



# IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC  
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

## **RULES FOR ASSIGNING TEACHING AND SCIENTIFIC PERSONNEL**

*Approved on 02/09/2019 by Academic Board - Minutes №13 (Appendix №:1)*

### **Approvals**

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by: Quality Assurance Office

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Controlled by: Quality Management Commission

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Approved by: Academic Board

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**Amendments**

#	Decision taken by	Decision №	Date
1.	Academic Board	22	09.12.2019
2.	Academic Board	23	23.12.2019
3.	Academic Board	14	26.08.2020
4.	Academic Board	20	23.10.2020
5.	Academic Board	18	24.09.2021
6.	Governing Board <sup>1</sup>	8	31.01.2022
7.	Governing Board	13	21.03.2022

**Primary version:** 02.09.2019 – minutes #13

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<sup>1</sup> By Rectors' order 25.10.2021, from 01.11.2021 Governing Board was given the authority to amend the present document.

**Revision List**

#	Date	Article	Remarks
01	09.12.2019	5	Procedure for Conducting Competition for obtaining Academic Position
02	23.12.2019	5	Procedure for Conducting Competition for obtaining Academic Position
03	23.12.2019	6	Requirements for Applicants to Academic Positions
04	23.12.2019	8	Procedure for Conducting Competition for obtaining Invited Lecturer Position
05	26.08.2020	3	Invited staff
06	26.08.2020	5	Announcing Academic Competition
07	26.08.2020	6	Obtaining academic Position Based on Professional Merits
08	26.08.2020	8	Procedure of the Competition for Invited Seminar Lecturer
09	26.08.2020	9	Requirements for Invited Staff
10	23.10.2020	5	Procedure for Conducting Competition for obtaining Academic Position
11	23.10.2020	5	Procedure for Conducting Competition for obtaining Academic Position
12	23.10.2020	5	Procedure for Conducting Competition for obtaining Academic Position
13	23.10.2020	6	Requirements for Applicants to Academic Positions
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15	23.10.2020	6	Requirements for Applicants to Academic Positions
16	24.09.2021	3	Invited staff
17	24.09.2021	7	Criteria for Appointment on Academic Positions
18	24.09.2021	8 <sup>2</sup>	Procedure for Conducting Competition for Obtaining Guest Lecturer Position
19	24.09.2021	9	Requirements for Applicants to Invited Lecturer Positions
20	24.09.2021	9 <sup>1</sup>	Requirements for Applicants to Guest Lecturer
21	24.09.2021	10	Required Documents for Applying to Academic/Invited Lecturer Positions
22	31.01.2022	5	Procedure for Conducting Competition for obtaining Academic Position
23	31.01.2022	13	Dismissing Academic/Invited Personnel from the University
24	31.01.2022	14	Final Provisions
25	21.03.2022	5	Procedure for Conducting Competition for obtaining Academic Position
26	21.03.2022	6	Requirements for Applicants to Academic Positions

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27	21.03.2022	7	Criteria for appointing on Academic Positions
28	21.03.2022	8	Procedure for Conducting Competition for obtaining Invited Lecturer Position
29	21.03.2022	10	Required Documents for Applying to Academic/Invited Lecturer Positions
30	21.03.2022	13	Dismissing Academic/Invited Personnel from the University
31	21.03.2022	14	Final Provisions

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## **Article 1. Subject and Scope**

The present regulation defines the status of the individuals involved in the educational and scientific process of the “International Black Sea University” LLC (hereinafter referred to as “University”), defines rules of obtaining academic position and invited lecturers’ position, rules for conducting academic competition, sets the requirements towards the applicants, stipulates the assessment criteria for academic and invited personnel and regulates other issues related to the individuals involved in the scientific process.

## **Article 2. Academic Personnel of the University**

2.1. Academic personnel of the University are defined by the Law<sup>2</sup> as below:

- 2.1.1. Professor: leads the study process and supervises the research work of students;
- 2.1.2. Associate Professor: participates in the study process and supervises learning and scientific-research activities of students;
- 2.1.3. Assistant Professor: participates in the study and scientific-research process within his/her competence;
- 2.1.4. Assistant: is involved in the study process and research under the supervision of professor, associate-professor, and assistant-professor within the study process conducted by faculty.

