Please note that the English translation of the present University of Cyprus Rules of Evaluation for the Professional Advancement, Continuation or Termination of Employment of Academic Staff is for information purposes only and is not intended to have any legal effects. In the event that a dispute should arise about the interpretation of the provisions contained herein and the provisions contained in the original Greek document, the latter shall prevail.

UNIVERSITY OF CYPRUS

Rules of Evaluation for the Professional Advancement, Continuation or Termination of Employment of Academic Staff

1. Within a month, at the latest, of the appointment of the Special Committee, the candidate shall submit to the Chairman of the Committee an evaluation dossier containing the following:

   (a) Curriculum vitae
   (b) List of publications by category. For each publication, all the bibliographical references shall be given in full, including all authors in the order in which they appear in the publication, as well as the pages
   (c) Summary (up to four pages) of the candidate's research work, his current research activities and future goals
   (d) Report (up to one page) of the candidate's teaching work and a summary of the evaluation of his teaching
   (e) Report (up to one page) of the candidate's administrative work and any other contributions
   (f) Up to three representative papers, preferably published
   (g) The names and addresses of three Professors, from other universities, from whom the candidate has requested letters of recommendation.
   (h) Optionally, a list of citations to the candidate's research work per publication, as well as book reviews
   (i) Sufficient documentation of the candidate's possible reference in important scientific distinctions, internally or externally funded research programmes or activities (candidate's role, amount of funding, list of collaborators), articles and books under review or publication.

   The Special Committee may request the candidate to submit his doctoral dissertation if considered 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 required by the relevant field of study, and in an international language.

4. The Chairman of the Special Committee shall communicate the candidate's dossier to the other members of the Committee within two weeks of its submission.

5. The members of the Committee shall appoint three Independent Appraisers, who shall be University Professors from at least two different foreign countries, specialising in the candidate's field of study.
6. The Chairman of the Special Committee shall communicate the candidate’s dossier to each Independent Appraiser, requesting them to submit an evaluation report which shall include answers to specific questions. The dossier shall not include the letters of recommendation from the three Professors, as mentioned above.

7. The written evaluations of the Independent Appraisers shall be submitted to the Chairman of the Special Committee within three months of receipt of the candidate's dossier. If any of the Independent Appraisers is unable to respond to this 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 letters of recommendation, shall decide whether the candidate shall be invited for an open lecture and interview, in order to be considered for professional advancement. The decision shall be taken by a majority vote. If the Special Committee decides that the candidate is not eligible for advancement at the current stage, then in the case of a Lecturer or Assistant Professor, whose employment could be continued, the Committee shall recommend the continuation or not of his employment.

Provided that, external members may express their opinion and vote on these matters without the need to be physically present at the meeting of the Special Committee.

9. If the Committee decides to consider the candidate for professional advancement, he shall be invited to give an open scientific lecture on a topic determined by himself. The lecture shall be attended by the members of the Special Committee. After the lecture, the Special Committee shall invite the candidate for an interview.

10. Upon completion of the procedure, the Special Committee shall prepare a report to the Electoral Body. The report shall make a documented reference to the work submitted by the candidate and to all the research, teaching, administrative and other work carried out by him. The report shall also clearly explain the rationale behind the recommendation of the Committee for the candidate's professional advancement and the continuation or termination of his employment.

11. The Special Committee's recommendation, together with all written evaluations and letters of recommendation, shall be submitted in accordance with the Regulations to the Electoral Body, which shall take the final decision.

In the event that the Special Committee is convened without all the written evaluations of the Independent Appraisers, the matter shall be referred back and the Special Committee shall be asked to reconvene.

12. Provided that the Electoral Body’s voting is by open ballot, the votes shall be recorded by name in the minutes of the Electoral Body.

13. In the event that the recommendation of the Electoral Body reverses the recommendation of the Special Committee, the Electoral Body shall submit a fully documented recommendation to the Senate.
14. From an ethical perspective, it is recommended that the negative votes and abstentions be justified in the minutes of the electoral Bodies, even if this does not reverse the Special Committee’s recommendation and does not affect the result.
Annexes

A. Indicative list of categories of publications, which candidates for professional advancement are encouraged to apply, where possible.

B. Sample letters to be sent to the Independent Appraisers.

These Rules were approved at Council Meeting no. 78, dated 17/05/2001, and were amended at Meeting No. 28 of the Personnel and Regulations Committee, dated 16/9/2004 and 11/10/2004, at Meeting No. 48 of the Personnel and Regulations Committee, dated 17/03/2006, at Meeting No. 87 of the Personnel and Regulations Committee, dated 17/03/2006, at meeting No. 154 of the Personnel and Regulations Committee, dated 17/02/2011, at meeting No. 2/2020 of the Regulations Committee, dated 27/11/2020, and at meeting No. 9/2022 of the Council, dated 19/9/2022.
Annex A: Categories of publications (where applicable)

i. Books

ii. Editing of books and/or special volumes of journals

iii. Chapters or articles in books or volumes

iv. Articles in peer-reviewed journals

v. Articles in meetings' minutes with a peer-review system for the whole article

vi. Articles in meetings' minutes with a peer-review system only for the abstract

vii. Abstracts in meetings' minutes with a peer-review system


ix. Technical reports and/or relevant work in research programmes (e.g. research programme deliverables)

x. Papers under review

xi. Papers in progress

xii. Book reviews

xiii. Other academic publications
Annex B: Sample letters sent to Independent Appraisers

SAMPLE LETTER 1: Evaluation of Lecturers

Date

Dear

Dr ... has an 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 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 an appointment in the Department of ... of the University of Cyprus at the rank of Assistant Professor and is now being considered for appointment to 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 Professors for promotion to the rank of Professor

Date

Dear

Dr … has an 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