The procedure for the appointment of persons involved in the educational and scientific process

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Article 1. Subject and field of action

1.1. The present regulation regulates the status of persons involved in the educational and scientific process at the "International Black Sea University" LLC (hereinafter, "University"), determines the rules for holding the position of academic staff and invited lecturer, the rules for conducting the competition, the requirements for applicants, the rules for evaluating academic and invited staff. , criteria, other issues related to the activities of persons involved in the educational and scientific process.

**Article 2. University academic staff**

2.1. The academic staff of the university includes:

2.1.1. Professor - leads the educational process and directs the scientific-research work of students;

2.1.2. Associate Professor - participates in the educational process and directs the educational and scientific-research work of students;

2.1.3. Assistant professor - in accordance with his competence, participates in the educational and scientific-research process;

2.1.4. Assistant - within the framework of the current educational process in the main educational unit, carries out seminar and research work under the guidance of a professor, associate professor or assistant professor.

2.2. The maximum workload of academic staff is regulated on the basis of an individual contract.

 **Article 3. Invited personnel/staff**

3.1. The invited staff of the university include:

a) invited lecturer, who is a specialist with appropriate qualifications, who participates and/or directs the educational and/or scientific-research process, without holding an academic position;

**Article 4. The rule of occupying an academic position**

4.1. Academic positions can be held only through open competition, which must comply with the principles of transparency, equality and fair competition.

4.2. Information about the date and conditions of the competition (vacant position, field (relevant/adjacent), skills, school, position term, requirements (e.g. experience, knowledge of a foreign language, etc.), documents to be submitted, number of vacancies and other information ) is published in print in the body or announced on the relevant electronic website(s) of employment and on the website of the university in the manner established by the legislation of Georgia and this regulation, at least one month before the submission of documents to the university. The deadline for submission of documents is determined by the rector's order.

**Article 5. Rules for conducting academic competition**

5.1. The competition can be announced in the event of the availability of vacant seats in the university and the expiration of the contract signed within the framework of the previous competition.

5.2. In order to organize and conduct the selection competition for academic, scientific and invited personnel, a competition commission is established in the university.

5.3. The number and composition of the members of the competition commission is determined by the order of the rector and cannot be less than 3 (three). Compulsory composition of the commission includes an employee of the Human Resources Management and Development Office with the right to vote and the secretary of the commission, who does not participate in the voting procedure.

5.4. The commission must consist of specialists in the field/field/sub-field (as evidenced by their qualifications, publications and/or teaching experience) of the field or related field indicated in the application.

It is possible to invite other representatives of the society as part of the competition commission by the decision of the rector.

5.5. The activities of the university's competitive commission are managed and directed by the chairman of the competitive commission, who is appointed by the rector upon the creation of the competitive commission. An invited person can also be appointed as the chairman of the commission. The commission may include: rector, vice-rectors, an employee of the human resources management and development office, the head of the quality assurance office and the head of the relevant school/department/office/center.

5.6. Chairman of the University Competition Commission:

5.6.1. signs the protocol of the commission session;

5.6.2. Chairs the sessions, supervises other powers related to the organization and conduct of the competition.

5.7. The university's competition commission has a secretary, who is appointed by the order of the rector upon creation of the commission.

5.8. Secretary of the Competition Commission:

5.8.1. establishes the draft agenda of the commission, signs the minutes of the session;

5.8.2. informs the members of the commission of the documents submitted to the competition commission;

5.8.3. Exercises other powers provided by the legal act related to the competition.

5.9. The competition commission of the university makes decisions on issues related to the competition by open voting at the meeting, with the majority of votes, which is formed by the minutes of the meeting. The meeting is authorized if the majority of the commission members are present.

5.10. The commission verifies the candidate's compliance with the requirements of the Georgian legislation, the authorization standards of higher educational institutions, the Law "On Higher Education" and the requirements of this regulation. The decision is made based on the submitted documents and the results of the interview (the demonstration lecture is taken into account only if there is one).