2.2. The workload of academic staff is regulated by the "Academic Workload and Remuneration Regulation" (R16).

## **Article 3. Invited staff**

3.1. The invited staff of the University are:

- a) Invited lecturer, who is a qualified specialist and participates/conducts study and / or research process without holding an academic position;
- b) Invited seminar lecturer, who is a qualified specialist and participates in the seminar/practical part, under the supervision of the lecturer, without holding an academic position.
- c) Guest lecturer, who is a qualified specialist and participates/conducts study and / or research process without holding an academic position, for a short period of time (maximum 1 semester).

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<sup>2</sup> Georgian Law on Higher Education

*Amended by Academic Board Decision – date:26.08.2020, minutes №14*

*Amended by Academic Board Decision – date:24.09.2021, minutes №18*

#### **Article 4. Rules for Filling in an Academic Position**

- 4.1. An academic position may be filled in only on the basis of an open competition based on the principles of transparency, equality, and fairness.
- 4.2. An announcement regarding the dates and conditions (such as position announced, direction/field and/or sub-field, skills, characteristics, faculty, duration of the position, and requirements (e.g. experience, foreign language, etc.), required documents, and how many vacancies) of the competition is published in the relevant newspaper or employment web site (s), as well as on an university website in accordance with the rules established by the Georgian legislation and this regulation at least one month before the applicants start submitting their applications to the University. The period for submitting applications is defined by the Rector's order.

#### **Article 5. Procedure for Conducting Competition for obtaining Academic Position**

- 5.1. The competition can be announced in case of vacancy/vacancies at the university.
- 5.2. The need for announcing a competition shall be approved by the Faculty Board, and subsequently by the Governing Board who makes the decision to announce competition. If the vacancy is opened for an assistant professor and the academic position has to be obtained based on professional merits, Governing Board approves the list of similar fields (if any), based on the program coordinators proposal. Names of the print media/employment web-pages are specified based on the Rector's order.

*Amended by Governing Board Decision – date:31.01.2022, minutes №8*

- 5.3. The academic competition is held by the competition committee established in accordance with this Regulation, which is composed by permanent and temporary members. Permanent members are designated in accordance with paragraph 5.4 of this Regulation, while the temporary members are appointed by the Commission chairperson, based on the proposal of the program coordinator.

*Amended by Governing Board Decision – date:31.01.2022, minutes №8*

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 5.4. Permanent members of the commission are the representative of Quality Assurance Office (Chair), representative of Chancellery and Human Resource Management Office (member), Dean of the relevant faculty (member), Program Coordinator (member) and the representative of the Legal Office (Secretary of the Commission). Temporary members of the competition commission are field specialists (local and/or invited). At least one specialist is required to participate in the competition commission. In the event of the participation of one specialist, field specialist should be invited. The field specialist must be a person of relevant qualifications with

experience in teaching in a higher education, who holds a PhD degree or is an academic staff of an authorized higher education institution.

*Amended by Academic Board Decision – date:23.10.2020, minutes №20*

*Amended by Governing Board Decision – date:31.01.2022, minutes №8*

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 5.4<sup>1</sup>. The task of the committee is to select the best candidate for the academic position in accordance with sub-paragraphs 5.7.2 - 5.7.5 of this Article. In addition, the stage set out in paragraph 5.7.2 may be carried out with a reduced composition of the committee - with the participation of the representative of the Quality Assurance Office, the representative of Chancellery and Human Resource Management Office and the Program Coordinator. The results of the evaluation are reflected in R19F43.

*Amended by Academic Board Decision – date:23.10.2020, minutes №20*

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 5.5. Decision regarding selected candidates should be taken within 6 (six) months after completing the submission of the applicants' documents.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 5.6. The commission shall be fully authorized to decide if more than half of the listed members of the commission are present. Herewith, involvement of the program coordinator and field specialist (s) is necessary. A decision shall be made by the majority of votes of present members of the commission.

- 5.7. The competition is held in following stages.

5.7.1. Accepting/registering applications;<sup>3</sup>

5.7.2. Shortlist of the registered applications in accordance with the requirements of the announced contest;

5.7.3. Evaluation of the shortlisted applications;

5.7.4. Interview with the candidates (in case of necessity);

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

5.7.5. Conducting a sample lecture (in case of necessity).

- 5.8. Selected applications are evaluated by means of relevant scoring indicator in accordance with Report on Academic Work (R3611F1).

