



**EEU**

Rules for attestation of academic staff at East European  
University

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## Article 1. Scope of regulation

- 1.1 The rules for the attestation (hereinafter - the rule) of the academic staff of the East European University (hereinafter - the University) define the goals, principles, procedure and conditions of the attestation of the academic staff of the University.
- 1.2 Attestation is the determination of the compliance of the professional skills of academic staff, academic and scientific activities with the requirements set for the academic position held.

## Article 2. Objectives of attestation

- 2.1 Objectives of the attestation:
  - 2.1.1 Ensuring high professional qualification of the academic staff at the University;
  - 2.1.2 Evaluation of academic and scientific activities performed during the attestation period of the academic staff;
  - 2.1.3 Identify the need for professional development, training or retraining of academic staff;
  - 2.1.4 Stimulating academic scientific activity.

## Article 3. Principles of attestation

- 3.1 The attestation of the academic staff at the University is based on the following principles: objectivity, transparency, fairness, publicity and collegiality.
- 3.2 Principle of objectivity - the persons subject to attestation are in equal terms, discrimination on any grounds and subjectivity are absolutely excluded.
- 3.3 Transparency Principle - full information about the attestation: The criteria, methods and procedure are clearly defined and available to the persons subject to the attestation.
- 3.4 Fairness - The person subject to attestation is evaluated according to pre-established criteria.
- 3.5 Publicity - The results of all stages of the attestation are published publicly and are available to interested parties.
- 3.6 Collegiality - Each stage of attestation is carried out and the decision is made by a collegial body (attestation commission, faculty council, representative council).

**Article 4. Persons subject to attestation**

4.1 University professors and associate professors elected for an indefinite period of time are subject to attestation once in 5 years.

**Article 5. Time of attestation**

5.1 The time and schedule of the attestation shall be determined by the Rector of the University by order of the Department of Human Resources Management of the University..

5.2 Information on the attestation schedule, attestation principles, procedures and conditions must be notified to the person subject to attestation at least two weeks prior to the commencement of attestation and the information must be made public on the official website of the University.

**Article 6. Criteria**

6.1 The evaluation of the activity performed by the person subject to attestation during the last 5 years (since taking office or the day of the previous attestation) shall be carried out in accordance with the criteria given in Annex № 1 of this Rule.

6.2 The minimum point for an associate professor at the University is 50 points and for a professor is 60 points.

**Article 7. Attestation Commission**

7.1 In order to conduct the attestation, an attestation commission is established by the order of the rector (hereinafter referred to as the commission / attestation commission).

7.2 The commission consists of at least 3 members, out of which the rector appoints the chairman and the secretary of the commission.

7.3 The member of the commission can be the academic, invited and / or administrative staff of the university, which is not subject to attestation at that moment. Upon the decision of the Rector, a member of the Attestation Commission may be an invited expert / specialist.

**Article 8. Rules of operation of the attestation commission**

8.1 The Attestation Commission carries out its activities on the basis of the legislation of Georgia, the relevant internal legal acts of the University and this Regulation.

8.2 The commission is authorized to start working if it is attended by at least 2/3 of the commission members.

8.3 The Commission decides on issues related to its activities by open voting, by a majority vote of the members present.

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

8.4 The chairperson of the commission sets the agenda and chairs the sessions of the competition commission. A member of the commission is entitled to submit a substantiated proposal to the chairperson on making changes and additions to the agenda of the sitting.

8.5 Organizational support for the activities of the Commission is provided by the Secretary of the Commission.

8.6 The activities of the commission shall be reflected in the minutes of the attestation commission, which shall be drawn up by the secretary of the commission and signed by the chairperson and the secretary of the session. All members of the commission confirm their participation in the commission session by signing the attendance sheet, which is an integral part of the relevant minutes. The member of the commission has the right to attach his / her dissenting opinion to the protocol, about which a relevant entry is made in the protocol.

