

Application for Habilitation at AUBG as an Associate Professor

Habilitation Dossier Contents

All documents must be submitted electronically.

1. Cover Letter, including:

- 1.1 A statement of the Candidate's research focus;
- 1.2 An outline of the number and type of research outputs submitted for evaluation, listed in accordance with the Minimum National Requirements (MNR) in the Candidate's area (included in the final section of this document).

The Candidate has full discretion in selecting the research outputs to be included in the habilitation dossier, provided they meet or exceed the Minimum National Requirements for the respective area of higher education.

- 1.3 Any additional information the Candidate considers relevant.

2. Verification Committee Statement (for internal candidates only)

A signed written statement from the AUBG Verification Committee confirming the Candidate's compliance with the Minimum National Requirements .

3. Indication of Compliance

A written statement by the candidate regarding compliance with each of the following requirements for admission to the habilitation procedure supported by relevant evidence:

- 3.1 Ph.D.
- 3.2 Teaching experience from recognized and accredited higher education liberal arts institution(s).
- 3.3 Teaching experience in a student-centered environment.
- 3.4 At least one successful evaluation in teaching, research, and service at a recognized and accredited higher education liberal arts institution, including positive student evaluations of teaching.
- 3.5 At least two years of experience in teaching in English at a higher education institution with English language instruction.
- 3.6 At least five years of experience as Assistant Professor or Senior Assistant Professor¹ at a recognized and accredited academic institution in Bulgaria or abroad, OR,
- 3.7 For internal candidates at AUBG, a positive final decision for promotion to Associate Professor after evaluation according to the internal AUBG rules based on the US traditions as defined in the Faculty Handbook.
- 3.8 The Candidate has published a monograph or publications of equal standing in specialized academic editions.
- 3.9 The Candidate has original research works and publications and other academic and applied works, which are evaluated in their entirety.
- 3.10 None of the publications presented for the current procedure repeat publications used for the acquisition of the educational and academic degree of "Doctor", or the academic degree of "Doctor of Sciences", or a previous academic rank according to the Bulgarian legislation, i.e. Ph.D., Dr. Sc., Senior Assistant Professor, or Associate Professor.

¹ As defined by the *Development of Academic Staff in the Republic of Bulgaria Act*.

- 3.11 The Candidate has not been found responsible for plagiarism in their works under a statutory procedure.
- 3.12 The Candidate must also comply with the specific requirements AUBG has set regarding research and teaching focus for the current habilitation procedure.
- 4. Self-evaluation of research: the original scientific/scholarly and applied contributions to the field as evidenced by the presented research outputs, supported by evidence (in electronic format):**
 - 4.1 Abstracts of all publications submitted for evaluation for the current procedure, in Bulgarian and another language traditionally used in the field, organized according to the MNR.
 - 4.2 Copies of the publications submitted for evaluation for the current procedure, organized according to the MNI.
 - 4.3 List of citations (excluding self-citations²), organized according to the MNR.
 - 4.4 An up-to-date CV, with a full list of professional activities and achievements.
 - 4.5 Any additional evidence of research, professional, or teaching activities relevant to the procedure as stipulated by the AUBG requirements, the MNR, or applicable legal acts.
- 5. Additional Information on Research Contributions (as applicable to the area):**
 - 5.1 Membership in professional organizations in the area;
 - 5.2 Practical implementation of scholarly research, inventions, or other intellectual property products;
- 6. Information on Teaching with emphasis on teaching experience from recognized liberal arts institutions and student-centered environment, including but not limited to:**
 - 6.1 courses taught and extracurricular activities;
 - 6.2 innovations in methods of teaching;
 - 6.3 practical experiences for the students outside of the higher school;
 - 6.4 supervision and mentorship of undergraduate and postgraduate students;
 - 6.5 joint work with undergraduate or postgraduate students on research projects.
- 7. Any other achievements relevant to the procedure the Candidate would like to comment on.**
- 8. (For external candidates only) Student evaluations for all courses taught within the last five years.**
- 9. (For external candidates only) A minimum of two peer reviews of teaching performance from the last five years.**
- 10. (For external candidates only) Criminal record certificate.**
- 11. (For external candidates only) Medical certificate.**

² Self-citation: the author of the citing publication is an author or a co-author of the publication being cited

Bulgarian Habilitation Requirements
Professional Field 3.3. Political Sciences
ASSOCIATE PROFESSOR

Indicator Group	Indicator #	Indicator	Number of Points	
			Eligibility	Required by Group
A	1	Doctoral (Ph.D.) dissertation	50	Group A: 50
C	3	Habilitation work – monograph see DEFINITION^ C3 under the table	100	Group C: 100
D	4	Published monograph that has not been presented as primary habilitation work	100	Group D: 230
D	5	Published book based on defended Ph.D. or Doctor of Science dissertation N/A	75	
D	6	Articles and reports published in academic editions that are indexed in world-renowned academic databases	30/n	
D	7	Articles and reports published in non-indexed peer-reviewed editions or edited collective volumes	10/n	
D	8	Studies published in academic editions that are indexed in world-renowned academic databases	45/n	
D	9	Studies published in non-indexed peer-reviewed journals or edited collective volumes	15/n	
D	10	Published chapter in a monograph with multiple authors	20/n	
E	11	Citations or reviews in academic editions, monographs or collective volumes indexed in world-renowned academic databases	15	Group E: 50
E	12	Citations or reviews in [non-indexed] peer-reviewed monographs or collective volumes	10	
E	13	Citations or reviews in non-indexed peer-reviewed journals	5	

DEFINITION^C3-MONOGRAPH: *Development of Academic Staff in the Republic of Bulgaria Act, Supplementary Provisions, § 1, p. 10. (New, SG No. 30/2018, effective 4.05.2018) "Monograph" shall be taken to refer to a scholarly publication which represents a thorough and comprehensive research of a certain topic, issue, or personality, written by one or more authors who share similar views on the topic. A monograph shall mean a scholarly work which shall not repeat or summarize existing knowledge, has been edited and/or reviewed by an academic, has an ISBN, and amounts to at least 100 standard pages with 1,800 characters per page. It shall contain an extensive content, a comprehensive bibliography, with references to other academic works.*