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 5.9. At an interview stage candidates are evaluated according to the criteria specified in form R19F33;

- 5.10. The commission is entitled to request from the candidate to conduct a sample lecture. The sample lecture is delivered in the language of instruction of the component/

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<sup>3</sup> Is conducted by the Chancellery and Human Resources Management Office



curriculum. The sample lecture is assessed according with the indicators specified in the sample lecture evaluation form (R19F34).

- 5.11. The commission is entitled to request from the candidate to conduct a sample lecture. The sample lecture is delivered in the language of instruction of the component/ curriculum. The sample lecture is assessed according with the indicators specified in the sample lecture evaluation form (R19F37). The need for a sample lecture by the commission may be identified at both the interview stage with the candidate and the evaluation of documents. With the candidate's consent, a sample lecture and interview may be held on the same day.

*Amended by Academic Board Decision – date:23.10.2020, minutes №20*

- 5.10<sup>1</sup>. The commission is entitled to free the candidate from an interview and / or a sample lecture if the Program Coordinator, Dean and / or field specialist gives such recommendation.

*Amended by Governing Board Decision – date:31.01.2022, minutes №8*

- 5.12. Contest commission makes the decision based on the assessments defined by paragraphs 5.8-5.10<sup>1</sup>.

*Amended by Governing Board Decision – date:31.01.2022, minutes №8*

- 5.13. On the basis of the decision (s) made by the Commission within 10 (ten) work days the Rector shall issue an order appointing the candidate (s) on corresponding academic positions.

- 5.14. After the Commission has made its final decision, applicants will be notified regarding the results of the contest. With the selected candidates, an employment contract (R19F425/ R19F425a) is signed and a Certificate of Academic Position (R19F23) is issued upon request.

- 5.15. Candidate is entitled to appeal against the decision in compliance with the Georgian legislation.

*Amended by Academic Board Decision – date:09.12.2019, minutes №22*

*Amended by Academic Board Decision – date:23.12.2019, minutes №23*

*Amended by Academic Board Decision – date:26.08.2020, minutes №14*

## **Article 6. Requirements for Applicants to Academic Positions**

- 6.1. A person with a Doctor's or an equivalent academic degree, who has at least six years of experience in a scientific and pedagogical field, at least three years of teaching experience of working as an associate professor/professor at any higher educational institution recognized by State, relevant level of corresponding program/course foreign language (in case of necessity) and meets other requirements defined by this regulation, may be elected to the position of a Professor for 5 years.
- 6.2. A person, who meets the requirements defined by subparagraph 6.1 of this article and has particular professional achievements and/or scientific achievements (e.g. scientific

articles in the leading national and international journals and in other publications, participated in national and international scientific-research projects, etc.) may be elected to the position of a professor permanently; In this case professor must pass the attestation in every five years. In order to pass the certification, the professor must submit a completed Academic Work Report Form (R36I2F1) scoring at least 250 points. If a person does not pass the attestation, his/her status of the professor is terminated. Issue on continuing/terminating the status of the professor is finally decided by the Governing Board.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 6.3. A person with a Doctor's or an equivalent academic degree, who has at least three years of experience in scientific and teaching work field, may be elected to the position of an Associate Professor for a term of 5 years. The relevant knowledge of program/course language (in case of necessity) and other criteria defined by this regulation are taken into consideration in accordance with the requirements of this regulation.
- 6.4. A person with a Doctor's or an equivalent degree may be elected to the position of an Assistant Professor for a term of 4 years who has the relevant knowledge of course/program language (in case of necessity) and meets other criteria defined by this regulation.
- 6.5. A doctoral student may be elected to the position of an Assistant for a term of 3 years, who has the relevant knowledge of course/program language (in case of necessity) and meets other criteria defined by this regulation.
- 6.6. In accordance with the specifics of requirements of an educational program, there is a possibility to obtain an academic position (defined by paragraphs 6.1 – 6.5) by a qualified personnel, based on professional merits. In this case, the qualification of the person can be confirmed with their professional experience, special training and/or publications. A person can be considered as correspondingly qualified, if she/he has a qualification necessary for developing learning outcomes and:
  - a) Holds a PhD or equivalent degree in a different field for obtaining the academic position of a professor;
  - b) Holds at least Master's or equivalent degree in the same field/ a PhD or equivalent degree in a different field for obtaining the academic position of an associate professor;
  - c) Holds at least Master's or equivalent degree in the same or similar field for obtaining the academic position of an assistant professor;
  - d) Is a PhD student of a different program for obtaining the academic position of an assistant.