8.7 According to the decision of the commission, its member / members may participate in the work of the commission through electronic communication, in such a way as to ensure the visual and audio identification of the member / members. In such a case, the video recording is attached to the minutes of the meeting and the minutes of the meeting of the commission and the attendance sheet is signed by the member / members of the commission electronically.

8.8 The Commission shall examine the questionnaire-form submitted by the persons subject to attestation in the form given in Annex 2 to this Rule and shall evaluate them in accordance with the established criteria.

8.9 The attestation commission is obliged to prepare a report on the attestation results of each person subject to attestation and to fill in the attestation sheet given in Annex № 3 of this Rule, which is signed by the chairman, secretary and members of the commission.

8.10 The results of the attestation are recorded in the summary protocol of the commission, which is attached to the attestation sheet of each person subject to attestation. The summary protocol is submitted to the Faculty Board for submission for further response.

## Article 9. Results of attestation

- 9.1. The results of the attestation are reviewed by the Faculty Board.
- 9.2. The Faculty Council is authorized to make the following decisions about the person subject to attestation based on the attestation results if he/she:
- a) Corresponds to the position held;
  - b) Partially corresponds to the position held;
  - c) Does not correspond to the position held.
- 9.3. In case the academic staff partially complies with the position held according to the decision made by the Board on the basis of attestation, the staff is given an additional period to meet the criteria.
- 9.4. In case the academic staff does not comply with the held position according to the decision made by the Board on the basis of attestation, his / her employment contract with the University and the status of the academic staff will be terminated..
- 9.5. The decision of the Faculty Board is published publicly on the University website and notified to the interested academic staff.
- 9.6. The decision of the Faculty Board enters into force upon the expiration of the appeal period.
- 9.7. The decision of the Faculty Board to establish the incompatibility of the academic staff with the position will be submitted to the Rector of the University for further response.

## Article 10. Appealing the attestation results

- 10.1. Academic staff is entitled to file a substantiated complaint with the University Representative Council within 5 working days after the publication of the attestation results.
- 10.2. The Board of Representatives will consider the submitted complaint. At the review stage, the Board is authorized to hear the views of the complainant and the Commission.

- 10.3. The Board of Representatives is authorized, as a result of the review of the complaint, to amend or uphold the decision of the Faculty Board. The decision of the Board of Representatives is recorded in the minutes of the Board.
- 10.4. The decision of the Board of Representatives to determine the incompatibility of the academic staff with the position held will be submitted to the Rector of the University for further response.

#### Article 11. Dismissal from academic position

- 11.1. The decision of the Faculty Council / Representative Council to determine the incompatibility of the academic staff with the position held shall be submitted to the Rector of the University in order to issue an order on the dismissal of the said academic staff.
- 11.2. The Rector of the University does not have the authority to change or revoke the decision made by the Faculty Council / Representative Council.

#### Article 12. Final Provisions

- 12.1. This provision is approved by the order of the Rector of the University.
- 12.2. Changes and additions to the regulations are made by the order of the Rector.

