

approved by
the University Representative Council (Senate)
and Academic Council Resolution №01-05-17/07
on their Joint Session on June 30, 2021

The Rules for Hiring Academic Staff

These regulations, based on the law of Georgia "On Higher Education" and the statute of the Georgian Technical University (hereinafter referred to as the University), define the rules for hiring staff for academic positions at the University.

Article 1. Academic Positions (Academic Staff)

1. University academic positions include Professor, Associate Professor, Assistant Professor, and Assistant positions.
2. A Professor is a person holding an academic position at a higher educational institution, who administers studies and supervises the scientific research work of students.
3. An Associate Professor is an academic official of a higher educational institution, who participates in the study process and supervises educational and scientific research activities carried out by students.
4. An Assistant Professor is an academic official of a higher educational institution who participates in the educational, scientific research processes within his/her authority.
5. The Assistant conducts seminars and performs research activities under the supervision of a Professor, an Associate Professor, or an Assistant Professor within the educational process.

Article 2. Procedures for Holding Academic Positions

1. An academic position may be held only on the grounds of an open competition, and in compliance with the principles of transparency, equality, and fair competition.
2. The academic staff of the University is elected by the Competition Commission.

Article 3. Conditions for the Election to Academic Positions

1. A person with a Doctor's or an equivalent academic degree, who has at least six years of experience in a scientific and pedagogical field, may be elected to the position of a Professor. A person shall be elected to the position of a Professor for a term of 4 years or for an indefinite

term. A person who meets the requirements established by this paragraph and 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.) may be elected for an indefinite term. A Professor elected for an indefinite term shall undergo certification once every five years under the rules established by the University statute.

2. A person with a Doctor's academic or an equivalent degree, who has at least three years of experience in the scientific and pedagogical field, may be elected to the position of an Associate Professor. A person may be elected to the position of an Associate Professor for a four-year term.

3. A person with a Doctor's academic or an equivalent degree may be elected to the position of an Assistant Professor for a three or four-year term.

4. A doctoral student may be elected to the position of an Assistant for a three or four-year term.

5. It is also possible for a person with relevant professional experience who has the competence required for achieving the study results provided for under the programme to be elected to the academic positions. Qualifications of the person may be verified by professional experience, special preparation, and/or published works. The qualification requirements and conditions for participation in the competition for this category of persons are established by the Academic Council and approved by the Representative Council (Senate).

6. The annual academic load of the academic staff on full-time work is: for a Professor - 240-300 hours, for an Associate Professor - 420-480 hours, for an Assistant Professor - 540-600 hours, for an Assistant - 600 hours, and on half-time work, respectively, for a Professor - 120-150 hours, for an Associate Professor - 210-240 hours, For an Assistant Professor - 170-300 hours, for an Assistant - 300 hours. Salary is determined according to the academic load and in accordance with the employment contract.

7. Duties and job descriptions of the academic staff are determined by the decision announcing the competition.

Article 4. Announcing the Competition

1. The competition is announced either to renew the composition of the University's academic staff or to fill a vacancy.

2. When the composition of the University's academic staff is renewed, the competition shall be held before the end of the term of office of the members of the academic staff, and in the

case of a vacancy - no later than 3 months after the creation of the vacancy. The Academic Council decides on an extension of this term.

3. The competition is announced by the University Rector following the decision of the Academic Council.

4. The terms and conditions of the competition, as well as the list of documents to be submitted by candidates, are established and published by the Academic Council, taking into account all legal requirements.

5. The announcement is published 1 month before accepting documents from those who wish to participate in the competition.

6. The decision on the competition shall be available to the public and shall be posted in the form of an announcement in places visible to everyone at the University, including faculties, it shall also be placed on the University's website and published in any of the print media.

7. The date when the registration of applicants starts, the deadline for receiving applications, the dates when the competition is held and the outcomes are published, the conditions of the competition, and the list of documents to be submitted are indicated in the announcement.

8. The days mentioned in these Rules mean calendar days unless something else is determined by the same Rules.

Article 5. The Competition Commission

1. In order to elect the academic staff of the University (i.e. to hold a competition) the Academic Council shall establish a Competition Commission/Commissions.

2. The Commission consists of 5-7 members.

3. The Academic Council shall set the number of members of the Competition Commission as well as select and approve each member of the Commission, including its Chair.

4. At its first meeting, the Competition Commission elects the Secretary of the Competition Commission from among its members.

5. In order to receive applications and promote the activities of the Commission, the Academic Council establishes Secretariat/Secretariats of the Competition Commission/Commissions from the support staff of the University.

