

Regulation for Holding Academic Positions at Caucasus International University

Article 1. General Provisions

1. The present rule regulates the procedures and terms for appointing candidates at academic positions at Caucasus International University (hereinafter shall be referred to as – University).
2. CIU Academic personnel comprises of professors and assistants.
3. The membership of professors includes Professors, Associate Professors and Assistant Professors.
4. Professors participate in and/or pursue academic process and scientific-research activities.
5. An assistant with the supervision of Professor, Associate professor and Assistant Professor pursues seminar and research activities within the framework of current academic process in the main educational unit.

Article 2. Contest Announcement

1. Academic position can be held only via open contest, being compatible with the principles of transparent, equal and fair competition.
2. Rector issues an order for the contest holding academic positions, which determines the regulation, terms and conditions of the contest.
3. The terms and conditions for the contest are published no less than 1 month earlier before document submission in compatible with Legislation of Georgia and rules determined with Provision of Higher Education Institution.
4. The following points will be determined with the order:
 - a) vacant places by broad field/narrow field/detail field and the number of academic personnel to be accepted; **(01-120, 02.10.2023)**
 - b) the terms for appointing at academic positions;
 - c) the list of the documents to be submitted;
 - d) the deadlines for document submission and address;
 - e) the date of the contest;
 - f) the date for announcing competition results.
5. The basis of announcing a contest for holding academic positions is the methodology for determining the number of academic, scientific and visiting personnel formulated by university. The suggestion for announcing a contest for holding academic positions is submitted to Rector by Program supervisor or Head of Quality Assurance Department. **(01-68, 31.05.2017)**

Article 3.

Document Acceptance and Contest Commissions

1. Document acceptance commission is created within the university administration members by Rector's order in order the submitted documents to be recorded and the candidates to be registered.
2. Contest commission is created in order the registered candidates to be selected for academic positions. The commission pursues its activities in accordance with the Law of Georgia on Higher Education, present provision and other internal acts of university. **(01-68, 31.05.2017)**
3. The membership and the number of the members of Document Acceptance and Contest Commission is determined with the order issued by Rector.
4. A person holding academic position at university or being a member of administrative staff is not allowed to be appointed as a head of the commission.

5. The composition of the competition commission is determined by at least 5 members and it includes the chairman, the rector, the representative of the quality assurance service, the dean of the faculty, the program manager (s), the representative of the personnel management service. **(01-24, 11.03.2022)**

Article 4. The Conditions for Selecting Candidates at Academic Positions

1. The candidate is selected for 4 years' time for the position of Professor. The willing candidate to be selected for the academic position of Professor is to have: **(01-68, 31.05.2017)**
 - a) PhD or its equal academic degree;
 - b) No less than 6 years of scientific-pedagogic working experience;
 - b¹) Existence of scientific research in the field, experience of training new scientific / academic staff and / or doctoral student leadership; **(02-319, 27.07.2018) (01-15, 14.02.2020)**
 - c) Conception (description) of education program development, which the candidate is willing to pursue;
 - d) the vision of academic courses, which the candidate is willing to deliver in case of being selected; practical experience in elaborating education programs and syllabi;
 - e) the list of the works published for the last 5 years. **(02-314, 30.07.2016) (02-319, 27.07.2018)**
2. The candidate is selected for 4 years' time for the position of Associate Professor. The willing candidate to be selected for the academic position of Associate Professor is to have:
 - a) PhD or its equal academic degree;
 - b) No less than 3 years of scientific-pedagogic working experience;
 - c) Syllabus of academic course(s) according to the curricula, the candidate is able to deliver;
 - d) the vision of academic courses, which the candidate is willing to deliver in case of being selected; practical experience in elaborating education program and syllabus;
 - e) the list of the works published for the last 5 years. **(02-314, 30.07.2016) (02-319, 27.07.2018)**
3. The candidate is selected for 4 years' time for the position of Assistant Professor. The willing candidate to be selected for the academic position of Assistant Professor is to have:
 - a) PhD or its equal academic degree;
 - b) the vision of academic courses, which the candidate is willing to deliver in case of being selected; practical experience in elaborating education program and syllabus;
 - c) the list of the works published for the last 5 years. **(02-314, 30.07.2016) (02-319, 27.07.2018)**
4. PhD candidate can be appointed at the position of Assistant for 3 or 4 years' time.
5. An individual not having academic degree can be appointed at academic position having qualification in accordance with the profession. In this case, the qualification is to be confirmed with professional experience, special trainings or/and publications. The individual having relevant qualification is considered the one possessing necessary competences for getting learning outcomes within the framework of the program.
6. Additional requirements for choosing a candidate in the clinical field of medicine are: at least the last 9 years for the professor, and at least the last 5 years for the associate and assistant professor. A doctoral student in a clinical specialty will be selected as an assistant in clinical discipline. **(01-15, 14.02.2020)**
7. An academic position is open to a person who has not reached the age of 75 on the day of the competition. **(01-15, 14.02.2020)**
8. The academic position is selected on the condition that the contestant is aware of the minimum obligations set by the University for the relevant position (obligation to conduct lectures, take care of program development, participate in the Faculty Council, supervise student qualification and conference topics, conduct scientific activities on behalf of the University). By ranking academic staff. " **(01-15, 14.02.2020)**

