

***DIRECTIVE ON ACADEMIC STAFF AND LECTURERS
ATTESTATION AT
MEDICAL UNIVERSITY – VARNA***

SECTION I. GENERAL

Art. 1. This directive determines the procedure and the manner of attestation of professors, associate professors, head assistant professors and assistant professors, as well as the promotion to the position of “senior lecturer” of “lecturers” at MU-Varna.

Art. 2. The habilitated members of the academic staff are attested once every 5 years.

Art. 3. Non-habilitated members of the academic staff and lecturers are certified once every 3 years.

Art. 4. Academicians and corresponding members of BAS are exempted from attestation.

Art. 5. Persons holding elective managerial scientific and administrative positions are exempted from attestation for the duration of their term of office.

Art. 6. Habilitated and non-habilitated members of the academic staff and lecturers are attested in a procedure for promotion to an academic position.

SECTION II. ATTESTATION BODIES

Art. 8. (1) The attestation bodies are the Career Development Vice-Rector, the Attestation Committee, the Faculty Council / the Affiliate Council / the College Council /, the Department Council, the Head of the Department, the Department of Science and Career Development and the Department of Quality Management and Accreditation.

(2) The discussion of the attestation materials of the persons from the academic staff and the lecturers shall be carried out by the Departmental Council.

(3) The Career Development Vice-Rector shall approve the schedule for conducting the attestation and shall participate as chairman in the Attestation Committee.

(4) The Attestation Committee shall make the assessment according to the attestation cards and shall decide on the final assessment of the attestation.

Art. 9. (1) The attestation shall be approved by the Faculty Council / Affiliate Council/ College Council / Department Council.

(2) The Deans of the faculties and the Director of the College / Department / Affiliate shall organize and control the attestation procedure for the structural unit, for which they are responsible.

(3) The Head of the Department (Education Center) shall control the implementation of the attestation plans for the unit, which they lead.

(4) The Quality Management and Accreditation Department shall monitor and be responsible for compliance with the deadlines for the attestations of the members of the academic staff and the lecturers, notify the management of MU-Varna accordingly, draw up

a schedule for their attestation and participate in the overall process of certification.

(5) The Research and Career Development department shall keep copies of the attestation cards of the academic staff and the lecturers for a period not less than 10 years, by maintaining an electronic archive of the same and making inquiries about the results of their attestation.

SECTION III. ATTESTATION INDICATORS

Art .10. (1) The attestation of members of the academic staff shall be performed based on personal complex assessment by groups of indicators.

(2) The assessment by each indicator and the way of forming the overall rating shall be recorded in the attestation card.

Groups of indicators:

I. RESEARCH

1. Publications

- Monograph published abroad;
- Monograph published in Bulgaria in a foreign language;
- Monograph published in Bulgaria in Bulgarian;
- Publication in a journal with an impact factor;
- Publication in an international journal without an impact factor;
- Publications in the scientific journals of MU-Varna (English / Bulgarian language);
- Publication in a Bulgarian journal without an impact factor;
- Report published in a collection of papers from international scientific forums abroad;
- Report published in a collection of papers from national and international scientific forums in Bulgaria.

2. Citations without self-citations

- Citations in a journal with an impact factor;
- Citations in international publications (including patent);
- Citations in national publications (including patent);
- Citations in dissertations in Bulgaria;
- Citations in dissertations abroad;
- Citations in Master's theses.

3. Scientific forums

- Plenary report at an international forum;
- Report at an international forum;
- International forum poster;
- Plenary report at a national forum;
- Report at national forum;
- National forum poster;
- Report / lecture at a foreign university or institute.

4. Participation in projects*

- Manager of an international research project;
- Participant in an international research project;
- Manager of a national research project;
- Participant in a national research project;
- Manager of other projects;
- Participation in other projects.

5. Dissertations

1. Defended PhD dissertation;
2. Defended dissertation for a Doctor of Science.

6. Other scientific achievements

1. Patent for invention;
2. Registration of a utility model;
3. Implementation of a patent;
4. Implementation of a utility model.

II. EDUCATIONAL ACTIVITIES

1. Teaching activities (lectures, seminars, textbooks, aids, examination boards)

- Hours of lectures at MU-Varna;
 - Bulgarian language
 - Foreign language
- Hours of seminars at MU-Varna;
 - Bulgarian language
 - Foreign language
- Hours of practical training;
 - Bulgarian language
 - Foreign language
- Hours as a lecturer at another higher school in Bulgaria;
 - Less than 30 hours per year
 - More than 30 hours per year
- Hours as a lecturer at another higher school abroad;
 - Less than 30 hours per year
 - More than 30 hours per year
- Published textbooks for students;
 - Bulgarian language
 - Foreign language
- Published teaching aids and manuals for students;
 - Bulgarian language
 - Foreign language
- Participation in semestrial examination boards;
- Participation in graduation examination boards, competition committees, PhD examinations, defenses of Master's theses.

* in-house clinical trials are not included

2. Guidance of graduates, postgraduates and PhD students

- Supervisor / consultant of PhD students having defended their theses;
- Supervision of PhD students (per year) within the term;
- Supervision of graduates;
- Supervision of postgraduates (per year) within the term.

III. EXPERT WORK

1. Participation in national and international scientific and public organizations

- Participation in national scientific and public organizations;
- Participation in international scientific and public organizations.

