

## **Department-Specific Directive on the Awarding of Performance Bonuses for Outstanding Achievements in Research at Organizational Units**

### **Issued by the Department of Information Systems and Operations**

Pursuant to the results of the Department Committee

meeting on November 10, 2015

Effective date: January 1, 2016

This Directive has been issued pursuant to the Operational Agreement on Performance Bonuses and Examination Rates for Academic Staff (*Betriebsvereinbarung zur Regelung der Leistungsprämien und Prüfungstaxen für das wissenschaftliche Universitätspersonal*, as published in the WU Bulletin on April 15, 2015; hereinafter referred to as the Operational Agreement).

The Directive is to be published on the department website. The employees of the department and its affiliated research institutes and competence centers are to be notified of any changes to this Directive by email. The journal ranking and the policies for awarding performance bonuses shall remain in effect until modified or amended in consultation with the Department Committee.

This Directive covers two main areas: (A) The department journal ranking, including the reasons and considerations underlying its composition, and (B) policies for awarding a maximum of 20% of the department's performance bonus budget to publications that are not covered by the department journal ranking.

#### **(A) Department journal ranking**

Performance bonuses for journal publications are awarded according to the department journal ranking. The ranking and the reasons underlying its composition are available on the web pages of the WU Research Service Center. Pursuant to the Operational Agreement, up to 20% of the department's budget for performance bonuses may be used for bonuses awarded for publications that are not covered by the department journal ranking and the Star journal list. This Directive defines specific criteria and policies for the awarding of these funds. The remaining funds (at least 80% of the performance bonus budget) are awarded pursuant to the terms specified in the document titled *Detailumsetzung zur Betriebsvereinbarung zur Regelung der Leistungsprämien und Prüfungstaxen für das wissenschaftliche Universitätspersonal*.

#### Journal selection

The journal ranking of the Department of Information Systems and Operations includes journals generally recognized to be very good in the department's target research areas. Two internationally recognized journal rankings were consulted for external validation; a journal is included in the department's journal ranking if it is on at least one sub-list:

Sub-list based on VHB-JOURQUAL3 (journal ranking of the VHB German Academic Association for Business Research): journals with an A+, A, and B rating in the following categories: general business administration, logistics, marketing, sustainability management, public business administration, operations research, production, and business information systems.

Sub-list based on SCImago Journal Rank (SJR): journals in the top 25<sup>th</sup> percentile (Q1, top 25%) in the respective year in the following subject categories: artificial intelligence, communication,

computer networks and communications, computer science (miscellaneous), computer science applications, education, human-computer interaction, information systems, information systems and management, management of technology and innovation, modelling, and simulation and software.

### **Journal ranking criteria**

Journals are not further ranked, because it makes little sense to combine reputation- and impact-factor-based rankings on a more detailed level.

### **(B) Use of up to 20% of the department's performance bonus budget to reward other publications**

Pursuant to § 4 (2) of the Operational Agreement, WU's departments (except for the law departments and the Department of Foreign Language Business Communication) are free to use up to 20% of their respective performance bonus budgets to reward publications that are not covered by the department-specific journal rankings and the Star journal list, under the condition that the authors' affiliation with WU is stated in the publication.

Each year, the Department of Information Systems and Operations uses 20% of its performance bonus budget, which is recalculated from year to year, to reward publications not covered by the rankings mentioned above:

- (1) Target group: all academic staff members of the department and its research institutes who have indicated their participation in the performance bonus system. An extended list of publications eligible for performance bonuses applies for junior researchers (academic staff members who completed their first academic degree that qualified them to start a doctoral or PhD program no longer than ten years ago).
- (2) Publications eligible for performance bonuses: publications covered by the department's journal ranking, contributions to very good conferences, book chapters in monographs published by a reputable academic publisher, innovative software. For junior researchers, papers in journals not included in the department ranking can also be considered. Publications that have already been awarded a performance bonus or Star journal bonus are not eligible for an additional special performance bonus.
- (3) Application and selection periods: Papers can be submitted by email to the department chair for consideration within one month of publication of the call for applications.
- (4) Selection procedures: The decision is made by a jury of department faculty members with a *venia docendi*, set up once a year. The jury reviews the quality of the submitted papers. Submissions permitting, performance bonuses should reflect all of the subjects taught at the department.
- (5) Once a year, WU's department chairs submit a proposal for the distribution of their performance bonus budgets, including the names of the researchers nominated for performance bonuses pursuant to the applicable department-specific directives and general awarding policies for performance bonuses for outstanding achievements in research. These proposals also list any publications that were rejected and the reasons why they were rejected. The proposals (including the amounts of the bonuses to be awarded) are submitted to the Rector's Council for approval.
- (6) Amount of the performance bonuses to be awarded: The budget for bonuses allocated to the department is distributed evenly among all authors, with a maximum amount of € 1000 per researcher. Bonuses should be awarded to at least 10% but not more than 20% of the department's faculty members.

This distribution mechanism was adopted by the department chair based on a recommendation issued by the Department Committee on November 10, 2015. Due to the wide variety of performance categories eligible for bonuses, it makes little sense to further categorize the amounts to be awarded.

In the case of co-authorship, it is up to the authors to decide how to distribute the performance bonus among themselves.

- (7) The employees of the department are to be informed of the names of the authors selected for performance bonuses and the amounts of the bonuses awarded through the department's in-house communications.
- (8) All publications selected for performance bonuses and their respective authors are to be presented to the public during an award ceremony held at WU.