6. The Competition Commission is accountable to the Academic Council.

Article 6. Rights and Duties of the Competition Commission

1. The Competition Commission is authorized to:

a) organize and conduct a competition for academic positions;

b) elect the academic staff of the University;

- c) make all decisions on all organizational issues related to the competition, unless these regulations specify differently;
 - d) carry out admissions of those who wish to participate in the competition, and if there is a good reason, refuse to admit the applicant or cancel the registration of the contestant;
 - e) receive and consider appeals/complaints related to procedural violations;
 - f) partially or completely cancel or change the decisions in force;
 - g) make decisions on other matters within its competence that fall under the purview of these regulations;
 - h) reject an appeal/complaint, if the deadline and rules for its submission are not followed.
2. The term of office of the Competition Commission is defined by the relevant resolution of the Academic Council.
 3. The Competition Commission is obliged to conduct the competition in the manner established by these regulations.
 4. The Chair of the Competition Commission heads the commission sessions, signs the relevant minutes, and exercises other powers granted to him by these regulations.
 5. One of the members of the Commission who is elected during the same session may chair the session.
 6. The Secretary of the Competition Commission directs the work of the Secretariat of the Competition Commission, coordinates the work of the Competition Commission, guarantees the Commission's work, drafts the agenda and the minutes of the session (including the summary minutes of the competition outcomes), compiles the correspondence received by the Competition Commission (including appeals/complaints) and exercises other powers granted to him/her under these regulations.
 7. Either the Chair of the Competition Commission or not less than 1/3 of the Commission members have the right to convene the meeting of the Competition Commission.
 8. The meeting of the Competition Commission is valid if at least 2/3 of the total number of members attend.
 9. The Competition Commission makes decisions through an open vote, by the majority of the total number of members of the commission, and the decision is laid down in the form of the relevant minutes.
 10. In the case of equal votes, the vote of the session Chair shall be decisive.
 11. The Chair of the Competition Commission, the Secretary, members of the Commission and the staff of the Competition Commission's secretariat may receive remuneration from the University budget for the performance of the functions defined by these regulations.
 12. After the competition outcomes come into force the complete set of records of the Competition Commission will be moved to the archive of the relevant faculty for storage.

Article 7. Conflict of Interests

A member of the Competition Commission cannot at the same time be a candidate participating in the competition.

Article 8. Organization of the Competition

1. The University shall cover any costs related to the organization and conduct of the competition.
2. The University Administration ensures allocation and proper set up of a room suitable for the Competition Commission.
3. Competition Commissions usually work from 10.00 to 17.00. If necessary, following the decision of the Competition Commission, the working hours may be altered, and this shall be reflected in the relevant minutes of the Competition Commission.

Article 9. Rules for Registering Candidates (Contestants) Participating in the Competition

1. The staff of the Secretariat of the Competition Commission receives and registers applications (hereinafter - the application) of those wishing to participate in the competition for academic positions (hereinafter - the applicant) within the time limits determined by the Academic Council resolution on the announcement to hold the competition.
2. The application shall be submitted in the prescribed form and shall be addressed to the Chair of the relevant Competition Commission. The form of the application and other competition documents (appendix to the application - contestant's questionnaire, registration journal, notices on the receipt of appeals/complaints, etc.) is adopted by the Academic Council of the University, and the University Administration ensures they are printed out.
3. The applicant's name, surname, personal number, address, contact phone number, and the name of the position under competition together with the academic load are indicated in the application. Also, proof that the applicant has read and agrees with the University's statute, internal regulations, code of ethics, the Rules for Hiring Academic Staff (these Rules), the Rules for Affiliation Of Academic Staff, as well as the competition requirements, and contractual requirements for election to academic positions (labor and affiliation agreements of the academic staff). The applicant signs the document and indicates the date.
4. The application must be accompanied by the contestant's questionnaire, which contains the relevant information (including the subject/group of subjects of the competition in which the contestant can lead a lecture course and/or other classes, as well as the list of subjects he/she has taught in previous years), based on which the candidate's compliance with the requirements of the position under competition may be determined. The application must also

be accompanied by documentation certifying the information provided: diploma, certificate, record, deed, notice, etc. The applicant is responsible for the truthfulness of the submitted documentation/information.

5. The documentation must be submitted in the form of the original and its copy, and all other information must be submitted in a way where the Competition Commission can check/determine its correctness. Otherwise, the application will not be accepted for further consideration or the abovementioned information will not be taken into account by the Competition Commission when evaluating the contestant's records.

6. The applicant must present a list of scientific works, certified by the signature and seal of a competent person of the relevant institution/organization (certification is also possible with the signature of the head of the relevant academic department of the University and the seal of the academic department/faculty).

7. If the application is accepted, the technical staff/authorized person will notify the applicant of the acceptance of the application, where the applicant's name, surname, name of the faculty and position under competition, information about the academic load (work status - full or half), a complete list of the submitted documents and the number of pages, as well as the date and serial number of the documents will be given. In addition, the originals of the submitted documents are returned to the applicant, while the copies remain with the Competition Commission.

8. The applicant confirms receipt of the notification or any other document by signing in the registration journal.

9. No later than 3 days after the deadline for receiving applications, the Secretary of the Commission or a representative of the Competition Commission secretariat authorized by the secretary, checks the compliance of the documents with the Law of Georgia "On Higher Education", the University statute, these regulations and the requirements outlined in the application, as well as whether the presented documentations are complete and correct. If they are accurate and free of errors, they are sent to the Commission. The Commission decides whether to admit the applicant as a participant (competitor) in the competition.

10. The list of contestants registered at each competition venue is published on an information board (stand) located in a place visible to everyone.

