

## LEPL Georgian Technical University Staff Management Policy

### Article 1. General Rules for Staff Management

1. The staff management policy of the Georgian Technical University (hereinafter referred to as the University) corresponds to the mission of the University, the strategic development plan and is an effective means of their implementation. It promotes the unification of University staff around the common goal, professional development of each University employee, and the maximum expression of his/her potential; it determines functions and rights and duties of each employee; promotes the implementation of innovative ideas and initiatives by University employees; It is based on the principles outlined below.
2. To manage the staff effectively, the University has an established organizational structure; it has fair and clear hiring and firing procedures; shows utmost concern for the training and professional development of its employees; it has an employee evaluation system in place, including mechanisms for monitoring employee performance and for encouraging them.
3. In terms of human resources management, an electronic system has been implemented and used in the University, which represents a unified database of University employees. The purpose of the system is to provide electronic management of human resources, taking into account the policies and standards developed at the University, to process statistical information on the staff members employed at the University.

### Article 2. Principles of University Staff Management

1. For effective staff management the University has established the following principles:
  - **Equality/providing equal opportunities** - the University treats all individuals on equal terms regardless of age, gender, ethnicity, religious affiliation or race, social origin, or political belief. All University employees have equal opportunities to participate in the University life and professional development;
  - **Diversity** - the University promotes recruitment and employment of staff with varied and diverse experiences, beliefs and values, social and economic status, nationality, or ethnic origin.
  - **Transparency** - employment policies and procedures developed at the University are clearly articulated and widely available.

2. The University tries to recruit staff who:

- can fulfill duties diligently and ensure the success of the University in the existing competitive environment;
- hold relevant knowledge, qualifications and skills;
- fully share the vision, mission, and strategic goals of the University and use their potential to the best of their abilities for the benefit of the University;
- act in accordance with the requirements of the statute, internal regulations, and code of ethics of the University and contribute to the University's management process by utilizing the existing mechanisms;
- promote a harmonious and balanced relationship between teaching and research processes, etc.

### **Article 3. Staff Policy Objectives**

1. The aim of the staff policy of the University is to:

- ensure the optimal balance of qualitative and quantitative renewal and maintenance of the staff in accordance with the requirements of the current legislation and the conditions of the labor market;
- ensure competitiveness and efficiency of the University;
- offer the University the chance to hire highly skilled personnel;
- define University goals and priorities;
- ensure the effectiveness of the labor stimulation system;
- analyze the conformity of the staff policy and University strategy;
- identify problems in the staff performance;
- reveal and plan for staff recruitment needs;
- develop a structure and a staff list;
- carry out professional training and qualification enhancement.

### **Article 4. Employment Policy**

1. The employment policy includes several main steps:

- staff unit analysis;
- recruiting candidates;
- selecting candidates;
- induction program for new employees.

2. The University has a personnel recruitment procedure approved by the authorized management body/bodies, which includes a transparent and objective procedure that ensures the recruitment and employment of qualified staff for the academic, scientific, administrative and support staff positions.
3. The University has developed and approved the Rules for affiliation of the academic staff. The principles of participation of the academic and scientific staff in the decision-making processes related to education, research and other important issues are emphasized in the University charter.

#### **Article 5. The Staff Professional Development Policy**

1. The University has introduced a system of professional development for its employees. The University constantly enhances its activities and easily adjusts to the changing educational environment. In advancing the professional development system, the leadership of the University and the faculties ensure their compliance with the strategic development plan of the University, as well as with the individual needs of the academic, scientific, administrative and support staff.
2. The knowledge and skills essential for the academic staff can be defined through individual professional goals and a single-year action plan, which contains information about the achievements of the members of the University's academic staff and the weaknesses in their activities; about the opportunities and risks that may affect the activities of the University's academic staff members in the future.
3. The professional development system for professors and teachers aims to increase professional competence in the following areas: the knowledge of academic discipline; academic assessment strategies; modern methods of research and teaching; use of new technologies in teaching and research processes, etc.
4. Promotion of professional development of the academic staff is one of the most valuable investments of the University, and maximum resources are allocated for this purpose when drawing up the University budget. At the same time, it is possible to develop programs that require minimal costs and deliver high results.

5. Internal research scholarship programs and research projects at the University/Faculty, which are financed from the University budget, represent the main grounds for the academic/scientific staff research activities.

#### **Article 6. Staff Incentive Mechanisms**

The University administration recognizes and appreciates the achievements of each employee and encourages each initiative and creative endeavor. The University is interested in the personal growth of each employee and is ready to offer all means so that the employee can fulfill his/her full potential.

1. For the effective management of human resources, the University has:
  - a well-defined organizational framework;
  - a fair and effective employment policy (academic, scientific, administrative and support staff recruitment procedure);
  - the professional development and training programs for its employees (a professional development center, internal University/Faculty scholarships, internal University/Faculty science projects);
  - an employee evaluation system (monitoring, evaluation, incentives, rewards, financial support, bonus system).