- 6.7. In order to obtain an academic position based on professional merits, qualification necessary for developing learning outcomes are defined by means of the following criteria, in accordance with the combination set out in paragraph 6.7<sup>1</sup>:
- 6.7.1. A candidate must have significant working experience in the relevant field (at least 3 (three) years for the position of the Assistant, at least 5 (five) years for the Assistant Professor, at least 7 (seven) years for the Associate Professor and at least 10 (ten) years for the Professor;
  - 6.7.2. At least 2 scientific papers in the relevant field and / or the field specific training during the last 5 (five) years;
  - 6.7.3. At least 1 year experience of scientific-teaching work activities in higher a education institution.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 6.7<sup>1</sup>. The criteria set out in paragraphs 6.7.1 and 6.7.2 of this Article are alternative. Satisfaction of one of them by the candidate is sufficient, and satisfaction of the criterion specified in paragraph 6.7.3 is mandatory in conjunction with the criterion specified in paragraph 6.7.1 or 6.7.2.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 6.7<sup>2</sup>. If the candidate has obtained an academic position without a scientific paper, in accordance with this rule, within 2 (two) years after the conclusion of the employment contract, the academic staff is obliged to publish at least 1 (one) publication related to the field.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 6.8. Appropriate level of language proficiency for the program / teaching course is at least B2, except those cases, when higher standards are required for announced vacancies.
- 6.9. If the language of instruction of the program / course is not the candidate's native language, the candidate must have received academic education in the corresponding language or have delivered lectures in the relevant higher education institution for at least 2 (two) semesters within last 2 (two) years. If required, the commission is entitled to ask the candidate to take a sample lecture/ conduct an interview in the corresponding language.

*Amended by Academic Board Decision – date:23.10.2020, minutes №20*

- 6.10. The sample lecture/interview for assessing the level of language proficiency shall be attended by at least 1 (one) language specialist together, in a line with the commission as specified in paragraph 5.4 of this regulation. Language specialist is a temporary member of the commission and his/her involvement in the commission proceedings is held based on the decision of the he commission. In the decision-making on the language proficiency, evaluation of the language specialist is considered a priority.

*Amended by Academic Board Decision – date:23.10.2020, minutes №20*

- 6.11. The sample lectures/interview specified in paragraphs 5.7.4 and 5.7.5 and 6.10 of this regulation may be conducted as a single sample lecture/interview. The results of the language specialist's assessment are reflected in the form (R19F39).

*Amended by Academic Board Decision – date:23.10.2020, minutes №20*

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 6.12. According to the written agreement concluded between the university and the person, elected to the academic position, that person may be an affiliated academic personnel of the university, who participates in the development of the society and fulfills his/her main teaching, scientific/research work in the university, whereas the results of his/her research is credited to the university, is included in the educational, research and other decision-making processes, related to the educational issues, provides consultation and academic/scientific supervising for the students.

*Amended by Academic Board Decision – date:23.12.2019, minutes №23*

*Amended by Academic Board Decision – date:26.08.2020, minutes №14*

- 6.13. In exceptional cases, based on the recommendation of the Faculty Board, an academic position may be announced on the condition of non-compulsory affiliation by the decision of the Governing Board.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

## **Article 7. Criteria for Appointment on Academic Positions**

- 7.1. In order to fill in an academic position, the candidate shall meet with the following criteria in the appropriate field:

- 7.1.1. Doctor's academic degree (except 'Assistant' and academic staff selected according to professional merits);
- 7.1.2. Scientific-teaching work experience (except 'Assistant Professor' and 'Assistant');
- 7.1.3. Fluency of the program/course instruction language in accordance with paragraph 6.8;
- 7.1.4. Having relevant competences for delivering lecturers (is defined based on interview and/or sample lecture results);
- 7.1.5. Collecting at least 200 points (100 points must be collected from academic publications/books) for the academic position of a professor;<sup>4</sup>
- 7.1.6. Collecting at least 100 points (50 points must be collected from academic publications/books) for the academic position of an associate professor;<sup>5</sup>

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<sup>4</sup> Do not apply to academic staff appointed based on professional merits.

