

Section 1

Governing Board of International Black Sea University 2024,

Resolution N20

Regulations on the Affiliation of Academic Personnel of the International Black Sea University

Tbilisi

2024

Article 1. General provisions

1. This regulation specifies:

- a) The affiliation of academic personnel with the International Black Sea University (hereinafter referred to as the "University").
- b) types of research, academic, administrative activities of affiliated academic staff, minimum university workload of full-time/part-time academic staff;

2. Affiliated academic personnel include professors, associate professors, assistant professors, and assistants.

3. Rights and responsibilities of affiliated academic personnel, their hourly workload, and other terms of collaboration between academic personnel and the University are defined by contractual agreements.

Article 2. Definitions of Terms

a) Academic Personnel - Individuals selected through a competition regulated by Georgian legislation, including professors, associate professors, assistant professors, and assistants, affiliated or not affiliated with the University, employed either full time, or part time, who participate in academic, consultative/administrative processes.

b) Academic Activity - Participation of University academic and affiliated personnel in the educational process.

c) Professor - University academic personnel responsible for conducting the educational process and supervising students in research/scientific/professional activities.

d) Associate Professor - University academic personnel involved in the educational process and supervising students in educational and research/scientific activities.

e) Assistant Professor - University academic personnel who, according to their competence, participate in the educational and research/scientific/professional process.

f) Assistant - University academic personnel who, under the supervision of a professor, associate professor, or assistant professor, perform educational and research/scientific/professional activities.

g) Affiliation - Written agreement between a person holding academic position and the University that specifies his/her affiliation with only one University.

h) Research/Scientific/Professional Activity - Implementation of fundamental, applied, and pedagogical research/scientific/professional activities.

i) Administrative Activity - Participation of University academic and invited personnel in consultancy/administration within the educational process.

Article 3. Affiliation Conditions

1. An individual who has won a competition for an academic position confirms affiliation with the University through a separate agreement.
2. Affiliation is voluntary; University-affiliated personnel may be academic personnel who, with their agreement to affiliation, confirm their desire for affiliation and fulfill the following conditions:
 - a) Participate in the development of society, in the process of dissemination and exchange of knowledge on behalf of the University.
 - b) Perform educational, research/scientific/professional activities under the name of the University, the results of which are associated with the University.
 - c) is actively involved in decision-making processes related to educational, research/scientific/creative and other important issues at the university;
 - d) is actively involved in the processes of counseling and academic/scientific guidance for students;
3. A person cannot be affiliated to the university if he is affiliated to another higher education institution.

Article 4. Affiliated Academic Staff Agreement

1. Regarding the affiliation agreement of the academic staff with the university, the dean of the school applies to the rector of the university;
2. Affiliated academic staff based on the agreement signed with him:
 - a) participates in the processes of community development and knowledge sharing on behalf of the university;
 - b) in accordance with the rules defined by the Law of Georgia "On Higher Education", according to the occupied academic position, he/she carries out basic educational, research/scientific/creative activities, and the results of his/her research are attributed to the university where he/she is affiliated;

- c) is actively involved in decision-making processes related to educational, research/scientific/creative and other important issues in the university;
- d) Actively participates in student consultations and in the processes of academic/scientific supervision.
3. The term of the affiliation agreement is determined by the term of election of the relevant academic staff to the academic position;
4. The term of the affiliation agreement can be extended in case of re-election to the academic position, based on the mutual agreement of the International Black Sea University and the relevant academic staff, in accordance with the rules in force at the university;
5. The activities of affiliated personnel are carried out in the following three directions: research, teaching, administrative.

Article 5. The model of workload and financial remuneration of the academic staff of the Black Sea International University

1. The university's academic staff workload and financial remuneration model implies monthly fixed remuneration, only for those affiliated staff who are involved in research/scientific/creative activities and who agree to carry out research work in the relevant academic year on behalf of the university, which will be provided for in the employment contract and, accordingly, the monthly fixed payment to be paid by the university in compensation.

2. In case of the implementation of additional research work other than the research work stipulated in the employment contract, the rules of its remuneration are determined by the regulation of "Academic Activity Encouragement".

3. According to the financial compensation model, there are two categories of work rate: full and part-time. Three positions are defined in each category: affiliated head of the program, affiliated co-head of the program, affiliated researcher/head of the research center;

4. The financial model includes the determination of the annual amount based on the number and evaluation of annual activities, and at the same time, according to the term of affiliation, taking into account the academic rank (assistant professor, associate professor, professor), determining a monthly salary supplement in addition to the annual fixed amount with the university. The monthly allowance increases with the change in academic rank. In addition, the monthly allowance also increases in the third and fifth year of affiliation. Grading of activities varies according to the level of research papers. The level of the research work is

determined according to the indexation, international ranking/rating of the journal where the said work is published.

5. Annual minimum and maximum number of activities are different according to full-time and part-time working hours:

1.1. In the case of full-time, the following activities should be carried out:

5.1.1. Affiliated personnel can be heads of no more than three programs/co-heads/research center heads;

5.1.2 within the framework of the annual remuneration, he must carry out at least one and no more than 2 researches/papers; In the case of an additional research , its remuneration will be carried out in accordance with the "Stipulation for the Promotion of Academic Activity";

5.1.3. Within the framework of the annual remuneration, the affiliated personnel must carry out educational activities in 6 groups per year, regardless of the educational level (bachelor's/master's/doctorate);

5.2. In the case of part-time work, the following activities should be carried out:

5.2.1 Affiliated personnel can be heads of no more than three programs/co-heads/research center heads;

5.2.2 must carry out one research/ paper within the framework of the annual remuneration; In the case of an additional research , its payment will be made in accordance with the "Stipulation of Academic Activity Encouragement";

5.2.3. Within the framework of the annual remuneration, the affiliated personnel must carry out educational activities in no less than three and no more than four groups per year, regardless of the educational level (bachelor's/master's/doctorate);

6. In the event that the affiliated staff performed an additional activity that was not included in the fixed salary, the said activity will be compensated in accordance with the "Academic Activity Incentive Regulation";

7. Those affiliated personnel who are not considered in the first paragraph of this article and do not receive a fixed monthly compensation, will be paid in accordance with the activities performed in the same year;

8. The labor contract of the affiliated staff defines the mandatory activities related to the operation/development of the school/university;

9. A standard different from the mandatory load standards mentioned above can be established in agreement with the rector of the university.

Article 6. Monitoring the performance of Activities

1. After the end of the relevant academic year, but no later than July 31, the following structural units will monitor the performance of the activities stipulated by the employment contract by the affiliated personnel: research/scientific/creative activity will

be monitored by the research promotion and project management service, and the internal quality assurance service, in the educational direction - human resources management and development service, in the administrative direction - the corresponding school;

2. In agreement with the university, the unfulfilled obligation can be carried over to the next academic year, replaced by another activity or deducted/returned from the salary.

Article 7. Final Provisions

1. The said rule will enter into force upon its approval by the Governing Board.
2. Cancellation of the mentioned rule, making changes and additions to it is carried out according to the procedure established for its adoption.