

## Rules for holding Contest for academic positions

*Approved* by the order of the Rector of the University №01-08-09 of January 20, 2015

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Approved

### Preamble

Academic positions in the university can only be obtained through an open contest, which should comply with the principles of transparency, equality and fair competition.

This document is designed to ensure that the university is entitled to conduct an open competition for academic positions in compliance with the above principles (transparency, equality, fair competition). It reflects the prerequisites for choosing academic positions, the principles of conducting the competition, the forms, methods, documentation procedures, and regulations for the selection of candidates for academic positions, candidates evaluation methods and criteria, that comply with international standards, legislation of Georgia and ensure fair conduct of competition.

The University is convinced that the consistent realization of the contents of the present document is possible only with the participation of competent people and persons with high sense of public responsibility. Accordingly, the university conducts the important value to proceeding of competition documentation, determination of the members of the competition commission and formation of their work regulations.

### Article 1. Definition of Academic Positions

1. Professor - a person holding an academic position at a higher education institution, who administers studies and supervises the scientific research work of students;

2. Associate Professor - an academic position at a higher education institution. Associate Professors participate in the study process and supervise educational, scientific research activities carried out by students;
3. Assistant Professor - a person occupying an academic position at a higher education institution, who participates in the educational, scientific research processes within his/her authority;
4. Assistant - a person occupying an academic position at a higher education institution who conducts seminars and performs research activities under the supervision of a Professor, an Associate Professor or an Assistant Professor during studies at main educational units;;

## **Article 2. Principles of holding academic position**

1. Academic positions are held only by open competition, which comply with the principles of transparency, equality and fair competition.
  - a) The contest is transparent if information about each stage is open, accessible and easily perceivable for interested persons. The availability of the date and conditions of the competition must be ensured by publishing relevant information for the public. Placing information on the webpage will not be considered as published.
  - b) Competition is equal if discrimination on any ground is excluded and all contestants are in equal conditions.
  - c) Competition is fair if it includes pre-set criteria of selection.

## **Article 3. Prerequisites for electing on an academic position**

1. The position of a university professor may be held by A person with a PHD degree or an equivalent academic degree can be elected as a university professor for a period of 5 (five) years, and for a period of 7 (seven) years in the field of health care. In order to hold the position of professor, at least 6 (six) years of scientific-pedagogical work experience is required. In order to hold the position of a professor with a clinical specialization in health care, at least the last 9 (nine) years of medical experience is also required.
2. The position of a university associate professor may be held by a person with an academic degree of doctorate or equivalent can be elected as an associate professor of the university for a period of 5 (five) years, and for a period of 7 (seven) years in the field of health care. To hold the position of associate professor, at least 3 (three) years of scientific-pedagogical work experience is required. In order to hold the position of associate professor with clinical specialization in the field of healthcare, at least the last 5 (five) years of medical experience is also required.
3. The position of a university Assistant-Professor (during 4 four years term) may be held by a person with PhD degree or equivalent academic degree; for a period of 4 (four) years. In order to hold the position of assistant professor with clinical specialization in health care, at least the last 5 (five) years of medical experience is also required.
4. The position of the university assistant can be held by a PhD student for 4 (four) years, Clinical specialization in health care for the position of assistant - doctoral student in clinical specialty.
5. To the position of a Professor for an indefinite term may be elected a person who meets the requirements established by the current legislation of Georgia and internal legal acts of the university who has special professional achievements and/or scientific achievements (for instance, has scientific publications in leading local and international journals and other editions, has participated in national and international scientific research projects, etc.);
6. The positions of university professor, associate professor, assistant professor and assistant can be held by a person having no PhD degree, but his/her qualification must be proved by professional experience, special training and / or publications, pursuant to Article 35 (5) of the Law of Georgia on

"Higher Education". The person having the necessary competence to develop the learning outcomes provided by the program shall be considered as the candidate with relevant qualifications.

