

Internal regulations concerning the Program of the Institute for Computer Science, Artificial Intelligence and Technology (INSAIT) for carrying out research activities directed towards preparation for holding permanent positions ("tenure-track" program)

Chapter One

General Provisions

1. These regulations settle the terms and conditions for carrying out research activities at INSAIT, aimed at preparing world-class young scientists for permanent positions ("tenure-track" program at INSAIT).

2. The tenure-track program at INSAIT aims to develop the research and academic capacity of INSAIT by preparing scientists to meet the requirements for holding permanent positions.

3. The tenure-track program researchers are granted the same academic autonomy as academic staff at INSAIT, in particular, regarding research activities and management of their groups.

Chapter two

Enrollment into the tenure-track program at INSAIT

4. The appointment for a research position in the tenure-track program at INSAIT is carried out after a hiring call competition held under the conditions and according to the order set forth in this chapter.

5. Vacant positions in the tenure-track program at INSAIT are announced on INSAIT's website, along with the terms and conditions for holding the position.

6. The hiring call competition for a research position in the tenure-track program at INSAIT is held in person or through means of electronic communication.

7. The evaluation of candidates for a research position in the tenure-track program at INSAIT is carried out by a Hiring Committee of at least 7 members for an annual hiring season term, appointed by an order of the Executive Director of INSAIT based on a proposal of the Supervisory Board.

8. The evaluation of the candidate is carried out through two interviews - individually with a member of the Hiring Committee, and a group interview with the Hiring Committee members. The Hiring Committee examines the documents submitted by the candidate and decides based on the interviews and the examined documents which of the candidates to be offered participation in the tenure-track program at INSAIT.

9. The activities of the Hiring Committee are reflected in the minutes.

10. A fixed-term employment contract for a two-year period is signed with the selected candidates, and the employment contract is renewed for a further period of three years.

Chapter three

Rights and obligations of researchers in the tenure-track program at INSAIT

11. Researchers in the tenure-track program at INSAIT have the right:

11.1. to be mentored in their activities by a mentor - from INSAIT or an external one approved by INSAIT.

11.2. whenever possible, to teach at least one course in the Master's program or "Doctoral" program in accordance with the regulations of INSAIT and Sofia University "St. Kliment Ohridski" or in another university or to perform lecturing activities equivalent, in terms of employment and level, to academic teaching;

11.3. following a permission of the Supervisory Board of INSAIT, confirmed by the executive director, to carry out in up to 20% of the working time (1.6 hours per day or one working day per week) activities outside the tenure-track program of INSAIT (e.g. establishing startups, etc.);

11.4. to terminate their participation in the tenure-track program at INSAIT in compliance with applicable labor legislation.

12. Researchers in the tenure-track program at INSAIT are obliged:

12.1. to prepare annually and submit to the Executive Director of INSAIT a short report on their activities, reflecting what they have done in the past year and the achieved work goals.

12.2. not to be involved in other commercial activities during their participation in the tenure-track program at INSAIT without explicit prior written permission from INSAIT.

12.3. to declare to the Executive Director of INSAIT all commercial activities carried out outside INSAIT as well as any existing or arising conflict of interests related to their activities at INSAIT.

12.4. to comply with their obligations according to the job description attached to their employment contract.

13. Other specific requirements, rights, and obligations, supplementing the framework conditions of these regulations, can be defined in the individual employment contracts of the researchers enrolled in the tenure-track program at INSAIT.

Chapter four

Evaluation in the tenure-track program at INSAIT

14. Researchers in the tenure-track program at INSAIT are evaluated in the process of their activities according to the order of this chapter and in accordance with the criteria of Chapter Five.

15. The evaluation is intermediate - at the end of the 18th and the 36th month, and final - at the end of the 48th month. Exceptionally, after a Supervisory Board decision, the final evaluation can be done before the 48th month, but not earlier than the 12th.

16. The positive evaluation received in the final evaluation is a prerequisite for signing a permanent contract with INSAIT but creates no obligation for the Institute to offer one in any case. In case of a negative final evaluation at the end of the 48th month, the researcher's participation in the tenure-track program at INSAIT ends on the 60th month of the program.

17. The evaluation of researchers' activity in the tenure-track program at INSAIT is performed by a Tenure Committee, specially appointed by an order of the Executive Director of INSAIT following the prior approval of the Supervisory Board.

18. The intermediate evaluation is carried out in the form of feedback in a document sent to the researcher, and in the final evaluation the document also contains an evaluation result, and when it is positive, a proposal to sign a permanent contract with INSAIT.

19. In case the researcher in the tenure-track program at INSAIT also carries out teaching activity in a volume sufficient to allow assessment of the teaching abilities of the researcher, this activity is also considered in the evaluation.

20. In the evaluation process the Tenure Committee acts as follows:

20.1. interviews the researcher, making a thorough assessment of the researcher's performance and interview responses.

20.2. benchmarks the researcher's performance internationally, including scientometrics, with respect to other researchers working in the same domain or in a similar field.

20.3. requests, during the final evaluation, recommendations (at least 6) from established scientists in the relevant field, where at least half of them must be impartial in relation to the evaluated researcher (i.e. not have a private interest that leads to benefit of a material or immaterial nature and which may influence the impartial and objective preparation of the recommendation).

21. The results of the researcher's evaluation are kept in their employment records.

22. The results of the evaluation are available only to the persons participating in the evaluation process. Documents containing evaluations or information related to the researchers' evaluations and their performance, as well as any verbal opinions expressed during the interviews, are strictly confidential and those involved in the evaluation are required to guarantee strict confidentiality.

Chapter five

Evaluation criteria in the tenure-track program at INSAIT

23. The evaluation of researchers in the tenure-track program at INSAIT is carried out based on the following criteria:

23.1. Regarding the research work:

23.1.1. scientific qualities and creativity, originality;

23.1.2. technological innovations and patents;

23.1.3. interdisciplinarity;

- 23.1.4. reputation and impact on research activities at the international level.
Impact of publications (scientometrics), invited lectures;
- 23.1.5. awards received;
- 23.1.6. funding received (national, European, and international);
- 23.1.7. collaboration skills (internal and external).
- 23.2. Regarding capabilities shown (potential):
 - 23.2.1. researcher's scientific development;
 - 23.2.2. increasing the qualification of the researcher (development in education);
 - 23.2.3. technological development of the researcher;
 - 23.2.4. researcher's vision.
- 23.3. Regarding the teaching activity (in case such activity is performed):
 - 23.3.1. quality and significance of the teaching activity, evaluation by the students and the academic staff;
 - 23.3.2. quality of teaching content, quality of teaching material;
 - 23.3.3. creativity as far as pedagogical skills and methods are concerned;
 - 23.3.4. supervision of practicals or semester projects, Master projects, and doctoral theses;
 - 23.3.5. participation in activities of general interest specific to the curriculum.
- 23.4. Miscellaneous criteria:
 - 23.4.1. participation in activities of general interest to INSAIT and Sofia University "St. Kliment Ohridski"
 - 23.4.2. quality of the human and financial resource management within INSAIT;
 - 23.4.3. participation in activities serving the scientific community;
 - 23.4.4. the impact on society, including in the economic sector (for example, "spin-offs").