

## **UNIVERSITY OF CYPRUS**

### **Rules of Evaluation for the Upgrading, Continuation or Termination of Employment of the Academic Staff**

1. The latest within a month from the appointment of the Special Committee, the candidate shall submit to the Chairman of the Committee, the evaluation dossier containing the following:
  - (a) Curriculum vitae
  - (b) List of publications in categories. For each publication all the bibliographical particulars shall be given completely, including all the authors appearing in the publication and the pages
  - (c) Summary (up to four pages) of the candidate's research work, his current research activities and his future goals.
  - (d) Report (up to one page) of the candidate's teaching work and particulars of evaluation of his teaching in summary
  - (e) Summary (up to one page) of his administrative work and of the candidate's any other contribution
  - (f) Up to three representative works, preferably published
  - (g) The names and addresses of three professors, from whom the candidate has asked the sending of reference letters.
  - (h) Voluntarily, list of citations in the candidate's research work as per publication, as well as book reviews.
  - (i) Sufficient documentation of the candidate's possible reference in: important scientific distinctions, research programs or activities with internal or external financing (candidate's role, amount of financing, list of partners) articles and books under review or publication

The Special Committee may request from the candidate to submit his doctoral dissertation, if it considers it necessary.

2. The candidate's dossier shall be submitted in nine copies, for the five members of the Special Committee, the three independent appraisers (see 5) and the University Archives.
3. The dossier shall be submitted in Greek or Turkish, if the field of study so demands, and in an international language.
4. The Chairman of the Special Committee shall communicate to the rest members of the Committee the candidate's dossier within two weeks from its submission.
5. The members of the Committee shall choose three independent appraisers, University Professors of at least two different foreign countries, specialists in the candidate's field of study.
6. The Chairman of the Special Committee shall communicate the candidate's dossier to each independent appraiser, asking from him to submit an evaluation report which will include answer to certain questions. The dossier does not include the reference letters from the three Professors, from whom the candidate has requested sending reference letters.

7. The written evaluations of the Independent Judges shall be submitted to the Chairman of the Special Committee within three months from the receiving of the candidate's dossier. If any of the independent appraisers is unable to respond to such request, the Special Committee shall replace him.
8. The Special Committee, after having studied the candidate's dossier, the written evaluations of the independent appraisers as well as the reference letters, shall decide if the candidate shall be invited for an open lecture and interview, in order to be evaluated for upgrading. The decision shall be taken by majority. If the Special Committee decides that for the time being the candidate's upgrading is not justified, then in the case of Lecturer or Assistant Professor of whom the employment may be continued, the Committee shall suggest for the continuation or not of his employment.

For these matters, the external members may express their opinion and vote, without their physical appearance in the meeting of the Special Committee being necessary.

9. If the Committee decides to evaluate the candidate for upgrading, he shall be invited to give an open scientific lecture on a topic defined by himself. In that lecture the members of the Special Committee shall be present. After the lecture the Special Committee shall invite the candidate for an interview.
10. After the completion of the procedure, the Special Committee shall draft a report for the Electoral Body. The report shall contain a documented mention to the works submitted by the candidate and to the total of his research, teaching, administrative and other work. The report shall also contain the precise of the Committee's suggestion for candidate's upgrading, continuation or not of his employment.
11. The Special Committee's suggestion, together with all the written evaluations and reference letters, shall be submitted according to the Statutes to the Electoral Body, which shall take the final decision.

In the case that the Special Committee is convened without all the written evaluations of the Independent Judges, the matter shall be referred back and the Special Committee shall be asked to meet again.

12. Since the Electoral Body is voting with open ballot, the votes shall be recorded by name in the minutes of the Electoral Body.
13. In the case that the suggestion of the Electoral Body reverses the suggestion of the Special Committee, the Electoral Body shall submit a fully justified suggestion to the Senate.
14. Ethically, it is recommended that the negative votes and abstentions are justified in the minutes of the electoral Bodies, even if this does not reverse the Special Committee's suggestion and does not affect the result.

### **Annexes**

- A. Indicative list of categories of publications, which the persons under evaluation shall be asked to apply where this is possible.
- B. Sample letters sent to the independent appraisers.

## **Annex A: Categories of publications**

- I. Books
- II. Editing of books or/and special volumes of periodicals
- III. Chapters or articles in books or volumes
- IV. Articles in journals with an evaluation system
- V. Articles in meetings' minutes with an evaluation system in the whole article
- VI. Articles in meetings' minutes with an evaluation system only for the summary
- VII. Summaries in meetings' minutes with an evaluation system
- VIII. Working Papers or Technical Report Series.
- IX. Technical reports or/and relevant works in research programs
- X. Projects under evaluation
- XI. Projects in progress
- XII. Book reviews
- XIII. Other publications of academic nature

## **Annex B: Sample letters sent to the independent appraisers**

### **SAMPLE LETTER 1: Evaluation of Lecturers**

Date

Dear

Dr ... has a non-tenured appointment in the Department of ... of the University of Cyprus at the rank of Lecturer and is now being considered for appointment to the rank of a non-tenured Assistant Professor. We would be grateful if you could evaluate his/her application.