11. If any flaws are discovered in the documents/information provided and/or documents provided are incomplete, the Competition Commission will notify the applicant in writing, who in turn is entitled to correct the discovered errors and/or submit additional documents within 5 days of receiving the notification. If the errors are not corrected and/or documents are not provided within the established period, the Commission decides to refuse the applicant to participate in the competition, who is notified in writing.

12. If there are signs of falsification in the submitted documents/information, the Commission draws up relevant minutes, whereby the Commission decides to refuse the applicant/contestant to participate in the competition, who is notified in writing.

Article 10. Conducting the Competition, Selecting the Contestant and Endorsing the Outcomes

1. The competition is held between the conclusion of the application admissions and the publication of the competition outcomes, after the analysis of the data and submitted documentation of the contestants registered for each position under competition is carried out, and if necessary (following a decision of the Competition Commission), an interview may be conducted with the contestant(s).

2. The Competition Commission is authorized to:

a) request the contestant to provide additional information, as well as conduct a lecture demonstration;

b) invite, if necessary, a specialist(s) of the relevant field in order to fully evaluate the contestant.

3. The Competition Commission selects contestants for academic positions based on their qualifications and competence matching with the position under competition and also takes into account the contestants' achievements and other activities.

4. On the competition (voting) day the Competition Commission while reviewing the data of each contestant participating in the competition for the specific positions under the competition makes the final decision through an open vote. In addition, each member of the Competition Commission has the right to vote for a specific position under competition for no more than as many contestants as there are vacancies for the given position. The decisions of the Competition Commission are recorded in the relevant minutes.

5. In order to win the competition, the contestant must receive the support of the majority of the total number of members of the Competition Commission (election to an academic position). The winners of the competition shall be the same number of contestants as there are vacancies for the position. If, due to the equal votes received by certain contestants, a winner can not be determined for all the vacancies, these contestants will immediately be voted again to determine the winner among them. If the outcome of the previous voting is repeated in any subsequent voting, the voting for this position will be suspended.

6. After the competition (voting) is held for all positions under competition, the Competition Commission fills out and approves through a vote the summary minutes, which shall include the following data:

- a) names and surnames of the full composition of the members of the Competition Commission;
- b) names, surnames and signatures of the members of the Competition Commission who showed up for the vote;
- c) number of votes obtained by each of the contestants;
- d) names and surnames of contestants declared as winners in the competition;
- e) date of adoption of the summary minutes.

7. Within 7 days from the conclusion of the competition, the Competition Commission shall submit the candidates (competition outcomes) declared as winners in the vote to hold the relevant academic positions to the Academic Council for approval.

Article 11. Repeat Competition

If no contestant takes part in any of the competitions for the positions under competition or if following the competition, the corresponding vacancies have not been filled, it is possible under the decision of the Academic Council to announce a repeated (second round) competition for the remaining vacancies in full compliance with the procedures defined in these Rules.

Article 12. Publishing the Competition Outcomes

The Competition Commission publishes the competition outcomes after the competition ends, but no later than the date stated in the circulated announcement concerning the competition, placed on the relevant Competition Commission's information board as well as on the University's website.

Article 13. Certifying a Newly Elected Member of the Academic Staff

The tenure of the newly elected member of the academic staff is effective from the date when the relevant employment contract enters into force.

Article 14. Appeal Procedures

1. The decisions of the Competition Commission (except for the cases provided for in paragraph 2 of this Article and except the decisions made regarding the outcomes of the competition) can be appealed to the same Competition Commission within 2 days after the decision is made, under the requirements established by this Article.

2. The applicant/contestant participating in the competition or the member of the Competition Commission has the right to submit an appeal/complaint concerning the violation of the rules established by these regulations to the same Competition Commission within 3 days from the conclusion of the competition. No complaints are accepted after this deadline.
3. The appeal/complaint must contain the following details:
 - a) name of the relevant Competition Commission;
 - b) name, surname, address, contact phone number of the person submitting the appeal/complaint;
 - c) status of the person submitting the appeal/complaint;
 - d) claim of the person submitting the appeal/complaint;
 - e) circumstances the request is based on;
 - f) identity of the witnesses (if any witnesses are verifying the fact) and/or list of attached documents, if any;
 - g) signature of the person submitting the appeal/complaint, date and time.
4. The appeal/complaint must be accompanied by a copy of the violation report, if any.
5. The application/complaint received in the name of the Competition Commission is registered by the Secretary of the relevant Competition Commission (staff of the secretariat), who is obliged to serve the applicant a notice indicating the date and time when the appeal/complaint was received.
6. Within two days of submitting the appeal/complaint, the Commission is required to review it and decide whether to accept it, reject it, or leave it without consideration.
7. If the Competition Commission deems that the violation of the norm established by these Rules has had or may have a significant impact on the outcome of the competition it shall decide to accept the appeal/complaint.
8. If the appeal/complaint is accepted, it is possible to hold a repeat vote.
9. The decision of the Competition Commission regarding the appeal/complaint and/or the decisions regarding the outcomes of the competition can be appealed to a court in accordance with the applicable legislation.