#### Annexes

**Annex 1:** Criteria for assessing the attestation of academic staff

**Annex 2:** Academic staff attestation questionnaire-CV form

**Annex 3:** Attestation sheet

**Criteria for assessing the attestation of academic staff**

	Activities	Point
<b>1</b>	<b>Academic activities</b>	
	Conducting one lecture course at EEU	2
	Preparation of one course at EEU	3
	Practice guidance at EEU (on each)	2
	Experience in developing educational programs	5
	Experience in leading educational programs	6
	Supervision of Bachelor's thesis at EEU (each)	3
	Opponent's Review of the Bachelor's Thesis at EEU-ՅՕ (each)	1
	Teaching work at a foreign university (each visit)	5
	Participation in EEU Faculty and University Commissions (each)	1
<b>2</b>	<b>Papers published in scientific journals and collections</b>	
	Articles published in local peer-reviewed scientific journals, collections of full proceedings of scientific conferences One article published	4
	Articles published in international peer-reviewed journals, in full proceedings of scientific conferences indexed by Web of Science, Scopus, SCImago Journal & Country Rank, ResearchGate; Or a scientific article published in a journal recognized by the ERIH (European Reference Index of the Humanities) and / or indexed in other databases. One paper published in a journal or collection	7
	Papers published in high-rated (impact factor) scientific journals indexed by Web of Science, Scopus, SCImago Journal & Country Rank; Or a scientific article published in a journal recognized by the ERIH (European Reference Index of the Humanities) and / or indexed in other databases; One paper published in a journal or collection	10
<b>3</b>	<b>Monograph</b>	
	Publication of one monograph	10
	One monograph published in co-authorship	6
<b>4</b>	<b>Manual</b>	
	Publication of one profile manual	9
	Publication of one profile auxiliary manual	6
<b>5</b>	<b>Translation</b>	
	Translation of a profile manual	8



	Translation of a profile monograph	6
<b>6</b>	<b>Invention, patent</b>	
	One invention, patent completed	10
	One invention, patent current	5
<b>7</b>	<b>Participation in grant projects</b>	
	Participate in one local science grant project	4

	Participate in one of the international scientific grant projects	6
<b>8</b>	<b>Scientific Conferences, Summer / Winter School</b>	
	Organizing one international scientific conference	5
	Organizing one local scientific conference	4
	Organizing one student conference	3
	Organizing a summer / winter school	3
	Participate in one of the local scientific conferences as a moderator	3
	Participate in one of the local scientific conferences as a speaker	4
	Participate in one of the overseas scientific conferences as a moderator	5
	Participate in a scientific conference abroad as a speaker	6
<b>9</b>	<b>Editing / reviewing scientific papers</b>	
	Editing one book	4
	Editing one monograph	3
	Editing one article	2
	Review of one book	3
	Review of one monograph	2
	Review of one article	1
<b>10</b>	<b>Quote index rate</b>	
	One quote (google scholar)	2
	One quote (web of science)	5
	One quote (Scopus)	5
	One h index	5
	One g index	3
<b>11</b>	<b>Certificate of Merit, Certificate, Award for professional work</b>	
	Certificate of Merit	1
	Certificate	2

	Award	3
12	Activities related to scientific papers	
	Supervision of doctoral dissertation at EEU (on each)	4
	Supervision of a master's thesis at EEU (on each)	3
	Opponent Review of Doctoral thesis (on each)	3
	Opponent Review of Master's thesis (on each)	2
	Doctoral dissertation expertise (for each)	3
	Supervision of a student conference paper at the EEU	3
13	Professor's rating according to an anonymous student survey (calculated by the arithmetic mean of the ratings for the last five years):	
	High rating	10
	Average rating	7
	Low rating	3
14	Professor evaluation based on administration monitoring (Calculated by the arithmetic mean of the ratings of the last five years):	
	High rating	8
	Average rating	5
	Low rating	3
17	Membership in professional international or local organizations; Being an expert	
	Membership in a local organization	1
	Membership in an international organization	2
	Being an expert of a local organization	3
	Being an expert of an international organization	4
18	Professional activities	
	Up to three years of work experience as a top level manager by profile	3
	Up to six years of work experience as a top level manager by profile	6
	Up to six years of work experience as a top level manager by profile	9
	Up to three years of work experience as an average level manager by profile	2
	Up to six years of work experience as a mid-level manager by profile	4
	Up to six years of work experience as a mid-level manager by profile	6
	Up to three years of work experience as a performance level manager by profile	1
	Up to six years of work experience as a performance level manager by profile	2
	Up to six years of work experience as a performance level manager by profile	3

19	Other activities	
	Membership in the local scientific editorial board	1
	Membership in the International Scientific Editorial Board	2




