article 44

- (1) In the appropriate scientific-educational, artistic-educational, educational and associate title may be chosen a person without concluding the employment contract that is eligible for election to that position, if it participates or will participate in the performance partly or entirely of teaching a particular subject (the so-called nominal title) at the constituent.
- (2) The election procedure to nominal scientific-educational, artistic-educational titles, educational and associate titles shall be initiated on the basis of the decision of the Academic Council/Professional Council of constituent, and public call for election to the appropriate nominal title shall be published in the "Official Gazette" daily newspapers, on the Internet website of the University and authorized constituent.
- (3) The election procedure in nominal scientific-educational, artistic-educational, educational and associate titles is identical to the election procedure in the scientific-educational, artistic-educational, educational and associate titles at the University and the constituents and is conducted in accordance with the authentic interpretation of the Senate of Josip Juraj

Strossmayer University of Osijek on the election procedure in the nominal titles at Josip Juraj Strossmayer University of Osijek from 14th February 2005.

XII. DEADLINES IN THE ELECTION PROCEDURE

Article 45

- (1) The deadlines in the procedure of election to titles are defined by this Ordinance exclude the period from 15th July to 31st August and from 20th December to 7th January.
- (2) If the University Senate determines that the Academic Council/Professional Council of constituent unreasonably significantly exceeds the deadlines defined by this Ordinance in the procedure of election to titles, the University Senate shall, in accordance with University Statute take the part of the jurisdiction of the Academic Council/Professional Council of constituent and conduct the procedure of election to titles.

XIII. TRANSITIONAL AND FINAL PROVISIONS

Article 46

- (1) The procedures of election to scientific, scientific-educational, artistic-educational, educational, associate and professional titles which are initiated before the entry into force of this Ordinance shall be completed in accordance with the provisions of applicable regulations that were in force at the time of the launch of the selection procedure and making decision of Academic Council/Professional Council on publishing the call.
- (2) Re-election to the employment position of scientific advisor (permanent position) or the employment position of full professor (permanent position) for scientists found in the title and in the employment position of scientific advisor or teacher found in the scientific-educational or artistic-educational title and employment position of professor at University or constituent, will be implemented by the provisions of the Law on science and higher education (Official Gazette no. 123/2003, 105/2004, 174/2004, 2/2007 – Decision of the Constitutional Court of the Republic of Croatia, 46/2007, 45 / 2009 and 63/2011) and secondary acts issued based on that Law.
- (3) Scientists at the University and the constituents which are elected to the scientific title of scientific advisor in the second election (permanent position) are considered to be chosen in accordance with Article 20, paragraph 5 of the Law. Teachers of University and constituents that are selected to the scientific-educational employment position of full professor in the second election (permanent position) are considered to be elected in accordance with Article 48, paragraph 7 of the Law.
- (4) In the process of re-election of teachers and associates to the appropriate scientific/artistic-educational, educational and professional employment position, until prescription of form of report and the minimum conditions of work obligations which shall submit a report on the work of teachers and associates at scientific/artistic-educational, educational and professional employment position from National Council for Science, education and technological development in the procedure of reelection of teachers and associates at the corresponding scientific artistic-educational, educational and professional employment position shall use form

and content of Report on the work of teachers and associates laid down in Article 37 of this Ordinance and conditions of reelection stipulated by decisions of the Rectors' Conference:

- The decision on the necessary conditions for the evaluation of educational and professional activity in the procedure of election to the scientific-educational titles ("Official Gazette" no. 106/06).
 - The decision on the necessary conditions for the evaluation of educational and professional activity in the procedure of election to the artistic-educational titles and educational positions in the field of art ("Official Gazette" no. 106/06).
 - The decision on the necessary conditions for the evaluation of educational and professional activity in the procedure of election to educational titles ("Official Gazette" no. 13/12.)
- (5) For associates of the University or constituent in the associate title of assistant and employment position of assistant who earned a PhD degree after 30 July 2015 procedure for the election to the associate title and the employment position postdoctoral fellow is conducted in accordance with the provisions of this Ordinance.

