

Supplement 3. Quantitative criteria for the progress of the academic staff of the Sofia Medical University

Annex to Supplement 3, adopted by a Decision of the Academic Council of the Sofia Medical University (23.06.2015)

GENERAL RECOMMENDATIONS

1. To require successive promotion in the academic positions – Assistant, Senior Assistant, Associate Professor and Professor.
2. Lecturers from external universities and scientific organizations will be employed by the Sofia Medical University based on a call of applications and complying with the same criteria and requirements.
3. Assistants who have received two negative assessments over a three-year period may be dismissed in accordance with the regulations.
4. Pre-employed Senior Assistants that still do not possess the PhD academic degree have a four-year transition period to apply for the above mentioned degree and to pass their defense. Based on an assessment, they may be dismissed from the occupied academic position if no dissertation is completed.
5. The candidate complies with, and the reviewer assesses the compliance with the ethical values in the scientific, academic and diagnostic-therapeutic work that have been laid down in the Ethic Code of the Sofia Medical University and of Sofia Medical University's Commission on the Ethics of Scientific Research

QUALITATIVE CRITERIA

I. For the assessment of scientific research

Scientific research is assessed by:

1. Actual publications (independent or co-authored):
 - a) original articles in scientific periodical (domestic or international), as well as the required number of publications in periodicals with an impact-factor where the latter has been set forth by the quantitative criteria;
 - b) complete publications in peer-viewed collection of research papers (scientific anthologies) or reports from scientific events, along with the list of references and an abstract in English.
 - c) monographs or independent books (peer-reviewed):
 - are considered as one scientific publication;
 - if the single chapters have own lists of references, they are considered separate publications;
 - contain data from own scientific research;
 - in order to assess the candidate's personal contribution, it taken into consideration if these are the result of independent or team work.
 - d) textbooks and manuals (reviewed as a single publication).
2. Scientific reviews:
 - are considered a single publication if they contain own research or systematic synthesis (generalization) of the candidate or his/her research team;
 - contain summary and the candidate's personal position on the matter;
 - have a complete list of references containing at least 20 titles;
 - published in a peer-reviewed periodical, domestically or internationally;
 - scientific review may account for up to 10% of the candidate's total publication volume;
3. Letters to the editor, short communications, case reports – these are reviewed if they present own research results.

4. Proof of patents, inventions and industrial implementations are acknowledged as separate publications.
5. A list of all citations in Bulgarian and international scientific publications should be supplied.

II. Following are admitted as scientific research:

1. Reports and summaries from **international** scientific events, abbreviated and without a list of references published in periodicals or reviews with an **impact-factor**.
2. (*Annexed by Decision of the Academic Council of 23.06.2015*) Only publications in periodicals, indexed in the Science Citation Index (SCI), are admitted as publications with impact-factor;
 - the impact-factor of a periodical is confirmed by means of a note or a certificate from the National Centre for Information and Documentation or the Central Medical Library (in Bulgarian: Централна медицинска библиотека, ЦМБ) to the Sofia Medical University;
 - all Bulgarian journals, published in English and with foreign scientists in their Board of Editors, that have been included and indexed in any of the international reference systems: Thompson Reuters, Scopus, EBSCO Publishing, eLibrary.ru, Pub Med, etc., are admitted as **peer-reviewed international periodicals**;
 - all periodicals, included and indexed in worldwide acknowledged databases of scientific information, available on the website of the National Centre for Information and Documentation (<http://mail.nasid.bg>) are admitted as **peer-reviewed Bulgarian periodicals**.
3. Reports and summaries of **domestic and international** scientific events, abbreviated and without a list of references published in periodicals or reviews **without an impact-factor**.
4. Participation in domestic and international scientific research projects of departmental, national or international character, taking into consideration the form of personal participation (supervisory, executive, consultative, expert) as well.
5. National or international research awards or awards for participation in scientific events.
6. Membership in domestic and international scientific societies, including their management.
7. Membership in domestic or international Boards of Editors.
8. Lectures or plenary papers at domestic or international scientific events.
9. Supervision of PhD-students.
10. The personal contribution to the academic development of their team-members is taken into consideration for the academic positions Associate Professor and Professor:
 - number of PhD-students that have successfully passed their defense;
 - habilitated lecturers that had been trained by the candidate.
11. Membership in scientific panels.

Note: The impact-factor gives the candidate an advantage.

III. For the assessment of academic activity

1. The hourly workload resulting from student trainings/classes, practice with doctoral interns, work with students' clubs as well as with postgraduates is assessed. The lecturing of students, doctoral interns, postgraduates and all forms of postgraduate qualifications, as well as participation in further education in medicine, dental medicine, pharmacy and public health is taken into consideration for the candidates for the academic positions Associate Professor and Professor. The hourly workload is evaluated in accordance with the regulations of the Sofia Medical University.
2. Published textbook or textbooks. All else being equal, lecturers who have published textbooks or have participated in the development of learning aids shall be favored for habilitation.
3. Lecturing abroad, an invitation to lecture abroad.
4. Development of curricula, tests, etc.

5. Participation in Boards of Examinations.
6. Foreign language skills, lecturing in foreign language.
7. Supervision of course papers and theses, review of projects and theses.
8. The reviewer shall take into consideration the candidate's pedagogic skills.

IV. For the assessment of the diagnostic and therapeutic activity

1. Candidates for the academic position Senior Assistant must have at least 5 years of professional experience in their field of expertise and a certificate/diploma for the acquired specialization according to the nomenclature of the Ministry of Health.
2. Candidates for the academic degree Doctor of Science and for the academic positions Associate Professor and Professor must attach a certificate/diploma for the acquired specialization according to the nomenclature of the Ministry of Health; the said certificate/diploma must be in their application field. Along with this the candidates must submit a proof of continuous clinical employment in their acquired specialty in the field of the academic position.
3. Candidates must present proof (a list of his/her operative interventions according to the nomenclature of the specialty, signed by the respective team leader and the director of the medical centre / health institution; complexity of the diagnostic and therapeutic procedures applied by the candidate; the used highly-specialized and unique diagnostic and therapeutic methods as well as other relevant proof); for therapists or non-surgical specialists – number of patients treated, providing the same proof (relevant only to clinical chairs).