<sup>5</sup> Do not apply to academic staff appointed based on professional merits.

- 7.1.7. Collecting at least 50 points (25 points must be collected from academic publications/books) for the academic position of an assistant- professor; <sup>6</sup>
- 7.1.8. Collecting at least 20 points (10 points must be collected from academic publications/books) for the academic position of an assistant. <sup>7</sup>
- 7.2. For obtaining academic position of a Professor, in addition to the requirements defined by paragraph 7.1 of the regulation herein, it is obligatory to fulfil at least any two requirements out of those envisaged in paragraph 7.3 or the criteria set by 7.3<sup>1</sup>.
- Amended by Academic Board Decision – date:24.09.2021, minutes №18*
- 7.3. For obtaining the academic position, applicant should meet the additional criteria as follows:
- 7.3.1. At least one published article in the Science Citation Index journal (on-paper or electronic);
- 7.3.2. Published book (taking into consideration the scientific value of the book that is published by an international publisher or university, the volume shall be minimum 100 pages);
- 7.3.3. Coordinating the international/national scientific-research/educational project;
- 7.3.4. Holding educational/scientific experience at foreign higher educational institution (that is authorized or its equivalent);
- 7.3.5. Supervising defended Doctoral Thesis;
- 7.3.6. Having citation index of at least 3 co-efficient;
- 7.3.7. Holding an international award/patent.
- 7.3.8. (Deleted).
- Amended by Academic Board Decision – date:24.09.2021, minutes №18*
- 7.3<sup>1</sup>. Specific professional merits corresponding the field, assessed by the commission.
- Amended by Academic Board Decision – date:24.09.2021, minutes №18*
- 7.4. When evaluating candidate, direction/field specific scientific-teaching work activates conducted in the last 5 calendar years is considered.
- 7.5. Candidates are evaluated according to the following criteria:
- 7.5.1. Published articles/theses:
- a) SCI (Science Citation Index), SSCI (Social Science Citation Index), HCI (Arts and Humanities Citation Index) index journals – 40 points;  
Other international peer-reviewed indexed journals (on-paper or electronic) – 40 points;

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<sup>6</sup> Do not apply to academic staff appointed based on professional merits.

<sup>7</sup> Do not apply to academic staff appointed based on professional merits.

- b) Other international peer-reviewed indexing journal (printed and electronic) - 20 points;
- c) Articles published in other scientific and some professional journals/collections, and conference proceeding books – 10 points;
- d) Theses of international conference – 5 points.

7.5.2. Published Books:

- a) Writing a book (according to its scientific value) that is published by a well-known international publishing house or university – 100 points;
- b) Writing a book (according to its scientific value) that is published by a national publishing house – 50 points;
- c) Monographs (based on dissertation) published abroad – 30 points;

For the goals of this subparagraph, for the publication/book with many authors, the candidate shall be given the total point. Translated books are evaluated as the half score of the corresponding point defined for the Books' category.

7.5.3. Editing and Reviewing:

- a) Being an editor- in- chief of a reviewed scientific or professional journal/collection – 20 points;
- b) Being a reviewer or a member of editorial board of a reviewed scientific or professional journal – 10 points;
- c) Editing a book published abroad – 20 points;
- d) Editing a book published in Georgia – 10 points.

7.5.4. Educational Activity:

- a) For every study course (different groups not regarded) delivered at Doctoral level – 9 points;
- b) For every study course (different groups not regarded) delivered at Master level – 7 points;
- c) For every study course (different groups not regarded) delivered at undergraduate level – 5 points.
- d) Supervision for defended doctoral dissertation for each student – 20 points;
- e) Supervision for defended master thesis for each student – 10 points.