Article 47

- (1) Requirements and applications of the candidate in the procedure of election to titles are determined in specific forms as follows:
- Form no. 1 – *Request to initiate the election procedure to scientific position,*
- Form no. 2 – *Registration to the call for election to the scientific-educational / artistic-educational title and corresponding employment position,*
- Form no. 3 – *Registration to the call for the election to the educational position and corresponding employment position,*
- Form no. 4 – *Registration to the call for the election to the associate title of assistant and associate employment position of assistant*
- Form no. 5 - *Registration to the call for the election to the associate title of postdoctoral fellow and associate employment position of postdoctoral fellow*
- Form no. 6 – *Registration to the call for the election to the professional title and corresponding employment position*
- Form no. 7 – *Registration to the call for the election to the nominal scientific/artistic-educational, educational and associate title*
- Form no. 8 – *Registration to the call for the election to the scientific-educational / artistic-educational title and corresponding employment position before expiration of 5 years from previous election (earlier promotion)*
- (2) The forms 1-8 in the preceding paragraph are enclosed to this Ordinance and make its integral part.

Article 48

- (1) Ordinance on implementation of procedure of election/reelection to titles and the corresponding employment positions is adopted by the University Senate.
- (2) Amendments of this Ordinance are made in the same manner in which the Ordinance is made.

Article 49

- (1) With the entry into force of this Ordinance cease to be valid Ordinance on election to the scientific, scientific-educational, artistic-educational, associate, educational and professional titles and corresponding employment positions from 1 February 2010, Decision on amendments of Ordinance on election to the scientific, scientific-educational, artistic-educational, associate, educational and professional titles and corresponding employment positions from 26 June 2012 and Rules on implementation of reelection procedure of teachers and associates at scientific/artistic – educational, educational and professional employment positions from 7 July 2015.

Article 50

- (1) These Regulations enter into force eight days after its publication in the bulletin board of the University.

RECTOR

Prof. Dr. Željko Turkalj

These Regulations has been published on the bulletin board of Josip Juraj Strossmayer University of Osijek on 22nd December 2015, and entered into force on 30th December 2015.

ACADEMIC SECRETARY

Zdenka Barišić, LLM

Class: 003-05/15-01/21

Reference no.: 2158-60-01-15-5

Form no.1

(name and surname of the applicant)

(place and address)

(scientific or other institution of employment)

(e-mail, phone and mobile number)

UNIVERSITY COUNCIL FACULTY COUNCIL/COUNCIL OF THE ACADEMY

On the basis of Article 33, paragraph 2, of the Law on scientific activity and higher education (Official Gazette number 123/03, 198/03, 105/04, 174/04, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14 and 60/15) I am filling a report for the implementation of part of procedure of election for acquiring scientific title _____ from

(specify scientific title)

scientific area _____ ,

(specify scientific area)

scientific field _____ .

(specify scientific area)

I am asking the University Council /Faculty Council/Council of the Academy to initiate the process of acquiring the above mentioned scientific title.

Attachment:

- (1) Curriculum Vitae
- (2) Copy of the graduation certificate
- (3) Copy of the diploma of received academic degree of Doctor of Science
- (4) Copy of the certificate of passed specialized exam (for the professions for which a particular specialization is determined by the Law)
- (5) List of papers and papers (published scientific articles)
- (6) The certificate of citation of the author and indexed journals in which the articles are published
- (7) Reprints of papers (in electronic form on CD in the PDF formats)

(Place and date)

(Signature of the applicant)

Note:

The application must be accompanied by printed documentation in two copies (out of which one is original) and in electronic form on CD and in PDF

(name and surname of the applicant)

(place and address of residence)

(e-mail, phone and mobile number)

(Name of the scientific-educational/artistic-educational constituent of the University)

(Place and address)

I apply to the call published in the "Official Gazette" No. ___ of _____,
(Insert date of publication)

daily newspaper _____, web pages _____
(specify newspaper and publication date) (specify web page and publication date)

job portal of European Research Area _____ and notice
(specify publication date)

boards/web site of Croatian Employment Service, Regional office _____
(specify place, address and date of publication) for election to scientific-

educational/artistic-educational title _____
(specify title)

and employment position _____.
(specify corresponding employment position)

Attachment:

