



## **GUIDELINES FOR EMPLOYMENT OF HIGHER EDUCATION TEACHERS AND RESEARCHERS AT THE UNIVERSITY OF LJUBLJANA <sup>1 2</sup>**

### **1. CONDUCTING THE PROCEDURE OF EMPLOYING HIGHER EDUCATION TEACHERS AND RESEARCHERS**

The employment process must be open for all candidates from Slovenia or abroad, it must ensure transparency, and selection of candidates must be based exclusively on an assessment of their ability, qualifications and academic achievements.

The procedure for employment in a systemised job vacancy is conducted by the member institution at which the higher education teacher or researcher will be employed.

#### **1.1. PUBLIC INTERNATIONAL CALL FOR APPLICATIONS**

The openness of the employment process is ensured by inviting candidates on the basis of a public international call for applications for the vacant position.

The deadline for the submission of applications for a position is 60 days.<sup>3</sup>

The HR office of the member institution should draw up the wording of an international call in Slovenian and English and:

- in a call for a higher education teacher, sends it to the HR department at the UL Rector's office, for it to be published on the UL website and internationally (EURAXESS, UNICA network, EURES etc.);

---

<sup>1</sup> Latest update: UL Management Board, 19 July 2018

<sup>2</sup> The part of section 1.1 that regulates the possibility of applying for advertised positions is to be applied by analogy in cases of employing higher education staff.

<sup>3</sup> Except for cases of employing researchers for a fixed period on projects, if from the assigning of the project to the start of implementing the project there is insufficient time to conduct the employment procedure over a 60-day deadline for the international publication of a vacant position, and this would jeopardise the acquisition/drawing of funds – in this case the deadline may be proportionally reduced by the amount that is essential for the employment procedure to still be carried out; the deadline of 60 days should always be observed, if up until the implementation of the project the employment procedure can be conducted with a 60-day international deadline, and in the case of employing researchers full-time.

- in a call for a researcher, posts it on the member website and internationally (EURAXESS, UNICA network, EURES etc.) and sends it to the HR department at the UL Rector's office for publication on the UL website.

If the employment is financed from EU funds, this must be stated in the call. For the purpose of strategic orientations stemming from the EU<sup>4</sup> and Slovenian legislation, the following clause is also to be stated in the call: "The University of Ljubljana promotes gender equality in employment and work."

In the call, in the conditions for appointment to the position, under habilitation it should be stated that candidates meeting the following criteria fulfil the requirements:

- holding a valid UL title<sup>5</sup> or
- a valid title of guest teacher or guest researcher at UL<sup>6</sup>.

Calls for vacancy applications are also open to those who, at the time of application for the vacant position, meet the quantitative and qualitative conditions for election to a title but do not hold one. In this case, together with their application they must submit evidence of fulfilling the quantitative and qualitative criteria for election to a title<sup>7</sup> or recognition of a title<sup>8</sup>. They must also attach a statement that in the event of the selection committee so deciding, they agree to their application also being treated as an application for election to a title or for recognition of a title. This option is also to be included in calls advertising vacant positions. Members should implement the procedure for election to a title or for recognition of a title only for those candidates proposed by the selection committee.

The possibility stated in the previous paragraph pursues the principle of open employment and also applies to the employment of higher education staff<sup>9</sup> (teaching assistants, librarians, expert council members, senior professional staff, professional staff and skills teachers).

For the advertising of vacant positions for higher education teachers, only a public call posted by the HR department of the Rector's office is valid.

Candidates then send their applications to the individual member.

An employment contract may only be concluded with a candidate who meets the conditions for occupying the position.

---

<sup>4</sup> E.g. Open, Transparent and Merit- based Recruitment of researchers.

<sup>5</sup> Based on election to the title or recognition under the Criteria for election to titles of higher education teachers, scientific staff and associates at the University of Ljubljana.

<sup>6</sup> The term "guest teacher or guest researcher" in this document is a guest teacher or guest researcher pursuant to Article 166 of the UL Statutes and Article 25.a of the Criteria for election to titles of higher education teachers, scientific staff and associates at the University of Ljubljana.

<sup>7</sup> In accordance with the UL Statutes and the Criteria for election to titles of higher education teachers, scientific staff and associates at the University of Ljubljana.