7.5.5. Current or Completed Educational/Research Projects:

- a) Directing a project supported by an international organization – 30 points;
- b) Taking part in a project supported by an international organization – 15 points;
- c) Directing a project supported by state budget/fond – 30 points;

- d) Taking part in a project supported by state budget/fond - 15
  - e) Directing a project supported by a national organization – 20 points;
  - f) Taking part in a project financed by a national organization – 10 points.
- 7.5.6. Scientific-Teaching work Rewards / Patents
- a) International reward – 30 points;
  - b) National reward / patent – 20 points;
- 7.5.7. Scientific-Teaching work Trainings
- a) Participation in Training (documentary proof/earning certificate). 3 points for 1 day duration, 5 points for 2-5 days duration, 10 points for 6 days and more.
  - b) Holding the Training (documentary proof/earning certificate) – 10 points for 1 day duration, 15 points for 2-5 days duration, 20 points for 6 and more days.
- (To be applied for the academic contest announced before 01 May, 2022)**
- 7.5. {Candidates are evaluated according to the criteria set by R36I01F01. (To be applied for the academic contest announced from 01 May, 2022);
- 7.6. Syllabus/syllabi are evaluated according to the content, learning outcomes and relevancy of teaching methods.

#### **Article 8. Procedure for Conducting Competition for obtaining Invited Lecturer Position**

- 8.1. The University is authorized to invite a specialist with the relevant qualification to participate in the study and / or research process and / or to conduct the process without holding an academic position at the University (invited lecturer).
- 8.2. The Faculty Board shall make a decision on the vacancy of the invited lecturer in cooperation with the Quality Assurance Service.
- 8.3. Vacancy contest for invited lecturers is announced in print media and / or on relevant employment/university website.
- 8.4. Appropriate language proficiency level for the program / course is determined in accordance with sub-paragraphs 6.8 - 6.10.
- 8.5. The candidate for the position of the invited lecturer is selected by the commission as specified in paragraph 5.3 (the field specialist participates in the commission if necessary, upon the decision of the commission) by passing the steps specified in items 5.7.1, 5.7.2, 5.7.4, 5.7.5).
- 8.6. For the purposes of selecting the candidate for the position of invited lecturer, the proceedings of the commission are regulated by paragraphs 5.5, 5.6 (apart of the necessity of the involvement of the field specialist), 5.9, 5.10, 5.10<sup>1</sup>, 5.12 of article 5.

*Amended by Academic Board Decision – date: 23.12.2019, minutes №23*

**Article 8<sup>1</sup>. Procedure for Conducting Competition for Obtaining Invited Seminar Lecturer Position**

- 8<sup>1.1</sup> The University is authorized to invite a specialist with the relevant qualification to participate in the seminar/practical part, under the supervision of the lecturer, without holding an academic position at the University (invited seminar lecturer).
- 8<sup>1.2</sup> Vacant position for invited seminar lecturer is announced and the competition is conducted in compliance with articles 8.2 – 8.7 of the regulation.

*Amended by Academic Board Decision – date:26.08.2020, minutes №14*

**Article 8<sup>2</sup>. Procedure for Conducting Competition for Obtaining Guest Lecturer Position**

- 8<sup>2.1</sup> The University is authorized to invite a specialist with the relevant qualification to participate in the study and / or research process and / or to conduct the process without holding an academic position at the University (guest lecturer).
- 8<sup>2.2</sup> Guest lecturer is invited base on the recommendation of the Faculty Board and by the agreement of Quality Assurance Office.

*Amended by Academic Board Decision – date:24.09.2021, minutes №18*

**Article 9. Requirements for Applicants to Invited Lecturer Positions**

- 9.1. Candidate can be assigned as an invited staff on the position of invited lecturer if:
- a) He/she has at least master's or equivalent degree in the field, has a documented significant professional experience in the field or special training in the field or minimum 1 year of experience in teaching and/or research in higher education institution and the corresponding language proficiency level of the program/course is required by the vacancy.
  - b) He/she has recently (not more than 3 years) graduated from Master's level of the prominent higher education institution (in the field) and has the corresponding language proficiency level of the program/course is required by the vacancy.  
The list of prominent universities is generated based on QS World University Ranking (<https://www.topuniversities.com/university-rankings/world-university-rankings>).  
The candidate is admitted only on Bachelor level.
  - c) A person with at least a master's or equivalent academic degree in the out of the field, who has the corresponding language proficiency level of the program/course, and at the same time meet any two of the following requirements:
    1. Documented significant professional experience (in the field);
    2. Special training in the field;
    3. At least 1 year of scientific-pedagogical experience in the higher education institution.