- (1) Curriculum Vitae
- (2) Copy of the graduation certificate
- (3) Copy of the diploma of received academic degree of Doctor of Science/Arts
- (4) Copy of the certificate of passed specialized exam (for the professions for which is by the Law determined a particular specialization)
- (5) Extract from the Register of Scientists of the Ministry of Science, Education and Sports
- (6) A copy of the Decision of the Registration Committee on the election in the proper scientific title acquired under the Law on scientific activity and higher education (if the election procedure is provided or evidence that the procedure is in progress)
- (7) List of publications and publications
- (8) Evidence of indexation and citation of published papers
- (9) Evidence of passed pedagogical-psychological-didactical-methodical training (if they have not completed educational study)
- (10) Evidence of knowledge of the Croatian language at a certain level, if as a special condition is stipulated knowledge of the Croatian language
- (11) Evidence of completed procedure of recognition of foreign higher education qualifications, if the call stipulates this as a special condition
- (12) Confirmation on the necessary psychophysical characteristics by authorized medical practice of occupational medicine for applicants who are elected for the first time to the scientific-educational or artistic-educational title and corresponding employment position

(Place and date)

(signature of the applicant)

Note:

The application must be accompanied by documentation in two copies, except for papers (of which 1 original) and in electronic form on CD and in PDF format

(name and surname of the applicant)

(place and address of residence)

(e-mail, phone and mobile number)

(Name of the scientific-educational/artistic-educational
constituent of the University)

(Place and address)

I apply to the call published in the "Official Gazette" No. ___ of _____,
(Insert date of publication)

daily newspaper _____, web pages _____
(specify newspaper and publication date) (specify web page and publication date)

job portal of European Research Area _____ and notice
(specify publication date)

boards/web site of Croatian Employment Service, Regional office _____
_____ for election to
(specify place, address and date of publication)

educational title _____
(specify title)

and employment position _____.
(specify corresponding employment position)

Attachment:

- (1) Curriculum Vitae with description of educational and professional activities
- (2) Copy of the graduation certificate
- (3) Copy of the diploma of received academic degree of Master of Science
- (4) Copy of the diploma of received academic degree of Doctor of Science
- (5) Copy of the certificate of passed specialized exam (for the professions for which a particular specialization is determined by the Law)
- (6) Evidence of work experience
- (7) Positively evaluated results of institutional quality research of teaching or positively assessed results of student survey, except for first election to educational title
- (8) List of papers and papers
- (9) Evidence of passed pedagogical-psychological-didactical-methodical training (if they have not completed educational study)
- (10) Evidence of knowledge of the Croatian language at a certain level, if as a special condition is stipulated knowledge of the Croatian language
- (11) Evidence of completed procedure of recognition of foreign higher education qualifications, if the call stipulates this as a special condition

(Place and date)

(signature of the applicant)

Note:

The application must be accompanied by documentation in two copies, except for papers (of which 1 original) and in electronic form on CD and in PDF format

(name and surname of the applicant)

(place and address of residence)

(e-mail, mobile and phone number)

(Name of the scientific-educational/artistic-educational
constituent of the University)

(Place and address)

I apply to the call published in the "Official Gazette" No. __ of _____,
(Insert date of publication)

daily newspaper _____, web pages _____
(specify newspaper and publication date) (specify web page and publication date)

job portal of European Research Area _____ and notice
(specify publication date)

boards/web site of Croatian Employment Service, Regional office _____
_____ for election to
(specify place, address and date of publication)

associate title of assistant and employment position of assistant.

Attachment:

- (1) Curriculum Vitae
- (2) Copy of the graduation certificate
- (3) Transcript of Records or Diploma Supplement
- (4) Confirmation of enrollment at postgraduate study (if the candidate is enrolled at the postgraduate study)

(Place and date)

(signature of the applicant)

Note:

The application must be accompanied by printed documentation in two copies (out of which one is original) and in electronic form on CD and in PDF

(name and surname of the applicant)

(place and address of residence)

(e-mail, phone and mobile number)

(Name of the scientific-educational/artistic-educational
constituent of the University)

(Place and address)

I apply to the call published in the "Official Gazette" No. ___ of _____,
(Insert date of publication)
daily newspaper _____, web pages _____
(specify newspaper and publication date) (specify web page and publication date)
job portal of European Research Area _____ and notice
(specify publication date)
boards/web site of Croatian Employment Service, Regional office _____
_____ for election to
(specify place, address and date of publication)
associate title of postdoctoral fellow and employment position of postdoctoral fellow.

