Guidelines and Checklist for Reviewers

**First of all, thank you for taking the time and effort required to write this report.** We greatly appreciate your help. The report, which is to be written in accordance with the Criteria for Appointment to the Titles and the Technical Instructions, ensures the timely and regular consideration of the application by the Habilitation Committee chosen by the University of Ljubljana. We would also like to refer you especially to the various Annexes for member institutions; each member institution determines the specific conditions and criteria for the relevant habilitation field. The Annex for the University of Ljubljana’s Faculty of Arts can be found at https://www.ff.uni-lj.si/en/faculty/habilitation.

*We kindly ask you to pay attention to all of the articles and points in the Criteria, as these stipulate the conditions for election to the title for which the candidate is applying*. The Human Resources (Personnel) Department has many years of experience dealing with habilitations and we can therefore be of great help. We also kindly ask you to provide a *constructive response to any guidance from the UL FF Habilitation Committee*, which can contribute significantly to the appropriate treatment of the candidate for whom you are writing the report. Given our experience, and in consideration of all the relevant provisions of the Criteria, we would like to draw your attention in particular to Article 43 of the Criteria. Article 43 defines *important works*. Also defined in the Criteria are *international engagement* (for Assistant Professor) or *international impact* (for Associate and for Full Professor). To facilitate the writing of your report, we would also like to draw your attention to Article 95 of the Criteria, which states what your report should contain, and to Section 2 of the Technical Instructions, which provides clearer guidance to reviewers on how to write their report.

You are kindly requested to write your report in accordance with the provisions of Article 96 of the Criteria, i.e. within a time limit not exceeding 2 months. A properly written will report will also help ensure the application will be processed by the University in good time.

Please do not hesitate to contact us if you have any questions or concerns in filling in the report. Contact: **damjana.adamic@ff.uni-lj.si**

As you are aware, your report is confidential. For further assistance, we have provided a checklist on the next page. Please use it to verify that you have addressed all the sections of the report in accordance with the provisions and documents outlined above.

On behalf of the applicants, we would like to once again thank you for your work.

With warm greetings,

## Human Resources (Personnel) Department of the Faculty of Arts, University of Ljubljana

* **Have you looked at the Criteria for Appointment to the Titles that are relevant to the application you are writing a report for, and have you taken into account the title the candidate is applying for?**
* **Have you read, in detail, the relevant Articles and points of the Criteria for Appointment to the Titles?**
* **Have you read, in detail, the Instructions for reviewers as set out in Section 2 of the Technical Instructions?**
* **Have you, in the event of doubt or if you are in need of additional information, consulted the Human Resources (Personnel) Department or a member of the Habilitation Committee of the Faculty of Arts?**
* **Is your assessment of the submitted bibliography and the score received according to the scoring sheet clearly written and explained in detail?** [Writing a clear “Yes” or “No” does not suffice; additional explanation must be provided]
* **Have you provided a written and unambiguous statement as to whether the minimum conditions for consideration of the application have been met?** [*Please provide detailed reasons for your answers to the questions below* – they will be of great help to the University Habilitation Committee in its overall consideration of the application.]
  + Does the candidate fulfil the general and specific conditions for election to the title?
  + Does the candidate meet or exceed the minimum qualitative conditions?
  + Does the candidate meet or exceed the minimum quantitative conditions?
  + Does the candidate fulfil other minimum criteria required by the Member Institution as stipulated in the Annex?
* **Have you assessed the importance of the candidate’s work (as defined in Article 43 of the Criteria) and the international impact of the candidate’s work?**
* **Have you also done a qualitative analysis of the candidate’s scientific work?** (Remember to evaluate in detail what you consider to be the most important scientific research achievements: at least 2 for Assistant Professor, 4 for Associate Professor and 6 for Full Professor. “Achievements” generally means scientific work).
* **Have you done a qualitative assessment of the candidate’s teaching activities?**
* **Have you checked with the Human Resources (Personnel) Department to see if there is anything else that should be accentuated in the report** (for example: Article 101 of the Covid Exceptions Criteria)**?**
* **Is there anything you would like to add that you feel would further elucidate the application for election to the requested title** (for example, particularly resonant expert work, awards, accolades…)**?**