5.11. The competition is held in three stages:

5.11.1. At the first stage, received documents are received, which are handed over to the party announcing the competition. The party announcing the competition, together with the Human Resources Management and Development Office and the Quality Assurance Office, will consider the submitted applications to the extent that the documentation submitted for the position of the relevant academic, scientific and invited personnel complies with the requirements defined by this regulation and the competition. In case of compliance, it makes a decision on their transition to the second stage (in case of academic/scientific competition, the selected candidates are evaluated according to the criteria stipulated in Article 7 of the present regulation). The data of the candidates passed to the second stage are sent to the competition commission.

5.11.2. In the second stage, the competition commission conducts an interview with the selected candidate. The commission is authorized to request the candidate to conduct a demonstration lecture. The interview/demonstration lecture with the candidate is evaluated using the appropriate evaluation form. Demonstration lecture is conducted in the language of instruction of the program/study course.

5.11.3. In the third stage, the competition commission makes a summary assessment. Based on the results of the evaluation, the commission makes a decision to hire the candidate, which is formed by the minutes of the competition commission meeting, which is submitted to the rector of the university.

5.11.4. In case of equal distribution of votes, the vote of the chairman of the commission is decisive.

5.11.5. The decision made by the commission is approved by the order of the rector.

5.11.6. The organizational and technical activity of the competition commission is ensured by the human resources management and development office of the university.

5.11.7. After the rector's order is issued, the applicants who were selected and participated in the second stage of the competition are informed about the results of the competition, and an employment contract is signed with the selected candidates.

5.12. The candidate has the right to appeal the commission's decision before the appeal commission in accordance with the following rule:

5.13. In case the candidate appeals the result of the commission, the number and composition of the members of the appeal commission is determined and cannot be less than 3 (three). The commission must include an employee of the Human Resources Management and Development Office, at least 1 (one) external specialist in the field, with the right to vote. Secretary of the Commission, who does not participate in the voting procedure.

5.13.1. The candidate has the right to appeal the result within 10 (ten) calendar days after its notification;

5.13.2. The commission is given no more than 1 (one) month to study the issue.

5.13.3. In the first stage, the commission will study the documents, and in the second stage, the commission will re-interview the candidate and re-scoring will take place. Appendix # 1 or Appendix # 2 respectively.

**Article 6. Requirements for applicants for academic positions**

6.1. A person with a doctorate or an equivalent academic degree in the relevant field of the vacancy announced by the competition, for a period of 5 (five) years, who has at least 6 (six) years of experience in scientific-pedagogical work, an appropriate level of knowledge of the language corresponding to the program/study course, and meets Other requirements established by this provision. During the last 5 (five) years, at least 3 activities (from Article 7), of which at least 1 (one) publication has been published in scientific refereed journals in the relevant direction.

6.2. A person with a Ph.D. or equivalent academic degree in the relevant field of the vacancy announced by the competition, who has at least 6 (six) years of experience in scientific and pedagogical work, special professional achievements and/or scientific achievements, a language corresponding to the program/study course, can be elected to the position of professor. appropriate level of knowledge and meets other requirements established by this regulation. During the last 5 (five) years, at least 3 activities (from Article 7), of which at least 1 (one) publication has been published in scientific refereed journals in the relevant direction. which is subject to attestation once in 5 years in accordance with the procedure established by this regulation, in order to determine compliance with the requirements for the position of professor, professional skills, academic activity and scientific activity.

6.3. For the position of associate professor, a person with a Ph.D. or an equivalent academic degree in the relevant field of the vacancy announced by the competition for a period of 5 (five) years, who has at least 3 (three) years of scientific-pedagogical work experience, an appropriate level of knowledge of the language corresponding to the program/study course can be elected. and meets the requirements established by this regulation, during the last 5 (five) years, at least 2 activities (from Article 7), of which at least 1 (one) publication published in scientific refereed journals in the relevant direction.

6.4. A person with a PhD or an equivalent academic degree for a period of 4 (four) years, who has an appropriate level of knowledge of the language corresponding to the program/study course and meets other requirements established by this regulation, can be elected as an assistant professor. Publications published in refereed scientific journals in the last 5 (five) years in the relevant direction - at least 1 (one) for an assistant professor;

6.5. For the position of assistant, a doctoral candidate of the relevant direction of the vacancy announced by the competition for a period of 3 years, who has the appropriate level of knowledge of the language corresponding to the program/study course and meets other requirements established by this regulation, can be elected.

