

## UNIBZ ANNUAL EVALUATION PROCEDURE (2024-2025):

### RESEARCH ACTIVITIES

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## OVERVIEW AND STEPS

Every year the University of Bozen/Bolzano holds an evaluation procedure for the allocation of salary classes and the participation in commissions, starting with an email from the Rectorate during the first week of October.

This email contains instructions for providing adequate documentation for the purposes of the procedure. There are five points describing the process (a-e), the library is involved in **point b)** of this process, which focuses on evaluating research activities using bibliometric indicators and ANVUR guidelines. It's important to note that the library only analyses data; the Rector is responsible for the final evaluation.

### What is needed to satisfy point b)?

**1. PRELIMINARY REQUIREMENT:** Three publications in the last 5 years with ISBN/ISSN/ISMN or indexed in Scopus/Web of Science (WoS). The library checks the fulfilment of this point through BORIS for non-bibliometric sectors (arts and humanities, social sciences, education...) and Scopus for bibliometric sectors (hard sciences and psychology). Why Scopus? Because researchers' profiles are easy to check and correct in case of errors and duplication. WoS does not allow the same maintenance from our side. If Scopus data are insufficient, in exceptional cases WoS is used.

### 2. Publication analysis according to the ASN (Italian National Scientific Qualification) criteria.

The criteria are set by the Ministry, the library simply applies them in the analysis. In practice, threshold values are set and to pass the assessment successfully, at least two out of three thresholds should be reached. Threshold values change from sector to sector. On 9 May 2024, Ministerial Decree 639 came into force, which determines the new Scientific Disciplinary Groups (GSD) that will replace the Competition Sectors (SC). In the publication analysis, the old SCs are still used, as the new tables with the ASN threshold values have not yet been prepared.

### How is the analysis conducted?

- Starting with the contractual classification (researcher, associate professor, full professor), the library checks whether the threshold values of the next level are reached. If so, the evaluation is already successfully passed.
- If not, a second analysis is conducted, considering the values of the own level. Success here requires meeting thresholds and submitting a self-certification for one of the additional criteria listed below (see point b)2)b) of the email):
- Direction of research bodies or institutes of high international standing;
- Overall or unit (work package, national unit in European projects or local unit in national projects, etc.) scientific responsibility for international and national research projects admitted to funding on the basis of competitive calls for proposals involving peer review;

- Direction or participation in editorial committees of Scopus/WoS or ANVUR-ranked journals, as well as editorial series, encyclopaedias and treatises of recognised prestige in the field;
- Participation in the teaching board in the context of PhD programmes accredited by the Ministry;
- Teaching or research appointments (fellowships) at qualified foreign or supranational universities and research institutes;
- Significant recognition for scientific activity, including membership of academies of recognised prestige in the field and presidency of scientific societies of recognised prestige;
- (RESEARCHERS ONLY) Participation as a speaker at national or international scientific conferences;
- (RESEARCHERS ONLY) Direction of or participation in research groups, whether national or international, linked to universities or qualified public or private institutions;
- (RESEARCHERS ONLY) Participation in editorial boards of Scopus/WoS or ANVUR-ranked journals, as well as editorial series, encyclopaedias and treatises of recognised prestige in the field.

#### **What if thresholds values of the own level aren't met?**

- In this case, you can still pass the evaluation positively, if you submit a self-certification assessing the fulfilment of two of the additional criteria mentioned above.

#### **What happens if you do not reach the threshold values of your own level and you cannot submit the self-certification with the additional criteria?**

In this case, the evaluation was not passed.

#### **Which are the consequences of a negative evaluation?**

In this case, you may not be a member of local committees (selection and career progression of academic staff, as well as the research project evaluation bodies) until further evaluation. Moreover, you may not be able to participate in local commissions (possibly to be used for convocations in competition commissions at other Italian universities).

Please, check the deadlines in the e-mail, as there are specific deadlines for each step. We remind you that the library is not involved in the evaluation of additional criteria. If you have questions regarding this point, please contact the Rectorate.

#### **WHICH PUBLICATIONS ARE CONSIDERED FOR THE CALCULATION OF THRESHOLDS?**

In what follows, we will give you an explanation about the ministerial thresholds and the publication analysis conducted by the library.

##### **Bibliometric sectors. Data Source: Scopus (WoS in exceptional case)**

The thresholds for bibliometric sectors are calculated over the last 5 / 10 years for associate professors and 10 / 15 years for full professors and commissioners.

**1. Journal articles indexed in Scopus in the last 5/10 years** (publication types: article, article in press, review, note, short survey, letter)

**2. Number of citations indexed in Scopus in the last 10/15 years** (all publication types are

considered)

### **3. H-index in the last 10/15 years** (all publication types are considered).

**Procedure:** we start from a dataset derived from your Scopus profiles. In case of problems (missing articles, duplicates, etc.), we take preventive corrections on the profiles. If you are aware of any problems, please let us know, considering that it takes a couple of weeks to correct the profiles.

Even if the data Source of the analysis is Scopus, it is extremely important that you upload your publications to BORIS. As a matter of fact, since the evaluation procedure meets a national obligation, all publications must also be uploaded to CINECA, so your Scopus publication list and your CINECA profile should be aligned. Our repository BORIS represents an effective tool to connect Scopus and CINECA. If you need support or have questions, please contact the library and we will be glad to help you.

### **Non bibliometric sectors. Data Source: BORIS.**

The thresholds for bibliometric sectors are calculated over the last 5 / 10 years for associate professors and 10 / 15 years for full professors and commissioners.

#### **1. Contribution in scientific books with ISBN and journal articles in ANVUR scientific journals in**

the last 5/10 years (publication types: journal article, book chapter, foreword/afterword, encyclopedia or dictionary contribution, conference proceedings articles published with ISBN or in scientific journals by ANVUR)

#### **2. Number journal articles published in ANVUR Classe A\* journals in the last 10/15 years.**

#### **3. Number of authored books in the last 10/15 years with ISBN** (Scientific books, critical editions, publication of unpublished sources, scientific comment, book translation. Edited books are excluded.)

N.B. Book chapters and authored books without ISBN are excluded from the analysis.

#### **\*How do I know which journals are considered scientific and Classe A by Anvur?**

The lists are updated periodically at the following link:  
<https://www.anvur.it/it/ricerca/riviste/elenchi-di-riviste-classificate>

Remember that scientific journals apply to the area (ex. Area 08), whereas CLASSE A journals apply to specific competition sectors (ex. 08/C1). Ensure your BORIS profile is up-to-date and matches your CINECA profile by December 31st. Contact the library in advance for support.

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