9. The selection of academic staff for teaching in the English program of medicine is based on the following criteria:
- At least 3 years of teaching experience in an English program or
 - Carrying out medical activities in English in a clinic operating abroad for at least 1 year; or
 - Carrying out educational/research activities in the English in the field of biomedicine in a research institution operating abroad for at least 1 year; or
 - Completion of an English pre-diploma or post-diploma program, which is confirmed by a relevant document; or
 - with an internationally recognized certificate confirming knowledge of the English language at least at the B2 level (IELTS, TOEFL, Cambridge English, UNiCert, EnglishScore, etc.) **(01-120, 02.10.2023)**

Article 5. The documents to be submitted by contestants

The contestants are to submit the following documents:

- a) an application to contest commission;
- b) a copy of identity card;
- c) a photo 3*4;
- d) Notarized copies of higher education and scientific diplomas. In case the contestant has received a quality diploma abroad, it is obligatory to submit a diploma recognition document in accordance with the rules established by law. In exceptional cases, a candidate may be registered on the basis of a translated and notarized foreign diploma, however, no later than 2 months after being elected to an academic position, he / she must submit a recognition document, otherwise the election result will be annulled in this part. **(02-319, 27.07.2018)**
- e) an extract from work record card, or a reference from workplace confirming scientific-pedagogic experience;
- f) personal information- CV;
- g) a list of the works published for the last 5 years; **(02-314, 30.07.2016) (02-319, 27.07.2018)**
- h) a list of lectures and corresponding syllabi (print and electronic versions)
- i) Conception (description) of education program development, which the candidate is willing to pursue (for the willing candidates for Professor's academic position). **(02-314, 30.07.2016)**

Article 5¹. Election of a Foreign Professor (01-15, 14.02.2020)

1. A person with foreign citizenship (as well as a professor working abroad) is selected for an academic position by direct reference in the competition. The competition will consider a candidate who has been educated in universities in Europe, America, and other developed countries and / or has significant achievements in the field / is proven to work in foreign universities.
2. A foreign candidate for a professorship shall be selected in accordance with the procedures established by this Rule, except for the exceptions mentioned in this Article.
3. A foreign candidate for a professorship is required to submit the following documents by e-mail:
 - A) application on behalf of the tender commission;
 - B) Copy of ID card / passport;
 - C) one photo image 3 * 4;
 - D) Copies of diplomas certifying higher education and scientific quality;
 - E) Personal information - CV;
 - F) List of papers published in the last 5 years;
4. A foreign candidate who is selected for an academic position through a competition shall have his / her diploma recognized by the University in accordance with the procedures established by law.

Article 6. Conducting a Contest

1. A contest is conducted into two stages by a contest commission, for which a deadline of 3 to 6 days is set. **(01-24, 11.03.2022)**
2. The first stage includes examining documents submitted by candidates and determining their relevance with the contest requirement. An interview is included in the second stage.
3. If there is no contest taking the number of registered candidates into consideration, a commission is entitled to make a final decision only through the first stage (without applying the second stage).
4. In case there is a contest among the registered candidates, the following criteria determine the advantage of the candidate:
 - a. having experience in the direction or/and specialty, a candidate is willing to hold an academic position;
 - b. Scientific activity and relevance; **(01-15, 14.02.2020)**
 - c. Practical work experience; **(01-15, 14.02.2020)**
 - d. special trainings, verified with corresponding certificates;
 - e. command of foreign languages **(02-314, 30.07.2016)**
5. In the case of a contestant who has not had an academic load at the University prior to the said competition, in the second stage of the competition, the commission request may be to conduct a demonstration lecture. **(01-24, 11.03.2022)**

Article 7. Results of Contest

1. A minute of a meeting is drawn up after completion of work by contest commission, signed by every member of the commission.
2. Rector's order is issued on the basis of the minute of a meeting of the commission related to appointing selected candidates to academic positions.
3. Regulation and deadlines of appealing contest results are to be indicated in the order.

Article 8. Transitional and Final Provisions

1. This regulation shall not be applied with current Assistant Professors (selected before the enactment of the current regulation) until the expiration of the term for the academic position.
2. The changes/amendments in the present regulation are made by Rector's order in case of necessity.