6.6. The procedure for choosing an academic/scientific position on regulated programs is determined by the relevant sectoral document.

6.7. Taking into account the specifics of the requirements of the educational program, a qualified person with an academic degree of at least a master's degree or equivalent can be chosen for the position of professor, associate professor, assistant professor and assistant. In this case, the qualification of the person should be confirmed by professional experience, special training and/or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have appropriate qualifications.

6.8. To hold an academic position on a professional basis, a candidate must meet the following minimum criteria:

6.8.1. work experience in the relevant field - at least 2 (two) years for an assistant, at least 4 (four) years for an assistant professor, at least 6 (six) years for an associate professor and at least 8 (eight) years for a professor);

6.8.2. Special training relevant to the field, which is confirmed by his professional experience. A person who has the necessary competence to produce the learning results provided by the program is considered to have the appropriate qualification.

6.8.3. If the language of instruction of the program/study course is a foreign language, the University is entitled to require the candidate to conduct a demonstration lecture in the relevant language.

6.9. The appropriate level of language proficiency for the program/study course is at least B2, unless a higher level is specified by the requirements of the advertised vacancy.

6.10. At least 1 (one) specialist of the relevant language must be present at the demonstration lecture/interview held for the purpose of assessing the level of language knowledge together with the commission defined in Article 5 of this regulation. The language specialist is a temporary member of the commission and his involvement in the commission's work is carried out by the commission's decision. In the decision-making process of the evaluation of the candidate's language competence, the evaluation of the language specialist is given priority.

6.11. Demonstration lectures/interviews defined by this provision may be conducted as one demonstration lecture/interview.

**Article 7. Criteria for occupying an academic position**

7.1.1. In order to hold the position of academic/scientific staff, the candidate must meet the following criteria:

7.1.1.1. relevance of the academic and/or scientific degree to the chosen direction;

7.1.1.2. Experience of scientific-pedagogical work. During the evaluation of the candidate, the relevant scientific-pedagogical activity of the direction/field carried out during the last 5 (five) calendar years is taken into account;

7.1.2. Performance level and/or merited evaluations/reviews/editing of scientific publications (monographs, textbooks, articles) published in the last 5 years;

7.1.3. participation in scientific conferences, grant and international projects;

7.1.4. Supervision of doctoral theses and master theses.

7.1.5. Other criteria defined in the competition application.

**Article 8. Requirements for those wishing to hold the position of invitedlecturer**

8.1. The university is entitled to invite a specialist with appropriate qualifications to participate in the educational and/or scientific-research process and/or to lead this process without holding an academic position at the university (invited lecturer).

8.2. A person with a doctorate or equivalent academic degree, who has appropriate knowledge of a foreign language (if necessary) and meets the requirements established by this regulation can be hired as an invited lecturer.

8.3. A person with a master's degree or an academic degree equivalent to it, who has documented professional experience and the necessary competence to produce the learning outcomes provided for in the program, and who has the appropriate knowledge of a foreign language (if necessary) and meets the requirements established by this regulation, can be hired as an invited lecturer.

8.4. In exceptional cases, depending on the specifics of the field, a person with a bachelor's degree or an academic degree equivalent to it, who has documented special professional experience and/or special training and the necessary competence to produce the learning outcomes provided for in the program, and who has the appropriate knowledge of a foreign language (required) may be hired as a invited lecturer. in case) and meets the requirements established by this provision.

8.5. The appropriate level of knowledge of the language corresponding to the program/study course is determined in accordance with subsections 6.9.

**Article 9. Procedure for conducting the competition for the position of invitedlecturer**

9.1. The admission of invited staff to the university is carried out as a competition, which can be conducted based on testing, written assignments, interviews, presentations or other assessment methods, as well as taking into account the assessment of the person's activities and achievements, in case of interest from the employer and/or employees. In this case, the candidate's compatibility with the field is checked by the head of the program and, if necessary, a demonstration lecture is appointed.