<sup>8</sup> In accordance with Article 157 of the UL Statutes and Articles 33, 34 and 35 of the Criteria.

<sup>9</sup> Article 54 of the ZViS.

## 1.2 INFORMATIONAL CALL FOR HIGHER EDUCATION TEACHERS

The Rector may decide once a year for member institutions that so wish, or for the university as a whole, to publish an information call, through which a non-binding invitation is issued for the collaboration and presentation of candidates for higher education teachers. An informational call sets out the basic expectations for fulfilment of the conditions, such as doctorate of science, active knowledge of at least one world language, demonstration of academic references etc.

An informational call may also serve to invite candidates for higher education teachers who lack the relevant habilitation, but who meet the conditions for election to a teaching title at UL or for the appointment of a visiting teacher, or for recognition of a title in accordance with the UL Statutes and the Criteria for election to titles of higher education teachers, scientific staff and associates at the University of Ljubljana.

Informational calls are also published in a foreign language in the same way as described under “Public international calls”.

## 1.3 APPOINTMENT OF SELECTION COMMITTEE AND SELECTION PROCEDURE

The selection procedure is conducted at the individual member. After expiry of the deadline for applications, the member’s HR office verifies whether the candidate applications received are complete (containing all the required information and evidence). The selection procedure is conducted by a selection committee appointed by the Dean.

The committee comprises at least three members, with one being employed at the member institution that is hiring (head of the selection committee), one from another UL member and the third from outside UL. All members of the committee must have an academic background in the relevant field. In the event that the committee has more than three members, the Dean determines the other members at his/her own discretion. If the committee cannot be composed in the described manner owing to the specifics of the field, the composition is left to the Dean of the member institution, who provides appropriate grounds for decisions made. Committees should be as balanced as possible in terms of gender of members.

After being briefed on candidate applications, the members of the selection committee must communicate to the Dean whether any circumstances exist that would involve a conflict of interest in the selection procedure. Such circumstances exist if a committee member is a member of a candidate’s family or in some other way associated.<sup>10</sup> If the Dean decides that such circumstances exist, they appoint a new committee member. The decision to replace a member must be documented and justified in writing.

For candidates that have submitted complete applications, the committee determines fulfilment of the conditions in the call. Candidates who meet all the conditions for occupying the position, and

---

<sup>10</sup> In accordance with the Rules on avoiding conflict of interest and on conditions for performing work outside UL.

candidates who meet all the conditions except for appropriate habilitation, are ranked by their references.

In the event of the committee determining that the most suitable candidate for the position does not yet have a UL title, but their application indicates that they meet the quantitative and qualitative conditions for election to a title or recognition of a title, the committee proposes to the Dean the implementation of the procedure for election to a title or recognition of a title. The committee provides the grounds for such proposal in a written report.

Upon conclusion of the procedure for election to a title or recognition of a title (if this was implemented), the committee proposes to the Dean the candidate for employment. The proposal must be supported by a written report and documented with the references of the three highest ranked candidates in the committee's opinion, or the highest one or two, if less than three candidates applied.

The Dean selects the proposed candidate, the second one or no candidate. The Dean's decision must be supported in writing. If the Dean selects none of the proposed candidates that applied, the selection procedure is thereby terminated.

In the case of a call for a higher education teacher, the Dean notifies the Rector regarding selection or non-selection of a candidate. If the Dean of the member institution selects a candidate for higher education teacher, he/she sends to the Rector the proposed decision of selection, the decision appointing the selection committee, the report of the selection committee, any possible written grounds for a changed decision of the Dean, and references for the selected and two next highest ranked non-selected candidates.

The Rector may request from the Dean additional clarifications regarding the proposed candidate. The Rector then adopts the Dean's proposal for employing the selected candidate, rejects it or sends it back to the member for a repeat procedure. In the event of the Rector accepting the Dean's proposal for employing the selected candidate, in cooperation with the HR department of the Rector's office an employment contract is drawn up by the HR department of the member institution at which the selected candidate will be employed, and is signed with the proposed candidate. In the event of the Rector rejecting the Dean's proposal for employing the selected candidate, the selection procedure is thereby terminated. The Rector must provide written grounds for rejection of the candidate. In the event that the Rector sends the Dean's proposal for employing the selected candidate back to the member for a repeat procedure, in accordance with the previously stated procedure the Dean may propose a new candidate.

