



EEU

The instruction of academic staff  
Workloads of East European University

Approved by the Resolution N2 (February 18, 2022)  
of the Representative Council  
Update by the Resolution N08 (December 20, 2024)  
of the Representative Council

**Article 1. Scope of regulation**

1.1 The instruction on the academic staff workloads (hereinafter - the instruction) of East European University LLC (hereinafter - the "University") determines the components of the academic staff workloads, the amount and response mechanisms in case of different workload.

1.2 Adherence to the instruction is mandatory for the academic staff of the University.

**Article 2. Purpose**

The purpose of the instruction:

- a) Ensuring a balanced of academic staff workloads in the university and an environment focused on stable development;
- b) Ensuring high quality of teaching;
- c) Promotion of staff scientific activities.

**Article 3. Source of instruction**

This instruction is developed on the basis of the Organic Law of Georgia, "Labor Code of Georgia", the Law of Georgia "On Higher Education", university regulations, university personnel management policy, university affiliation rules and other internal regulatory acts.

**Article 4. Academic staff**

4.1 The academic staff of the university (hereinafter "staff") consists of professors, associate professors, assistant professors and assistants.

4.2 Professor – a person with an academic position of a higher educational institution, who leads the educational process and directs the scientific-research work students;

4.3 Associate professor – academic position of a higher educational institution. The associate professor participates in the educational process and directs the educational and scientific-research work of students;

- 4.4 Assistant professor – a person with an academic position of a higher educational institution, who participates in the educational and scientific-research process according to his competence;
- 4.5 Assistant - a person with an academic position of a higher educational institution, who carries out seminar and research work under the guidance of a professor, associate professor or assistant professor within the framework of the current educational process in the main educational unit.
- 4.6 Personnel who have signed an affiliation agreement with the university are considered affiliated.

#### **Article 5. Academic workload**

- 5.1 The academic staff workloads of the university includes four components:
- 5.1.1 Educational activity - includes auditory workload, preparation of lecture and knowledge test components, correction of student papers or other assessment of knowledge, it may also include development of a new study program, module or individual component of the program, guidance of master's and doctoral students;
- 5.1.2 Scientific-research activities may include: preparation of publications, translation, editing, reviewing, preparation of a grant project, implementation of a research project, involving master's and doctoral students in research, organizing a scientific conference or preparing a conference speech. development and publication of monographs and manuals;
- 5.1.3 Consultation hours;
- 5.1.4 Participation in university events may include involvement in: the work of university and faculty management bodies or commissions, in the implementation of the functions of a separate administrative unit, activities planned outside the educational program, deepening of international cooperation and conducting public relations.

## Article 6. Mandatory minimum academic workload

- 6.1 During each academic semester, the university professor is obliged to fulfill the obligatory 4 hours of study, 2 hour of consulting, 8 hours of scientific research weekly workload established by the university;
- 6.2 During each academic semester, the associate professor of the university is obliged to fulfill the mandatory 6 hours of study, 2 hours of consulting, 6 hours of scientific research weekly workload established by the university;
- 6.3 During each academic semester, the assistant professor of the university is obliged to fulfill the mandatory 8 hours of study, 3 hours of consulting, and 4 hours of scientific-research weekly workload established by the university for the assistant professor.
- 6.4 During each academic semester, the university assistant is obliged to fulfill the mandatory weekly workload of 8 hours of study and 2 hours of counseling activities established by the university..
- 6.5 Depending on the needs of the educational programs and/or the faculty, the staff workload provided for in this article may be determined asymmetrically during one academic year by prior agreement with the staff.
- 6.6 Depending on the needs of the educational programs and/or the faculty, the mandatory minimum academic workload of the personnel provided for in this article may be replaced by a scientific-research, consulting or other workload with the prior agreement of the parties.
- 6.7 In case of inability to offer the mandatory minimum academic workload to the staff, he/she is released from the obligation to fulfill the mandatory academic workload in that semester.
- 6.8 The proportion of teaching load to consultation hours assigned to academic staff shall not be less than one third (1/3).
- 6.9 Staff may be exempted from the obligation to fulfill the mandatory workload established by the university under the present article based on a personal statement in the following cases:
- a) Health condition;

- b) Academic leave (every three years for one semester);
- c) Educational or scientific business trip/vacation.