**For the attestation of the academic staff of East European University**

**Questionnaire-CV**

A. Information about EEU staff

Surname and first name	
Personal number	
Academic position	
Affiliated	<input type="checkbox"/> - YES <input type="checkbox"/> - NO
Academic degree	
Faculty	
Assessment period	From ____/____/20____ until ____/____/20____

B. Criteria for evaluating academic and administrative-organizational activities

B.1. Learning contact load in the EEU<sup>1</sup>:

**B.1.1. Bachelor's degree** (During the evaluation period):

№	Name of the course	Lecture, group work / seminar, practical, laboratory, etc.
1		
2		
3		

<sup>1</sup> If the language of instruction is English, please fill in the course title graph in English;

4		
...		

**B.1.2. Master's degree** (during the evaluation period):

Nº	Name of the course	Lecture, group work / seminar, practical, laboratory, etc.
1		
2		
3		
...		

**B.1.3. B.1.3. PhD** (during the evaluation period):

Nº	Name of the course	Lecture, group work / seminar, practical, laboratory, etc.
1		
2		
3		
...		

**B.1.4. One-step educational program** (during the evaluation period):

Nº	Name of the course	Lecture, group work / seminar, practical, laboratory, etc.
1		
2		
3		
...		

**B.1.5. Teacher training educational program** (during the evaluation period )

Nº	Name of the course	Lecture, group work / seminar, practical, laboratory, etc.
1		
2		
...		

B.2. Other load-related activities:

B.2.1. Course preparation in EEU (during the evaluation period):

Nº	Course name	Educational program (indicating the level of teaching)	Number of credits, contact hours	Course status (Compulsory / optional)	Status (Completed / Ongoing)
1					
2					
3					

B.2.2. Practice manual in the EEU (during the evaluation period):

Nº	Educational program	Level of teaching	Number of students	Place of practice
1				
2				
3				

B.2.3. Supervision of bachelor, master, doctoral thesis at EEU (During the evaluation period):

Type of paper	Quantity
Bachelor	
Master	
Doctoral	

B.2.4. Supervision of a student's research paper (research project, article, etc.) at EEU (During the evaluation period):

Type of paper	Quantity

B.2.5. Leading / co-leading a higher academic education program at the EEU (During the evaluation period):

Name of the program	Faculty	Educational program (bachelor, graduate, doctoral, one-step)

**B.2.6. Course / public lecture abroad (During the evaluation period):**

Nº	Name of the lecture / course	Institution and country where the lecture was / will be held	Teaching a course with the status of an invited professor, within the framework of a grant, exchange program, etc.	Status (completed, ongoing / scheduled)
1				
2				
3				

**B.2.7. Participate in EEU faculty and university commissions (During the evaluation period):**

Name and purpose of the commission	Role

**B.2.8. Administrative position in the EEU or other institution (During the evaluation period):**

Position	Organization

**B.2.9. Membership in professional international or local organizations, expertise (During the evaluation period):**

Position	Organization

**C. Scientific-research activities (current and for last 5 years)**

**C.1. Papers published in local peer-reviewed scientific journals, full proceedings of scientific conference (During the evaluation period):**

Date	Title of the paper	Type of paper (articles, conference materials, (proceeding), etc.)	Name of the journal / scientific conference, (Email Address)	Number of citations

C.2. **Papers published in international peer-reviewed scientific journals, full proceedings of scientific conferences,** indexed by Web of Science, Scopus, SCImago Journal & Country Rank, ResearchGate; Or a scientific article published in a journal recognized by the ERIH (European Reference Index of the Humanities) and / or indexed in other databases<sup>2</sup>; (During the evaluation period):

Date	Title of paper	Type of paper (article, conference materials, (proceeding) etc)	Name of the journal / scientific conference, e-mail address	Indexing Database (Web of Science, Scopus, SCImago Journal & Country Rank, ERIH and so on)	Number of citations