#### Article 4. Announcement of competition

1. Competition for the position of professor, associate and assistant professor, as well as an assistant is announced by the rector of the university.
2. The date and conditions of the competition are published on the official web-site of the university and at the top of the special internet web site or at the periodic print media that is published on the territory of Georgia, at least 1 month before receiving the documents. The exact term is determined by the rector's order.
3. Other necessary deadlines for holding competition are determined by the University Rector's Order. If the specific competition term ends on non-working day for the University or the day of holidays defined by the legislation of Georgia, the next working day shall be considered as the day of completion of the specific competition term.

#### Article 5. Competition Documents

1. The applicant is obliged to submit the competition documentation to the relevant service performing the function of the university case, in accordance with the conditions and terms defined by the consent application.
2. The applicant is obliged to submit the competition documentation for participation in the contest:
  - a) Application on participation in the Contest (it is unacceptable to submit more than one application to the competition for more than one contest academic position from the applicant);
  - b) The filled application / resume of the contestant;

- c) Documentation defined by the current legislation of Georgia and the Order of University Rector.
3. Submission of applicant's filled application / resume and relevant documentation is mandatory as printed, as well as electronic form.
  4. The resume should be filled in by the applicant in full and must be attached by the relevant documents confirming the information provided in the resume, issued by the relevant authorized body or person, drawn up in accordance with the rules established by the legislation of Georgia (if any) and other necessary documents or materials.
  5. Violation of the deadline for participation in the competition (application submitted after submission of the deadline for submission of the application is not subject to registration.
  6. The person responsible for receiving the contest documents receives the materials presented by the contestant, the application submitted for the contest shall be carried out in accordance with the procedure established in the registration journal. After which the person responsible for receiving the contest documents establishes the act of receiving the documents in two copies. One will be awarded to the contestant, and the second shall be sealed together with the documents presented in the envelope in the presence of the contestant.
  7. The sealed envelopes will be handed over to the chairman of the competition commission.
  8. Together with sealed consent materials, all members of the Competition Commission will be handed over to the Introduction Sheet. By signing these sheets, they will confirm, that they are familiar with the competition rules for the university academic positions and the regulation of the competition commission defined by this rule and express their willingness to fulfill their obligations in accordance with these documents and Georgian legislation.
  9. After the completion of the contest the documentation of the selected candidate will be closed in his / her personal case and the other unselected candidates' documents will be laid down and archived.

**Article 5<sup>1</sup>. Production of competition documentation remotely**

1. Applicants can receive competition documents remotely, either via traditional mail or e-mail. This process is governed by the Rector's order, which announces the competition and details how applicants can receive these documents.
2. Candidates who receive competition documents remotely (either through mail or email) must submit their application to the official address of the university. This can be done either by post or by emailing it to [hr@eeu.edu.ge](mailto:hr@eeu.edu.ge). The submission must follow the rules and deadlines as outlined in the competition announcement. If the application is submitted after the specified deadline, it will not be considered for the competition.
3. If candidates choose to send their competition applications by post, they must submit the completed questionnaire/resume and other relevant documentation in two formats: both printed and electronic. This implies that along with the physical documents, candidates should include a digital copy (perhaps on a USB drive or CD) or specify that they can be accessed electronically. If candidates submit their applications via email, they do not need to submit printed documents.
4. The Department of Human Resources Management of the University administers the reception and production of competitive documents remotely.
5. After receiving the competition applications (by mail, e-mail), the authorized employee of the Human Resources Management Department draws up the act of receiving documents, in which it is mentioned what documents the contestant submitted. The act of receiving documents is sent to the contestant at the e-mail address specified by him in the application.
6. Within one working day after the deadline for receiving competitive applications, an authorized employee sends the competition documents to all members of the competitive commission via e-mail. In addition, he sends the act of handing over the documents and the introduction sheet, which the member of the commission has to sign to the relevant authorized employee via e-mail. By signing the act of submission of documents, the member of the commission confirms

the receipt of the competition documents, and by signing the introduction sheet, he confirms that he has familiarized himself with the " Rules for holding Contest for academic positions " and the regulations of the competition commission determined by this rule, and expresses his readiness to perform the functions assigned to him in accordance with the mentioned documents and the legislation of Georgia.