Resolution No. 08 of the Representative Council dated 20 December 2024

### **Article 7. Limit amount of workload**

- 7.1 In case of workload different from the mandatory minimum workload defined by Article 6 of the present instruction, the academic staff workloads should not exceed 40 hours per week.
- 7.2 The maximum academic workload of the affiliated staff at the university is determined by no more than 450 hours per semester (30 hours per week);
- 7.3 The academic workload of the staff, who at the same time holds a full-time administrative position at the university, is determined by the university, their academic workload at the university is determined by no more than 180 hours per semester (12 hours per week). The hours set for their academic workload during the week are considered honorable..
- 7.4 The academic workload of the staff, who at the same time holds a half-time administrative position at the university, their academic workload at the university is determined by no more than 240 hours per semester (15 hours per week);
- 7.5 A workload different from the mandatory minimum workload can be determined by the academic staff by prior agreement with him/her, depending on the features of the academic program and the needs of the faculty, and/or in case of the wish/possibility of the staff. In this case, an appropriate labor agreement is signed with such personnel;
- 7.6 A workload different from the workload established by this article can be determined for the staff only in special cases, taking into account the peculiarities of the educational program and the best interests of the students. In such a case, the dean of the faculty should apply to the rector of the university with a reasoned submission.
- 7.7 In case of workload in other higher education institutions, the sum of the total workload of academic staff in all higher educational institutions should not exceed the maximum amount

of weekly workload (40 hours) provided by the labor legislation.

### **Article 8. Workload scheme**

- 8.1 At the beginning of each semester, the dean of the relevant faculty of the university, in agreement with the Department of Education, submits the information on the semester workload of the academic staff to the Rector for approval.
- 8.2 At the beginning of each semester, the department of human resources management of the university, based on the order of the rector, establishes the staff workload chart (Appendix 1) and reflects the information about the workload in the unified personnel management system;
- 8.3 The department of human resources management of the university requests information about the workload of staff at other higher educational institutions from the staff by filling in the appropriate form (Appendix 2). In addition, the department checks this information in the unified personnel management system. The department is authorized, if necessary, to require the staff to submit a statement of workload at another higher education institution.
- 8.4 In case of violation of this instruction, the department of human resources management of the university will submit a report to the rector for further response.

### **Article 9. Response mechanisms**

- 9.1 In order to respond to the violation of this instruction, the university uses the following measures of responsibility:
  - 9.1.1 Warning;
  - 9.1.2 Canceling the academic workload during the next semester;
  - 9.1.3 Dismissal from academic position.
- 9.2 When determining the size of responsibility, the content of the violation, the circumstances causing it, and the history of cooperation with the personnel shall be taken into account.
- 9.3 The measure of responsibility should be applied in sequence. It is allowed to use the same size of responsibility only 2 times in a row.
- 9.4 The amount of responsibility is imposed by the order of the rector of the university on the basis of the report of the department of human resources management and the conclusion of the dean of the relevant faculty.
- 9.5 Academic staff should be required to provide a written explanation before imposing a measure of liability.

**Article 10. Final Provisions**

- 10.1 This instruction is an annex to the university's personnel management policy and is an integral part of it.
- 10.2 This instruction is approved by the representative council of the university.
- 10.3 Amendments and additions to this instruction can be made by the resolution of the representative council of the university.

													 EAST EUROPEAN UNIVERSITY								
													20 -20 18								
													Semester								
													Standard mandatory load at the university								
													The workload determined by the university during the semester								
													Other workload								
													Name	Personal number	Affiliation	Position	First name, last name				
													Educational activity	Scientific activity	Consultation hours	Administrative workload	Educational activity	Scientific activity	Consultation hours	Educational activity	Scientific activity
													Educational activity	Scientific activity							

Name, surname	
Academic position	
Faculty	

I would like to inform you that for the fall/spring (please underline) semester of the \_\_\_\_\_ academic year my academic workload is:

1. \_\_\_\_\_ hours per semester at East European University.
2. In other educational institutions:
  - a) In \_\_\_\_\_ in semester it consists of \_\_\_\_\_ hours;  
(name of educational institution)
  - b) In \_\_\_\_\_ in semester it consists of \_\_\_\_\_ hours;  
(name of educational institution)
  - c) In \_\_\_\_\_ in semester it consists of \_\_\_\_\_ hours;  
(name of educational institution)

By signing this form, I confirm the correctness of the information entered in the form

Signature

Date