*Amended by Academic Board Decision – date:24.09.2021, minutes №18*

- 9.2. Invited seminar lecturer can be a person, who has at least master's or equivalent degree in the field, the corresponding language proficiency level of the program/course is required by the vacancy and qualification necessary for conducting seminar/practical part under the supervision of the lecturer.

*Amended by Academic Board Decision – date:26.08.2020, minutes №14*

### **Article 9<sup>1</sup>. Requirements for Applicants to Guest Lecturer**

- 9<sup>1</sup>.1. Candidate can be assigned as an invited staff on the position of guest lecturer if is an academic staff member of a foreign higher education institution or who has significant experience / special training, speaks the language of the program at least B2 level and has the necessary competence to produce the learning outcomes defined by the program.
- 9<sup>1</sup>.2. The language competence level of the guest lecturer is confirmed by one of the following criteria:
1. At least one year of experience in teaching a relevant foreign language;
  2. Possession of an international certificate of foreign language proficiency;
  3. Being a graduate of a relevant foreign language program;
  4. Being a citizen / holder of a residence permit whose first / second official language is the relevant foreign language.

*Amended by Academic Board Decision – date:24.09.2021, minutes №18*

### **Article 10. Required Documents for Applying to Academic/Invited Lecturer Positions**

- 10.1. Applicants for academic position will apply to the Rector (R19F20) and submit the following documents:
- 10.1.1. Information form - (R19F18);
  - 10.1.2. Copy of ID card. For foreign citizens - notary-approved translation / copy of residential card (if any);
  - 10.1.3. Notary approved copy of Georgian Diploma and/or notary approved translation of foreign Diploma/relevant certificate. If the diploma is not issued yet, temporary graduation certificate is necessary. If the diploma is issued by a foreign HEI, it must be recognized under the Georgian legislation by the corresponding body and a copy of recognition letter is required;
  - 10.1.4. Document(s) certifying scientific-teaching work experience;
  - 10.1.5. CV in English and Georgian providing at least two recommendations;
  - 10.1.6. Report on Academic Work (R36I1F1);

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 10.1.7. List of published relevant articles and publications during the last 5 years and their copies;
  - 10.1.8. Syllabus (R3I2F3): In Georgian and English (if the course is offered in English); In Georgian (if the course is offered in Georgian language), or the candidate may submit a syllabus prepared in different format for a contest.
  - 10.1.9. Book of Job Records or certificate from current / previous job (other than IBSU);
  - 10.1.10. Certificates/documents proving participation in trainings and conferences (if any);
  - 10.1.11. If applicable, a copy of Foreign Language Certificate/a copy of the document that certifies receiving higher education exclusively in Foreign Language. If the document is issued in foreign language, notary approved translation/copy is enquired;
  - 10.1.12. Other documents listed in the vacancy announcement for the position;
  - 10.1.13. Documents proving professional merits, in cases envisaged in paragraphs 6.6 of article 6.
- 10.2. Applicants of invited lecturer position (R19F20) must apply to the Rector and submit the documents specified in item 10.1 (except the documentation specified in items 10.1.6, 10.1.12, 10.1.13).
- 10.2<sup>1</sup>. Applicants for guest lecturer’s position should apply to the Rector and submit the following documents:
- 10.2<sup>1</sup>.1. Copy of ID card. For foreign citizens - notary-approved translation / copy of residential card (if any);
  - 10.2<sup>1</sup>.2. CV in English;
  - 10.2<sup>1</sup>.3. Bank requisites in GEL from “TBC Bank” JSC;
  - 10.2<sup>1</sup>.4. Letter of recommendation from a foreign higher education institution / employer.