Attachment:

- (1) Curriculum Vitae
- (2) Copy of the graduation certificate
- (3) Transcript of Records or Diploma Supplement
- (4) Copy of the diploma of received academic degree of Doctor of Science
- (5) Confirmation of the higher education institution on the participation in the teaching of at least sixty (60) staff hours
- (6) A copy of at least one published scientific paper from the area of research of doctoral thesis or a public presentation of a work of art
- (7) Certificate on participation in at least one national or international scientific conference

(Place and date)

(signature of the applicant)

Note:

The application must be accompanied by documentation in two copies, except for papers (of which 1 original) and in electronic form on CD and in PDF format

(name and surname of the applicant)

(place and address of residence)

(e-mail, phone and mobile number)

(Name of the scientific-educational/artistic-educational
Constituent of the University)

(Place and address)

I apply to the call published in the "Official Gazette" No. __ of _____,
(Insert date of publication)

daily newspaper _____, web pages _____
(specify newspaper and publication date) (specify web page and publication date)

job portal of European Research Area _____ and notice
(specify publication date)

boards/web site of Croatian Employment Service, Regional office _____
_____ for election to
(specify place, address and date of publication)

professional title _____ and employment position _____.
(specify title) (specify employment position)

Attachment:

- (1) Curriculum Vitae
- (2) Copy of the graduation certificate
- (3) Copy of the diploma of received academic degree of Master of Science
- (4) Copy of the diploma of received academic degree of Doctor of Science
- (5) Evidence of the work experience in the profession
- (6) List of papers and papers

(Place and date)

(signature of the applicant)

Note:

The application must be accompanied by documentation in two copies, except for papers (of which 1 original) and in electronic form on CD and in PDF format

Form no. 7

(name and surname of the applicant)

(place and address of residence)

(e-mail, phone and mobile number)

(Name of the scientific-educational/artistic-educational
Constituent of the University)

(Place and address)

I apply to the call published in the "Official Gazette" No. __ of _____,
(Insert date of publication)

daily newspaper _____, web pages _____
(specify newspaper and publication date) (specify web page and publication date)

for election to:

- a) Nominal scientific-educational title
- b) Nominal artistic-educational title
- c) Nominal educational title
- d) Nominal associate title

Encircle title

For election to nominal title under a) or b) submit the documents specified in the Form no.2.

For election to nominal title under c) submit the documents specified in the Form no. 3.

For election to nominal title under d) submit the documents depending on associate employment position: for assistant according to the Form no.4 and for postdoctoral fellow according to Form no. 5.

(Place and date)

(signature of the applicant)

Note:

The application must be accompanied by documentation in two copies, except for papers (of which 1 original) and in electronic form on CD and in PDF format

(Name of applicant)

(Place and address)

(specify scientific-teaching/artistic-teaching constituent of employment)

(E-mail, telephone or mobile number)

**TO THE ACADEMIC COUNCIL
FACULTY COUNCIL/COUNCIL OF THE ACADEMY**

(specify scientific-educational/artistic-educational constituent of the University)

Pursuant to Article 7 paragraph 1 of the Ordinance on the implementation of the procedure of election/re-election to titles and corresponding employment positions of Josip Juraj Strossmayer University, I apply for early selection to the higher scientific-educational/artistic-educational title

(specify title)
and corresponding employment position _____
(insert employment position)

before the expiry of five years of my previous election to scientific / artistic-teaching title

(specify title)
and corresponding employment position _____
(specify job title)

Attachment:

- (1) Copy of the last Decision on the selection to the scientific-educational/artistic-educational title and the corresponding scientific-educational/artistic-educational employment position.
- (2) Declaration of consent for the early launch of the procedure of election to higher scientific-educational/artistic-educational title and the employment position before the expiry of five years from election to the previous scientific-educational/artistic-educational title and scientific-educational/artistic-educational employment position
- (3) Evidence of eligibility (supported with documentation) for election to higher scientific-educational/artistic-educational title and scientific-educational/artistic-educational position in relation to the one in which is chosen.

(Place and date)

(Signature of applicant)

Note:

The application must be accompanied by documentation in two copies, except for papers (of which 1 original) and in electronic form on CD and in PDF format