C.3. **Papers published in high-rated (impact factor) scientific journals,** Indexed by Web of Science, Scopus, SCImago Journal & Country Rank; Or a scientific article published in a journal recognized by the ERIH (European Reference Index of the Humanities) and / or indexed in other databases; (During the evaluation period):

Date	Title of paper	Type of paper (article, conference materials, (proceeding) etc)	Name of the journal / scientific conference, e-mail address	Indexing Database (Web of Science, Scopus, SCImago Journal & Country Rank, ERIH and so on)	Number of citations

<sup>2</sup> Other bases will be discussed by the commission



C.4. **Monograph** (During the evaluation period):

Date	Authors with reference to all co-authors	Name	Publishing (Enter email address)

C.5. **Manual** (During the evaluation period):

Date	Authors with reference to all co-authors	Name	Publishing (Enter email address)

C.6. **Translation** (During the evaluation period):

Date	Title	Type of paper (Monograph, textbook, other)	Publishing	Number of translated pages

C.7. **Invention, patent** (During the evaluation period):

Date	Title	Country	Patent number	Status (completed / current)

C.8. Participate in local science grant projects (During the evaluation period):

Date of expiry	Project title	Role in the project	Donor	Status (completed / current)

C.9. Participation in international scientific grant projects (During the evaluation period):

Date of expiry	Project title	Role in the project	Donor	Status (completed / current)

C.10. Participation in international scientific conferences, seminars (During the evaluation period):

Date	Name of the conference / seminar / workshop (Enter email address)	The role of participating in a conference / seminar / workshop (Organizer, moderator, speaker)	Title of the report	Venue

C.11. Participate in local scientific conferences, seminars (During the evaluation period):

თარიღი	Name of the conference / seminar / workshop (Enter email address)	The role of participating in a conference / seminar / workshop (Organizer, moderator, speaker)	Title of the report	Venue

C.12. Editing scientific papers (book, monograph, dissertation, article, etc.) (During the evaluation period):

Date	Title	Type of work (book, monograph, dissertation, article, etc.)

C.13. Review of scientific papers (book, monograph, dissertation, article, etc.) (During the evaluation period):

Date	Title	Type of work (book, monograph, dissertation, article, etc.)

C.14. Citation index rate<sup>3</sup>

	g index	h index	Total number of citations
Citation (google scholar)			
Citation (web of science)			
Citation (Scopus)			
Other			

C.15. Supervision of Master, Doctoral Thesis at EEU (During the evaluation period):

Type of paper	Quantity
Master	
PhD	

C.16. Supervision of a student's research paper (research project, article, etc.) at the EEU (During the evaluation period):

Type of paper	Quantity

<sup>3</sup> The services of the National Science Library is available to determine the citation index: <http://www.sciencelib.ge/contact>

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C.17. Additional information optional (training courses, awards, scholarships, membership in various scientific organizations, etc.) (During the evaluation period):

Date	Title

Date: \_\_\_\_\_



## ATTESTATION SHEET

Name, surname		
Personal №		
Assessment period	_ / _ / _ _ _ _	_ / _ / _ _ _ _

Mark the position of the person subject to attestation	
Professor <input type="checkbox"/>	Associate Professor <input type="checkbox"/>

- 
- \* The sum of the minimum points set for the professor is 60 points;
  - \* The sum of minimum points set for an associate professor is 50 points.

