

Center for Academic and Teacher Staff Development

Approved by the resolution #01-06-02/35 of the
Representative Council (Senate) on August 4, 2022

Georgia, Tbilisi

Georgian Technical University

2022

**Regulations of Academic and Teacher Staff Development Center of
LEPL Georgian Technical University**

Article 1. General Provisions

1. These regulations determines the legal status, structure, authority, accountability of the Center for Academic and Teacher Staff Development of the Georgian Technical University and regulates other issues related to the Center's activities.
2. The Academic and Teacher Staff Development Center (hereinafter - the Center) of LEPL Georgian Technical University (hereinafter - the University) is an auxiliary structural unit of the University.
3. The Center conducts its activities in accordance with the legislation of Georgia, the University charter, the present regulations and other legal acts of the University and is accountable to the rector and vice-rector of the University.
4. The Center was created on the basis of the "Center for Professional Development, Science, Education and Culture" of the University, which was established in 2006 as an independent structural unit of the University. In 2014, the Center changed its name to the Professional Development Center of the Georgian Technical University. According to the joint resolution No. 01-05-17/06 of the Academic and Representative Council (Senate) of the University of June 17, 2021, the Center was established as a structural unit of the Department of Continuing Education and Career Development of the University and was named the Center for Career Development and Retraining. According to the Resolution No. 01-06-02/24 of the Representative Council (Senate) of the University of May 19, 2022, the Center was established as an auxiliary structural unit of the University as an **Academic and Teacher Staff Development Center**.

Article 2. Objectives, Directions and Functions of the Center

1. **The main goal of the Center is:** to promote and ensure the professional development of University academic, teachers, scientific, administrative and support staff, professional teachers and students.
2. **The main directions and functions of the Center are:**
 - a) development of academic and teacher staff of the University in the most recent learning and teaching methodologies;
 - b) cooperation with foundations, business organizations and educational institutions in order to improve and modernize the quality of educational programs; participation in local and international educational projects (finding grants, partnership relations) in order to raise the quality of trainings, workshops, seminars and other events;
 - c) development of separate standards for qualification courses in close cooperation with the University's quality assurance service, human capital management, educational process management departments, faculties and other structural units of the University;
 - d) promoting the formation of close relations between the University and business organizations;
 - e) facilitating introduction and popularization of University scientific research results and educational programs to the public;

- f) development of training modules and implementation of training courses;
- g) active cooperation with state agencies, educational institutions and international organizations for the purpose of planning and implementing joint educational events;
- h) participation in the process of developing and implementing other systems related to the evaluation, motivation and effective management of human resources of University employees;
- i) conducting different types of training courses to promote the promotion and development of education;
- j) considering the specifics of educational programs, promoting the search for and implementation of modern teaching methods;
- k) in cooperation with foreign partners, retraining of trainers in the direction of modern methods of learning and teaching;
- l) presentation of academic/scientific achievements and creative innovations of academic staff in the "Universe" gallery;
- m) organizing and conducting various cultural/educational/cognitive events in close cooperation with University staff and students;
- n) organizing the review of scientific and technical projects and sharing the results for the University staff and students;
- o) taking into account the strategic development and action plan of the University, participating in the preparation and implementation of the plan of measures to be carried out on the basis of the personnel management policy, personnel development approaches and strategy, current challenges facing the educational and scientific fields with the relevant services of the University;
- p) developing proposals for inviting international experts and presenting them to the University administration in order to receive sectoral consultations;
- q) provision of trainings with the internal human resources of the Center, and for conducting specific trainings with the participation of experts of relevant qualifications from various organizations, depending on the funding opportunities;
- r) development of the mechanism of registration of University personnel for the trainings offered by the Center in agreement with the administration of the University/faculty;
- s) exercising other powers determined by the legislation, the Rector's administrative-legal acts, the resolutions of the Academic Council and the Representative Council (Senate), these regulations, based on the specifics of its work, in accordance with the goals and objectives of the Center.

3. The rules and conditions for passing trainings and other types of trainings are determined by the rules for raising the qualifications of the staff of the Georgian Technical University, which is approved by the academic council of the University.

Article 3. Management of the Center

1. The Center has a head appointed by the rector of the University. The head of the Center is authorized:

- a) to control the timely and complete performance of the work by the employees of the Center;
- b) to organize the presentation of the projects implemented by the Center;
- c) to carry out all other necessary activities related to the effective management and operation of the Center;
- d) the head of the Center, within the scope of his/her competence, is responsible for the performance of the assigned duties.

2. The head of the Center has a deputy, who is appointed and dismissed by the rector of the University. In case of temporary absence of the head of the Center, as well as on the instruction of the head, his/her duties are performed by the deputy.

3. Center staff are appointed and dismissed by the rector of the University.

4. The number and official ranking of the Center's staff are determined in accordance with the structure and staff schedule approved by the Representative Council (Senate) of the University.

5. The head of the Center is accountable to the rector and vice-rector of the University.

Article 4. Reorganization and Liquidation of the Center

1. Reorganization or liquidation of the Center is carried out according to the procedure established by the legislation of Georgia.

2. After the liquidation of the Center, the property used by the Center is returned to the University.

Article 5. Amendments and Additions to the Regulations

Amendments and additions to the regulations are made in accordance with the law.

Article 6. Final Provisions

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.

2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Center.