## Article 6. Competition Commission

1. On the basis of the rector's order the competition commission is created for the purpose of fair and transparent conduct of an open competition for academic positions in the university.
2. The Competition Commission works on the basis of the Georgian legislation and the relevant internal legal acts of the university.
3. The Competition Commission will discuss the applications received at the vacant position and will select the candidates for academic positions.
4. The Competition Commission consists of at least three members.
5. A member of the commission can not be a person who participates in the same competition as a contestant.
6. The Commission shall be entitled to work if it is attended by at least 2/3 of the composition of the Commission.
7. The Competition Commission shall first be assembled before the Competition Documents will be issued to them.
8. At the first session the Commission is notified of the rules of competition for the academic positions and the regulation of the competition commission defined by this rule and elects the chairperson and secretary of the commission from its composition by a majority vote.

9. The chairman of the commission establishes the agenda, which he submits to the commission for approval at the session and presides over the sessions of the competition commission.

10. The Commission makes decision on matters related to its activities by an open ballot, by a majority of votes. In the case of equal number of votes, the vote of chairperson of the commission is decisive.

11. The activities of the Competition Commission shall be reflected in the protocols of the Competition Commission, set out by the Secretary of the Commission and signed by the Chairperson and Secretary of the Meeting. All members of the Commission confirm their participation in the meeting of the session by signing the attendance sheet, that constitutes an integral part of the relevant protocol. A member of the Commission has the right to attach his/her different opinion to the protocol, and after this the relevant record is made in the protocol.

11<sup>1</sup>. The competition commission is authorized to hold commission sessions in a remote format using the Microsoft Teams licensed program. In this case, the minutes of the meeting of the competition commission and the attendance sheet are signed by the members of the commission electronically. According to the decision of the commission, it is possible to make a video recording of the session held in a remote format.

12. The meeting of the Competition Commission is closed.

13. All members of the Competition Commission are obliged to follow the principle of confidentiality and not to disclose the information before the approval of the competition results.

## Article 7. Work of the Competition Commission

1. The communication between the Competition Commission members and the university is carried out by the staff of the university administration, namely, the relevant service carrying out the functioning of the University proceedings.

2. The appropriate service carrying out the functioning of the university case is obliged to notify the commission members in advance about:
  - a. Date and time of the competition;
  - b. Various organizational issues related to the rules of competition: providing consistent process without interruption.
3. The Competition Commission will examine the application received at the vacant place and select the candidates for academic positions.
4. Competition for academic positions is conducted in three stages:
  - I. Examination and selection of the submitted documents;
  - II. Interview with candidates;
  - III. Define and Summarize of results.
5. The Competition Commission shall check the applicant's application, the contestant's resume and the completeness and compliance of the documentation with respect to the requirements laid down in Article 5 of this Rule and in case of violation, it is authorized to make a written decision about withdrawal from the contestant.
6. The Competition Commission checks the accuracy of the contestant's resume information and in case of detection of plagiarism or falsification, it is authorized to make a written decision on withdrawal from the contestant.
7. The Commission evaluates the contestant based on the information contained in the contestant's resume, submitted documentation and other information and evaluates it in accordance with the criteria and form of assessment provided for in this manner except in the case provided for by Article 8 of the same Rule.
8. In case of incompliance with the requirements set forth in Article 3 of this Rule, the Commission is authorized not to evaluate the applicant in other categories and make a written decision to remove the contestant from competition.
9. As a result of consideration of submitted documents, the Competition Commission is authorized to request the contestant to submit the document/s/ proving the information in the application,

The submission of the mentioned document/s/ to the Competition Commission should be made before the interview.

10. The Competition Commission is obliged to participate in all three stages of the competition.

## Article 8. Assessment of the applicant by the Competition Commission

1. The Commission will examine the documents presented by the candidates at the first stage and evaluate them according to the criteria established by the University.