*Amended by Academic Board Decision – date:24.09.2021, minutes №18*

- 10.3. The documents specified in paragraph 10.1 of the given regulation shall be submitted in hard copy, as well as electronically to the the Chancellery and Human Resources Managmnet Office. At the stage of application scanned versions can be submitted only to university official e-mail.
- 10.4. In the case of a document(s) issued in a non-official language (with the exception of certificates), notarized Georgian-language translation is required.
- 10.5. Candidates selected by the contest commission should additionally submit:
- 10.5.1. 2 photos (3x4) – hardcopy and softcopy (on CD or via email);

- 10.5.2. Bank requisites in GEL from “TBC Bank” JSC;
- 10.5.3. Printed versions of the submitted documents.

#### **Article 11. Supervising assistants**

- 11.1. Academic staff (except assistants) may be the supervisors/trainers of the young academic staff.
- 11.2. Supervision implies systematic supervision of the assistant, involvement in seminars and practical trainings, systematic consultations and annual evaluation of the assistant's activities.
- 11.3. Assessment of assistants is conducted based on the annual staff evaluation form (R36I1F4) and the annual assessment of the supervisor (R19F37).

#### **Article 12. Invited Staff Employment Contract Continuity**

- 12.1. After the employment contract expires, due to the necessity of the educational program it is possible for the invited staff to re-enter into the employment contract without announcing a new contest.

#### **Article 13. Dismissing Academic/Invited Personnel from the University**

- 13.1. Scientific-Teaching work of the academic and invited personnel is assessed by the Quality Assurance Office in the end of each academic year according to the (R36I1F3). By the decision of the Governing Board, upon the proposal of Quality Assurance Office, this report can be the ground for dismissing the academic or invited personnel from their positions. The results of the invited staff activities evaluation may be the reason for termination or extension of an employment contract.

*Amended by Governing Board Decision – date:31.01.2022, minutes №8*

- 13.2. Evaluation of activities of an academic and invited staff is conducted in accordance with the rules set by the Internal Quality Assurance Mechanisms (R36I1).
- 13.3. Academic and invited personnel may be dismissed based on:
  - 13.3.1. Personal application;
  - 13.3.2. Termination of the labor contract;
  - 13.3.3. Breaching of the Ethic Code;
  - 13.3.4. Systematic and gross violation of disciplinary regulations;
  - 13.3.5. Breaching of the obligations envisaged in labor contract;
  - 13.3.6. Failure of fulfilling the requirements defined by annual evaluation form (R36I1F1) for two consequent years;<sup>8</sup>

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<sup>8</sup> For academic staff only.

- 13.3.7. To dismiss the attestation in the corresponding terms, according to the article 5 of this Regulation;<sup>9</sup>
- 13.3.8. Other grounds envisaged in the Legislation.

#### **Article 14. Final Provisions**

- 14.1. Those issues which are not defined within this regulation will be regulated according to Georgian legislation and other regulations of the University.
- 14.2. Any kind of amendments and/or additions to this Regulation is to be approved in the same way as it is enacted.
- 14.3. This Regulation is valid as it is approved by the decision of the Academic Board.
- 14.4. The rules in this regulation are carried out by the Quality Assurance Office.
- 14.5. The Permanent Competition Committee established on the basis of the decision of the Academic Board, as defined in Article 5.3 of this Regulation, shall be considered authorized until the approval of the composition of the new committee by the Governing Board.

*Amended by Governing Board Decision – date:31.01.2022, minutes №8*

- 14.6. The permanent members of the competition commission approved by the decision of the Academic Board of December 23, 2019 shall be considered revoked.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 14.7. The authority given to the Governing Board to announce a non-compulsory affiliate academic competition shall be extended to academic competitions announced in January 2021.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

- 14.8. The criteria set by paragraph 7.5 of Article 7 of the regulation, which has been defined before 21.03.2022, shall apply to the academic contest announced before 01.05.2022.

*Amended by Governing Board Decision – date:21.03.2022, minutes №13*

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<sup>9</sup> For academic staff only.



*Ignorance of rules of the university shall not be a defence to anyone.  
All are therefore required to familiarize themselves with the rules and regulations as outlined in the related  
IBSU documentation.*

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*IBSU is an equal opportunity institution. It does not discriminate against any member of its  
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David Agmashenebeli Alley 13km, 2, Tbilisi, 0131,

Republic of Georgia

[www.ibsu.edu.ge](http://www.ibsu.edu.ge)

[contact@ibsu.edu.ge](mailto:contact@ibsu.edu.ge)