	Activities	Point
1	<b>Academic activities</b>	
	Conducting one lecture course at EEU	
	Preparation of one course in EEU	
	Practice guidance in the EEU (on each)	
	Experience in developing educational programs	
	Experience in leading educational programs	
	Supervision of Bachelor thesis in EEU (on each)	
	Opponent's review of the Master's Thesis in EEU (on each)	
	Pedagogical work in a foreign university (each visit)	
	Participation in EEU Faculty and University Commissions (each)	
2	<b>Papers published in scientific journals and collections</b>	
	Articles published in local peer-reviewed scientific journals, collections of full proceedings of scientific conferences One article published	

	Articles published in international peer-reviewed journals, in full proceedings of scientific conferences indexed by Web of Science, Scopus, SCImago Journal & Country Rank, ResearchGate; Or a scientific article published in a journal recognized by the ERIH (European Reference Index of the Humanities) and / or indexed in other databases. One paper published in a journal or collection	
	Papers published in high-rated (impact factor) scientific journals indexed by Web of Science, Scopus, SCImago Journal & Country Rank; Or a scientific article published in a journal recognized by the ERIH (European Reference Index of the Humanities) and / or indexed in other databases; One paper published in a journal or collection	

<b>3</b>	<b>Monograph</b>	
	Publication of one monograph	
	One monograph published in co-authorship	
<b>4</b>	<b>Manual</b>	
	Publication of one profile manual	
	Publication of one profile auxiliary manual	
<b>5</b>	<b>Translation</b>	
	Translation of a profile manual	
	Translation of a profile monograph	
<b>6</b>	<b>Invention, patent</b>	
	One invention, patent completed	
	One invention, patent current	
<b>7</b>	<b>Participation in grant projects</b>	
	Participate in one local science grant project	
	Participate in one of the international scientific grant projects	
<b>8</b>	<b>Scientific Conferences, Summer / Winter School</b>	
	Organizing one international scientific conference	
	Organizing one local scientific conference	
	Organizing one student conference	
	Organizing a summer / winter school	
	Participate in one of the local scientific conferences as a moderator	
	Participate in one of the local scientific conferences as a speaker	
	Participate in one of the overseas scientific conferences as a moderator	
	Participate in a scientific conference abroad as a speaker	

9	Editing / reviewing scientific papers	
	Editing one book	
	Editing one monograph	
	Editing one article	
	Review of one book	
	Review of one monograph	
	Review of one article	
10	Quote index rate	
	One quote (google scholar)	
	One quote (web of science)	
	One quote (Scopus)	
	One h index	

	One g index	
11	Certificate of Merit, Certificate, Award for professional work	
	Certificate of Merit	
	Certificate	
	Award	
12	Activities related to scientific papers	
	Supervision of doctoral dissertation at EEU (on each)	
	Supervision of a master's thesis at EEU (on each)	
	Opponent Review of Doctoral thesis (on each)	
	Opponent Review of Master's thesis (on each)	
	Doctoral dissertation expertise (for each)	
	Supervision of a student conference paper at the EEU	
13	Professor's rating according to an anonymous student survey (calculated by the arithmetic mean of the ratings for the last five years):	
	High rating	
	Average rating	
	Low rating	
14	Professor evaluation based on administration monitoring (Calculated by the arithmetic mean of the ratings of the last five years):	
	High rating	
	Average rating	
	Low rating	

19	Other activities	
	Membership in the local scientific editorial board	
	Membership in the International Scientific Editorial Board	
17	Membership in professional international or local organizations; Being an expert	
	Membership in a local organization	
	Membership in an international organization	
	Being an expert of a local organization	
	Being an expert of an international organization	
18	Professional activities	
	Up to three years of work experience as a top level manager by profile	
	Up to six years of work experience as a top level manager by profile	
	Up to six years of work experience as a top level manager by profile	
	Up to three years of work experience as an average level manager by profile	
	Up to six years of work experience as a mid-level manager by profile	
	Up to six years of work experience as a mid-level manager by profile	
	Up to three years of work experience as a performance level manager by profile	
	Up to six years of work experience as a performance level manager by profile	
	Up to six years of work experience as a performance level manager by profile	

Subject to attestation

received  points

Summary of final evaluation	
Decision:	
Members of the attestation commission	
name and surname	signature



1		
2		
3		
4		

Filling date: „ \_\_\_\_“ \_\_\_\_\_, 20\_\_