2. Candidates are evaluated based on the following criteria:

### 2.1. Basic (legal) criteria for selection:

#### a. Academic degree:

Is assessed taking into account the following requirements: for holding the academic positions of the professor, associate and assistant professor, the academic degree of PhD is obligatory, while the PhD student is authorized to hold the academic position of the assistant; (the non-Georgian diploma issued abroad must be translated into Georgian and certified by a notary).

#### b. Scientific-pedagogical activities:

Is evaluated taking into account the following requirements: Professor should have at least 6 years experience in scientific and pedagogic work while the associate professor - at least 3 years experience. (The candidate will be considered to have scientific-pedagogic experience, only if he/she has worked at the authorized or higher education institution with equal status.

#### c. Holding academic positions on professional grounds:

It is assumed taking into consideration the fact, whether the necessary competence is identified with special education, published publications or professional experiences for the learning outcomes provided by the program.

**d. Medical activity:**

It is evaluated taking into account the following requirements: a professor with a clinical specialization in healthcare must have at least 9 years of medical experience, an associate professor - at least 5 years of medical experience, an assistant professor - at least 5 years of medical experience, and an assistant must be a doctoral student or a doctor's academic (or equivalent) degree in a clinical specialty.

**2.2. Additional (university) criteria for selection:****a. Syllabus / Syllabuses,**

Assessed: by content, the learning outcomes and their adaptation methods;

**b. Scientific work published in the last 10 years:**

It is assumed taking into consideration how relevant it is for the relevant field.

**c. Scientific scholarships and grants received within last 5 years:**

It is assumed taking into consideration, how relevant it is with the relevant field.

**d. Participation in scientific conferences and professional development activities during the last 5 years.**

It is assumed to consider how adequate it is with the competition position.

**e. Specific requirements related to other fields or specialties:**

Evaluated taking into consideration the fact what are the requests to the candidate for the contest and whether the candidate has satisfied the necessary requirements.

**3. Compliance with established criteria is measured by 0-2 point:**

a. „0“ point - Does not meet the given criteria;

b. „1“ point - incompletely meets the given evaluation criteria.

- c. „2“ point - Perfectly meets the given evaluation criteria.
4. Competitors are evaluated by the basic and university (additional) criteria established by the legislation. In case of failure of one of the main criteria, the contestant is refused to hold a competitive position, regardless of his/her other data. Additional criteria are taken into consideration if the main criteria are met and serve to reveal success among the contestants.
5. The Competition Commission shall be entitled to request a public lecture / lectures at his/her sole discretion in case of existence of contestants with equal scores and to decide the best among them in accordance with the quality of the lecture by the contestants.
6. Lecture quality read by the contestant is evaluated by the Commission, accordingly, the contestant is rated by 0-4 points
- a. „0“ point - failed to read lecture;
- b. „1“ point - read the lecture in a low quality;
- c. „2“ point - Lecture was read in the average quality;
- d. „3“ point - Lecture was read in the good quality;
- e. „4“ point - Lecture was read in a high quality;
7. The Competition Commission is obliged to select the persons to be present at the interview after reviewing and evaluation of the Competent Documents and provide the list of those persons to the relevant service of the University.
8. The relevant office of the University's Case Management Function informs the interviewer about the time and period of interviewing by posting the information on the university website and / or by e-mail / telephone on the basis of the list submitted by the contest commission.
9. The date and time of the interview is published on the university website for publicity purposes.

10. The contestant is obliged to appear at an interview at the specified time. The contestant's non-excuse delay for more than 30 minutes will be considered as his/her absence.
11. Interviews can be carried out in the form of a question-answer, as well as a summary of some issues by the contestant, in case of commission request;
12. Brief overview of interviews will be reflected in the protocol of the Consent Commission meeting.
13. Through interviews with contestants, members of the interview commission specify the content of the documents presented by them and on one hand, they are asking questions to the candidates for this purpose, and on the other hand, they determine the willingness of the contestant in relation to the position to be held, based on their responses.
14. Members of the Competition Commission are obliged to make a fair and justified decision.

