

Habilitation Guideline of the Department of Management Specification of the Senate Guideline

(January 2016)

Preamble: Objectives and guiding principles

The present Habilitation Guideline of the Department of Management substantiates the general guideline of the Senate for cumulative habilitations at WU. It formulates orientation points for the habilitation applicant and the habilitation committee in determining academic qualification. The habilitation committee will take this guideline into account but must in any case evaluate the overall impression of the person in question. The decision as to whether the scientific achievements are worthy of habilitation is the sole responsibility of the respective habilitation committee (hereinafter referred to as "the committee").

For clarity, the Senate guidelines are cited again below in their wording and then the individual elements are operationalized.

Habilitation Guideline of the Senate (Annex 6 of the Statutes of WU, § 1 Abs 5 Z e):

In the case of applications for the authorization to teach in the subject of Business Administration or in one of the subjects represented in the Department of Business Administration, either an independent habilitation thesis or several scientific contributions related to the habilitation subject ("cumulative habilitation") may be submitted as "written papers", in addition to the other scientific papers.

*A "cumulative" achievement worthy of habilitation exists if a series of very good scientific contributions by the habilitation applicant has been published or accepted for publication. The quality standard is the view of the respective international scientific community. Very good quality can be assumed for articles if they have been published in journals that are classified as very good publication organs by the respective scientific community. The basis for the classification should be department-specific rankings or other ranking information that is as generally accepted as possible. The clear focus for a *venia docendi* in business administration should be publications in publication organs that are broadly related to business administration.*

Interpretive aids for precise handling may be adopted by department conferences after consultation with the Business Administration Department Convention and after consultation with the Senate on behalf of the Senate. They shall be announced in the newsletter.

The Department of Management specifies the key terms used in the Senate guideline as follows:

1. "A series"

- For a cumulative habilitation, the habilitation applicant is expected to submit at least four scientific papers from the overall oeuvre, which are specified below. The habilitation candidate is also expected to submit further relevant publications as well as presentations at conferences, which will be used by the committee to form an opinion.
- Publications that have already been used for one's cumulative dissertation cannot be considered in the context of these four scholarly essays.¹

2. "Very good scientific essays"

Only publications that have undergone the common evaluation procedure of academic journals, have a corresponding scientific standard and, from the point of view of the relevant scientific community represent an advance in knowledge, are considered to be very good scientific articles. According to the Senate's guideline, very good scientific quality can be assumed above all if publications have been made in journals that are classified by the relevant scientific community as very good publication organs.

3. "Very good publication organs"

- The habilitation applicant has to provide argumentative proof of the quality of the publication organs by means of suitable documents in a synopsis (see point 7). Decisive for the recognition as a very good publication, however, is the view of the commission.
- A complete and continuously updated list of journals considered by the scientific community to be very good publication organs does not exist.
- The position in internationally recognized journal rankings and the impact factor can be used as an indication of a very good publication body. Primarily, ranking positions and impact factors based on *several* journal rankings will serve this purpose (e.g., department journal list, SSCI, ABS, FT45, VHB). The validity of the rankings (especially their methodological quality and transparency) and their relevance are to be proven, if necessary.
- At least one of the publications highlighted according to point 1 has to be published in a journal that is listed in the WU-Star journal list or in the category A+ in the journal list of the department. The other highlighted publications have to be published in journals that correspond to their rank in category A of the department journal list.
- Furthermore, in justified exceptional cases, the habilitation applicant can prove the very good quality or the impact of individual contributions for the scientific community on the basis of suitable documents (e.g. citation figures).
- An appropriately documented acceptance for publication is equivalent to a publication.

¹ Papers that were not under review in a journal at the time of the dissertation are considered 'not used' in any case. In the case of papers already under review at the time of the dissertation, the habilitation applicant must give detailed reasons for the extent to which the paper has changed substantially since that time. The decision on whether to consider the paper for cumulative habilitation is up to the committee in this case. The utilization of papers based on a monograph is permissible in any case.

4. Authorship

- The contribution of the habilitation candidate has to be clearly recognizable in the entire oeuvre as well as in particular in each of the submitted very good scientific essays (point 2).
- In the submitted very good scientific articles with co-authors, the contribution of the habilitation candidate should be significant. In these essays, the number of authors should not exceed the common international standard of three to four authors. If the number of authors exceeds this limit, the applicant must give detailed reasons and the committee will evaluate the results in the context of the overall oeuvre.
- In the case of the submitted very good scientific essays with co-authors, the commission may request to specify the contribution of the habilitation candidate and to have the co-authors confirm it, if necessary.
- In addition to the synopsis, the habilitation applicant must submit at least one other scientific text in sole authorship. However, this does not have to fall under the very good scientific essays (point 2).

5. Period of time

The submitted very good scientific papers must have been published or demonstrably accepted for publication within the period of the last ten years. Maternity leave or similar reasons may lead to an extension of this period.

6. Transitional regulation

The confidence of habilitation applicants, who may claim that they relied on the validity of previous regulations, must be protected.

7. Synopsis

In a synopsis prepared for the commission, the habilitation applicant explains the main research contributions of the highlighted very good scientific publications. This contribution spans a coherent arc between the individual publications, locates them in the overall oeuvre and offers a contextualization and reflection of the research. The synopsis has the scope and style of a stand-alone publication; language is English or German.

8. Guideline for monographic habilitations

Those habilitation applicants who write a monograph must also submit the publication of high-quality articles in scientific journals. In contrast to the cumulative habilitation, however, a smaller number of articles in journals classified by the international scientific community as very good publication organs (point 3) is sufficient. It is expected that the habilitation applicant can present at least one very good scientific publication, for which the above specifications are to be applied analogously, as well as further publications and presentations at relevant conferences that meet the standards of the respective scientific community.

9. Teaching

In the area of teaching, the habilitation candidate must provide evidence of teaching activities at WU over a period of two years, averaging 2 semester hours per semester, and the supervision of at least six master's theses during the same period. For external habilitation applicants, an analogous regulation applies for a period of four years.