Our criteria for this appointment are specified by the law; a copy of the relevant clauses is enclosed.

In your evaluation of the candidate, would you kindly address the following:

- i. In case you know the candidate, under what capacity you know him/her.
- ii. The candidate's achievements in comparison to other scholars in his/her field of study who are at the same stage in their career.
- iii. The candidate's strengths and weaknesses and the degree to which he/she has demonstrated an ability to pursue scholarly research noting any significant contributions.
- iv. The scope and significance of the candidate's research, with brief reference to the work submitted.
- v. The breadth and quality of the candidate's teaching, if known to you.
- vi. The candidate's potential for further academic development and his/her suitability for promotion to the rank of Assistant Professor according to international standards.
- vii. Any additional aspects (e.g., administrative responsibilities, contribution to the community) that may be helpful in determining whether or not to recommend the appointment.

We enclose Dr...s complete dossier including representative publications. If you would like any clarifications please contact me. We would appreciate it if you could send your evaluation by .... If you are not able to do so, we would be grateful if you could let us know as soon as possible, so we can approach another colleague. Please note that your evaluation will be treated in confidence.

Thank you for your help in this matter.

Yours sincerely,

Chairperson of the Evaluation Committee

Encs

## **SAMPLE LETTER 2: Evaluation of Assistant Professor**

Date

Dear

Dr ... has a non-tenured appointment in the Department of ... of the University of Cyprus at the rank of Assistant Professor and is now being considered for appointment to a tenured position at the rank of Associate Professor. We would be grateful if you could evaluate his/her application.

Our criteria for this appointment are specified by the law; a copy of the relevant clauses is enclosed.

In your evaluation of the candidate, would you kindly address the following:

- i. In case you know the candidate, under what capacity you know him/her.
- ii. The candidate's achievements in comparison to other scholars in his/her field of study who are at the same stage in their career.
- iii. The candidate's strengths and weaknesses and the degree to which he/she has already demonstrated an ability to pursue and direct scholarly research, noting any significant contributions.
- iv. The scope and significance of the candidate's research (with brief reference to the work submitted), and the extent to which it has made an original contribution to the discipline in general.
- v. The breadth and quality of the candidate's teaching, if known to you.
- vi. The candidate's potential for further academic development and his/her suitability for promotion to the rank of Associate Professor according to international standards.
- vii. Any additional aspects (e.g., administrative responsibilities, contribution to the community) that may be helpful in determining whether or not to recommend the appointment.

We enclose Dr ...'s complete dossier including representative publications. If you would like any clarifications please contact me. We would appreciate it if you could send your evaluation by ... If you are not able to do so, we would be grateful if you could let us know as soon as possible, so we can approach another colleague. Please note that your evaluation will be treated in confidence.

Thank you for your help in this matter.

Yours sincerely,

Chairperson of the Evaluation Committee

Encs

**SAMPLE LETTER 3: Evaluation of Associate Professor for promotion to the rank of Professor**

Date

Dear

Dr ... has a tenured appointment in the Department of ... of the University of Cyprus at the rank of Associate Professor and is now being considered for appointment to the rank of Professor. We would be grateful if you could evaluate his/her application.

Our criteria for this appointment are specified by the law; a copy of the relevant clauses is enclosed.

Full Professors are expected to be internationally recognized in their field and to compete favorably with reputable scholars of equivalent rank in their discipline.

In your evaluation of the candidate, would you kindly address the following:

- i. In case you know the candidate, under what capacity you know him/her.
- ii. The candidate's achievements in comparison to other scholars in similar fields of study who are at the same stage in their career.
- iii. The candidate's strengths and weaknesses and the degree to which he/she has already demonstrated an ability to pursue and direct scholarly research, noting any significant contributions.
- iv. The scope and significance of the candidate's research (with brief reference to the work submitted), the extent to which it has made an original contribution to the discipline in general, and the degree of recognition he/she has achieved within the international academic community.
- v. The breadth and quality of the candidate's teaching, if known to you.
- vi. The candidate's potential for further academic development and his/her suitability for promotion to the rank of Professor according to international standards.
- vii. Any additional aspects (e.g., administrative responsibilities, contribution to the community) that may be helpful in determining whether or not to recommend the appointment.

We enclose Dr ...'s complete dossier including representative publications. If you would like any clarifications please contact me. We would appreciate it if you could send your evaluation by ... If you are not able to do so we would be grateful if you could let us know as soon as possible, so we can approach another colleague. Please note that your evaluation will be treated in confidence.

Thank you for your help in this matter.

Yours sincerely,

Chairperson of the Evaluation Committee

Encs

