

## **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 according to the direction, specialty, specialization and the number of academic personnel to be accepted;
  - 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.

#### **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;
  - b<sup>1</sup>) Scientific researches in the field, experience in preparing new scientific / academic staff or/and supervising PhD students; **(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 when choosing a candidate for clinical field in medicine include: clinical experience for the last 9 years for Professor and for the last 5 years for Associate and Assistant Professors. PhD candidate in clinical specialty will be selected as Assistant in clinical discipline. **(01-15, 14.02.2020)**
7. A person who has not yet turned 75 by the time of the competition is eligible to be selected at an academic position. **(01-15, 14.02.2020)**
8. A candidate is selected at the academic position on the condition that the s/he is aware of the minimum requirements set by the University for the relevant position (commitment to deliver lectures and seminars, trying to develop a program, participation in faculty council, students' supervision in qualification and conference papers, implementation of scientific activities on behalf of the university) which is defined by "The Rule of Academic Staff Ranking. **(01-15, 14.02.2020)**

#### **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) copies of diplomas of higher education and scientific degree certified by notary;
- 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 5<sup>1</sup>. Selecting Foreign Professor (01-15, 14.02.2020)**

1. A contest having foreign citizenship (also professors working abroad) is selected at the academic position by direct reference. A candidate who has received higher education in Europe, the US, and other developed countries and / or has significant achievements in the field / can prove work experience in foreign universities is eligible for the contest.
2. A foreign candidate for academic position of Professor is selected in accordance with the procedures defined by this Rule, with the exception of the provisions of this Article.
3. A foreign candidate for the academic position of professor has to submit the following documents electronically:
  - a) an application to contest commission;
  - b) a copy of identity card/passport;
  - c) a photo 3\*4;
  - d) copies of diplomas of higher education and scientific degree certified by notary;
  - e) personal information- CV;
  - f) a list of the works published for the last 5 years.
4. A foreign candidate, who is selected for an academic position through a competition, shall be 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.
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 activities and significance; **(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)**

**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.