2. Expert, advisory and other activities to assist institutions and managerial bodies

- Opinions to assist institutions and managerial bodies;
- Expert work to assist institutions and managerial bodies;
- Consultancy to assist institutions and managerial bodies.

3. Public reviewer activity

- Review for a PhD degree;
- Opinion for a PhD degree;
- Review for a Doctor of Science degree;
- Opinion for a Doctor of Science degree;
- Review for an Associated Professor;
- Opinion for an Associated Professor;
- Review for a Professor;
- Opinion for a Professor;
- Participation in a scientific jury for the selection of a Head Assistant Professor;
- Reviews of books;
- Review of an article in Bulgaria;
- Review of an article abroad:
 1. In journals without an impact factor;
 2. In journals with an impact factor;
- Participation in editorial boards in Bulgarian and foreign journals:
 1. In journals without an impact factor;
 2. In journals with an impact factor;
- Reviews of projects and research.

IV. QUALIFICATION

1. Acquired academic and non-academic posts for the period

- Professor;
- Associated Professor;
- Head Assistant Professor;
- Senior Lecturer.

2. Postgraduate specializations

- Acquired postgraduate specialization;
- Completed postgraduate course (certificate).

V. ADMINISTRATIVE ACTIVITIES

1. Member of the Academic Council / Faculty Council / College Council/ Affiliate Council / Department Council;
2. Member of a Program Board;
3. Member of a Scientific Council;
4. Course Supervisor / Program Coordinator;
5. Administrative assistant;
6. Other administrative post;
7. Participation in committees (ethics committee, expert committee to the Science Fund, quality committee, etc.).

Section IV. ATTESTATION AND PROMOTION PROCEDURE

Art.11 (1) The attestation shall be carried out on schedule once every 5 years for the habilitated members and once every 3 years for the non-habilitated members of the academic staff and the lecturers at the Medical University of Varna. The schedule shall be prepared by the Quality Management and Accreditation Department (QMAD) and approved by the Career Development Vice-Rector.

The approved schedule shall be sent to the Deans of the faculties and the Director of the College/ Department/ Affiliate, who shall be required to notify in writing the persons subject to attestation within one calendar week.

(2) Not later than 15 days from the date of notification, the persons for whom a scheduled attestation procedure has been opened shall submit a completed attestation card to the persons responsible for the attestation in the dean's offices or in QMAD.

(3) The attestation procedure for promotion to an academic position shall be initiated at the request of the Head of the Department and approved by the Dean of the Faculty and the Director of the College/ Department/ Affiliate.

(4) Not later than 15 days from the date of notification, the persons for whom procedure for promotion to an academic position has been opened shall submit a completed attestation card to the Research and Career Development Department.

(5) The attestation rating shall be drawn up based on the completed attestation card and an interview (related to verification of the data in the attestation card) with the attested person at the discretion of the Attestation Committee.

(6) In case of refusal by the attested person to sign the attestation rating within two weeks after service of the attestation card for signature, they may file a written objection to the Career Development Vice-Rector.

The Career Development Vice-Rector shall be further required to rule on the objection filed within two weeks.

(7) The Head of the Department (education sector) shall prepare a written report to the Department Council / College Council / Department Council on the ratings of the persons attested from the respective department (education sector) based on the results from the attestation cards.

(8) The attested person's attestation card and a recommendation (for promotion) by the head of the department (education sector) shall be discussed at a meeting of the Council of the Department / College / Department in the presence of the attested person. The results of the previous attestation as reflected in the attestation sheet shall be taken into account in the discussion.

(9) In case of refusal by the person to be attested to accept the written notification against signature or to prepare and file a completed attestation card within the specified time limit, the head of the department (education sector) shall document the refusal by drawing up a record signed by at least two people, members of the Council of the Department / College.

(10) Failure to present an attestation card by the attested person in time or their absence from the meeting of the Department Council, except in the case of sick leave or mission abroad, shall not justify suspension or delaying of the attestation procedure. In this case, the Council of the Department / College shall only discuss the written recommendation by the head of the department (education sector).

Art.12. The lecturers at MU-Varna shall be appointed for a period of 3 years (according to the Regulations on Academic Staff Development of MU-Varna) and shall be attested before signing their permanent contract with the University.

TRANSITIONAL AND FINAL PROVISIONS

§ 1. The original attestation materials shall be stored in the personal files of the members of the academic staff and the lecturers.

§ 2. The Career Development Vice-Rector shall be fully responsible for the proper organization and conduct of the attestation of the academic staff and the lecturers at the Medical University - Varna.

§ 4. This Directive on the Attestation of the Academic Staff and the Lecturers is issued on the basis of Article 30 (1), subpara. 8 of the Higher Education Act.

§ 5. The transition of the members of the academic staff to reduced workload part-time), pursuant to Article 138 of the Labor Code, within the attestation period, does not change the deadlines and requirements for the persons subject to attestation.

§ 6. The Directive for Attestation of the Academic Staff and Lecturers of MU-Varna was adopted at a meeting of the Academic Council (**Minutes No. 40 of 12.02.2015**) and forms an integral part of the Regulations on Academic Staff Development of the Medical University - Varna.

§ 7. Any amendments to this Directive will be made after amendments made by the Chairman of the Attestation Committee based on a suggestion by its members to the Academic Council of MU -Varna.