9.2. In the case of a competition, after the interview, by the decision of the commission, the candidate for the position of invited lecturer may be required to conduct a demonstration lecture (the demonstration lecture is conducted in the language of the program/study course).

9.3. The timing of the invitational staff selection competition depends on the university's needs.

9.4. The terms of the competition, stages of candidate selection (interview, testing, written assignment, presentation submission, etc.) and criteria are determined by the Rector's order, based on consultation with the Human Resources Management and Development Office, Quality Assurance Office and the head of the unit presenting the vacancy.

9.5. The organization and conduct of the competition is provided by the Human Resources Management and Development Office.

**Article 10. Presentable documents**

10.1. Persons wishing to hold an academic position should apply to the Rector and submit the following documents:

10.1.1. A copy of the identity card/ID card (in case of a foreign citizen, a notarized translation of the passport/copy of the residence permit (if any);

10.1.2. A copy of a Georgian-language diploma and/or a notarized translation of a diploma/relevant certificate issued by a foreign country. If the diploma has not yet been issued, it is necessary to submit the certificate of graduation. In addition, the diploma issued by a foreign country must be recognized in accordance with the legislation of Georgia and a notarized copy of the document confirming the recognition must be presented;

10.1.3. certificate of scientific-pedagogical activity;

10.1.4. CV in Georgian and English;

10.1.5. a list of scientific works and publications relevant to the field and their copies (within the last 5 years);

10.1.6. Syllabus in the language of instruction of the program;

10.1.7. Certificate from former/current job (except International Black Sea University);

10.1.8. document/certificate confirming participation in trainings and conferences (if any);

10.1.9. A copy of the international certificate confirming the level of knowledge of the language corresponding to the foreign program/study course/a copy of the document confirming the higher education received in the corresponding foreign language (if necessary and available). In the case of a document issued in a foreign language - a notarized translation and copy or a document confirming the conduct of lecture courses in the relevant language;

10.1.10. If available, a document confirming 1 year of experience of studying in a foreign language or teaching in a foreign language at another higher educational institution or at least 1 year of experience of studying or teaching abroad. other documentation corresponding to the criteria established for the vacancy of an academic position;

10.1.11. Documents confirming the professional mark in the case defined by clause 6.7 of this provision.

10.1.12. In the case of a document issued in a non-state language (except for certificates), it is mandatory to submit a notarized Georgian translation.

**Article 11. Dismissal of academic/invited staff**

11.1. The academic staff's scientific-pedagogical activity is evaluated by the quality assurance office of the university at the end of each academic year, in the form of performance evaluation, which may become the basis for dismissal of the academic staff based on the request of the quality assurance office of the university, by order of the rector.

11.2. The assessment of academic and invited personnel's activities is carried out by the "internal mechanisms of quality assurance" according to the established procedure.

11.3. The grounds for dismissal of academic and invited staff are:

11.3.1. Personal Statement;

11.3.2. Expiration of the employment contract:

11.3.3. gross violation of the requirements of the code of ethics;

11.3.4. gross and/or systematic violation of disciplinary norms;

11.3.5. Violation of obligations under the labor contract;

11.3.6. failure to fulfill the requirements stipulated in the form of the annual evaluation of personnel for two consecutive years;

11.3.7. Failure to pass the attestation within the relevant period in accordance with the procedure established by Article 5 of the present regulation;

11.3.8. The results of the performance evaluation of the invited personnel may be the basis for terminating the employment relationship with him or refusing to conclude a new contract.

11.3.9. Other grounds provided by law.

**Article 12. Release procedures**

12.1 Based on the reasons listed above, the rector's order on dismissal is written

12.2 The order is sent to the employee's official email

**Article 13. Final Provisions**

13.1. Issues that are not regulated by this provision are regulated by the legislation of Georgia and other normative acts of the university.

13.2. This provision shall enter into force upon approval by the Board of Directors.

13.3. The supervision of the implementation of this provision will be carried out by the Quality Assurance Office and the Human Resources Management and Development Office.