The member institution notifies all non-selected candidates of their non-selection within eight days of the selection procedure being concluded. Replies to non-selected candidates who attended interviews should be explained in detail (in line with the requirements of the HR strategy for researchers – HRS4R). An explanation may also be given in an individual meeting with a non-selected candidate.

All those involved in the selection procedure are bound to respect confidentiality and the protection of personal data in handling documents and data on candidates in accordance with the legislation in the area of personal data protection and with the relevant UL rules.

## 2. SPECIAL FEATURES OF EMPLOYMENT OF FOREIGNERS<sup>11</sup>

An alien or person without citizenship may conclude an employment contract if they meet the conditions set out in the ZDR-1 and the conditions laid down in the laws governing the status and employment of aliens. The conditions to be met by aliens and the procedure under which their application will be dealt with depend on the country of origin of the alien and their status. For this reason the employment of aliens is generally dealt with on an individual basis.

The provisions of several laws apply to the employment of aliens. The more important ones are:

- Aliens Act (ZTuj-2); Official Gazette of the Republic of Slovenia, no. 50/11 of 27 June 2011, as amended,
- Employment, Self-Employment and Work of Foreign Nationals Act (ZZSDT); Official Gazette of the Republic of Slovenia, no. 47/15 of 30 June 2015, as amended,
- Employment Relations Act (ZDR-1) → Article 23 – foreign nationals; Official Gazette of the Republic of Slovenia, no. 21/13 of 13 March 2013, as amended,
- Transnational Provision of Services Act (ZČmlS); Official Gazette of the Republic of Slovenia No. 10/17 of 27 February 2017.

The treatment of aliens in terms of employment in Slovenia depends primarily on their country of origin. The legislation envisages the categories listed below, which for employment must meet various conditions and obtain various documents:

- nationals of European Union Member States<sup>12</sup>, the European Economic Area and the Swiss Confederation,
- citizens of Bosnia and Herzegovina,
- citizens of third countries.

The following institutions offer more detailed information:

### **Euraxess information centre (Euraxess Service Centre)**

Foreign nationals can obtain information regarding their mobility and residence in Slovenia from the Euraxess information centre (<https://www.euraxess.si/>), which operates as part of Cmeplus (<http://www.cmeplus.si/visokosolsko-izobrazevanje/euraxess/>). The web portal is intended principally for foreign researchers, but offers information that could be of interest for all foreign nationals. All information is given in English.

---

<sup>11</sup> Pursuant to the legislation in force on 10 May 2018, taking into account the waivers for employment of Croatian citizens in the Slovenian labour market from 1 July 2018 on.

<sup>12</sup> The EU – Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Greece, Croatia, Ireland, Italy, Latvia, Lithuania, Luxembourg, Hungary, Malta, Germany, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom; The EEA – EU + Norway, Liechtenstein and Iceland; Switzerland (Swiss Confederation).

**Useful websites:**

- Ministry of Labour, Family, Social Affairs and Equal Opportunities, URL:  
[http://www.mddsz.gov.si/si/delovna\\_podrocja/trg\\_dela\\_in\\_zaposlovanje/delovne\\_migracije/prost\\_pretok/](http://www.mddsz.gov.si/si/delovna_podrocja/trg_dela_in_zaposlovanje/delovne_migracije/prost_pretok/), (10 May 2018)
- ZRSZ; URL:
- Employment and work in Europe:  
[https://www.ess.gov.si/eures/iskalci\\_zaposlitve/zaposlitev\\_in\\_delo\\_v\\_evropi](https://www.ess.gov.si/eures/iskalci_zaposlitve/zaposlitev_in_delo_v_evropi); (14 May 2018)
- Single permit:  
[https://www.ess.gov.si/delodajalci/zaposlovanje\\_in\\_delo\\_tujcev/postopek\\_enotno\\_dovoljenje](https://www.ess.gov.si/delodajalci/zaposlovanje_in_delo_tujcev/postopek_enotno_dovoljenje), (2 May 2018)