#### **Article 9. Making decision by the Competition Commission**

1. The decision of the Competition Commission shall be based on the rules defined by the Georgian legislation and legal acts of the institution.
2. According to the present rule, the Commission is capable of making decisions if the meeting is attended by at least 2/3 members. After reviewing and interviewing the Consent Documents, the Commission shall make a decision by a majority vote by the members of the open ballot. If the vote is divided equally, the vote of the chairperson is decisive. The decision of the Competition Commission shall be formalized with a protocol signed by the Chairperson and Secretary of the Competition Commission. Other members of the Competition Commission confirm participation in the work of the commission with the signature of the attendance sheet of the meeting.

3. If none of the applications have been received for the vacant academic position, the competition announced for this position shall be deemed failed and the relevant protocol of the Competition Commission shall be drawn up. According to the same rule, a new competition is announced.
4. The Commission member does not enjoy the right to refrain from voting at the polling station.
5. The decision of the Competition Commission on the announcement of the winner of the competition shall be drawn up by the summary protocol of the Commission.
6. Upon termination of the appeal term, the Chairperson of the Competition Commission shall apply to the Rector of the University with the request to appoint the selected Contestants on academic position.
7. The decision of the Competition Commission is published on the university website and all contestants will be notified about it indicating the timeframe of the appeal.

#### **Article 10. Appeal of the decision made by the Competition Commission**

1. The decision of the competition commission can be appealed to the temporary appeal commission created by the rector of the university for the purposes of the competition within the established period of appeal.
2. Appeal application by the contestant about appealing the results of the competition may be presented on the name of the Appeal Commission within two working days after the publication of the competition results in the relevant service carrying out the function of the university case, that shall transmit it to the Court of Appeal within 1 (one) working day from the end of the term of submission of appeal application; If one working day coincides with non-working day for the University or the day of holidays defined by the legislation of Georgia, the next working day shall be considered as the one working day.
3. Appeal application must contain the following requisites:

- a) Name of Appeal Commission;
  - b) Name of the Competition Commission;
  - c) Requisites of the decision made by the Competition Commission;
  - d) Name, surname, personal ID number, address, contact phone of the person filling the appeal application;
  - e) Status of the person entering the appeal application;
  - f) The contents of the infringement;
  - g) Request of the person entering the appeal application;
  - h) Signature of the person entering the application and the date of filing the application.
4. Appeals Commission is authorized to invite contestants to the session. The contestant is authorized to request the possibility of expressing opinion at the Appeal Commission meeting.
5. The Appeal Commission shall review the appeal application within five working days after it has been transferred and makes a relevant decision. The Appeals Commission is authorized to change the decision of the Competition Commission and submit the relevant motion to the Rector of the University. The decision is made by the protocol.

### Article 11. Other provisions

1. The Rector of the University is authorized to determine all university requests or any of them, by order during the announcement of the competition, according to the specificity and the content of the position to be held.
2. Upon completion of the work by the Competition Commission, the motion will be submitted to the Rector on the appointment of the Competitors, while the rector makes decision on the appointment of the winners after the completion of the appellate procedures. If the term of the

appeal has expired and the application has not been filed, the Rector shall issue an act on the appointment of the persons nominated by the Commission, if the appeal is submitted before the expiration of the term of the appeal, the order of the rector on the appointment of the winners is issued only after the completion of the work by the Appeal Commission and after submission of the results.

3. The final results of the competition are approved by the rector of the university, after the publication of it, the Competition Commission and the Appeals Commission are terminating their activity.

## Article 12. Final provisions

1. This rule is approved by the representative council of the university by resolution.
2. The amendments to this rule can be made by the resolution of the representative council.

### Attachments:

- Contestant's application form- Annex N1
- Contestant's summary form - Annex N2
- Competition procedures and work regulations for the members of the Competition Commission - Annex N3;
- Contestants' assessment form N1 - Annex N4
- Contestants' assessment form N2 - Annex N5
- Form of professional assessment of contestants N3 - Annex N6