

Regulations of the Strategic Development and Marketing Department

Approved by the joint resolution of the Academic Council and
the Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

2021

LEPL Georgian Technical University

(Resolution #01-06-02/38 of the University Representative Council (Senate) dated August 4, 2022)

Article 1. General Provisions

1. These regulations determines the legal status, structure, authority, accountability of the Department of Strategic Development and Marketing of the Georgian Technical University (hereinafter referred to as the Department) and regulates other issues related to the Department's activities.
2. The goals of the Department are to strengthen the brand and image of the Georgia Technical University through effective strategic communication, to promote the development of a sustainable long-term strategic plan.
3. The Department is a structural unit of the administration of the Georgian Technical University (hereinafter - the University), which conducts its activities in accordance with the Constitution of Georgia, the Law of Georgia "On Higher Education", the Law of Georgia "On Personal Data Protection", the charter of the Georgian Technical University, these regulations, the job descriptions of the Department staff and the current legislation of Georgia.
4. The Department is accountable to the rector, who supervises it in accordance with the law.

(Resolution #01-06-02/38 of the University Representative Council (Senate) dated August 4, 2022)

Article 2. Functions of the Department

1. The main functions and tasks of the Department are defined according to the units included in the Department.
2. (Removed).
3. The functions of the strategic development Department are:
 - 3.1. Coordination of the development of the strategic development plan (plans) of the University;
 - 3.2. Analysis of the tasks facing the University and development of solution plans;
 - 3.3. Preparation of development plans of the University in different directions;
 - 3.4. Analysis of the University's organizational structure and, if necessary, presentation of a project of amendments;
 - 3.5. Development of important strategic projects for the University and supervision of their implementation;
 - 3.6. Participation in projects to be implemented in cooperation with University partners;
 - 3.7. In cooperation with the relevant structural units of the University, analyzing the financial sustainability of the University and identifying the sources of finding and attracting financial resources necessary for the development of the University;
 - 3.8. Implementation of other powers determined by the legal acts of the University.

(Resolution #01-06-02/38 of the University Representative Council (Senate) dated August 4, 2022)

Article 3. Management and Employees of the Department

1. The Department is headed by the head of the Department, who is appointed and dismissed by the rector of the University.

2. The head of the Department is accountable to the rector of the University.

3. Head of the Department:

a) presents long-term and short-term tasks to the Department, directs and controls work plans to achieve the set tasks, is responsible for their implementation;

b) states the position of the Department on the issues on which the rector of the University makes a decision;

c) is responsible for the evaluation, encouragement, development, motivation, initiation of disciplinary measures of the employees of the Department under his/her authority, agrees and/or determines the deadlines for the work to be performed by the Department;

d) organizes and controls the activities of the Department, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;

e) agrees and is responsible for the functions, procedures, conclusions, reports and various acts performed by the Department;

f) signs and stamps the documents prepared in the Department;

g) submits proposals to the University management in order to optimize the Department's structure and staffing schedule;

h) petitions for the allocation of funds, equipment and inventory, which are required to fulfill the tasks of the Department;

i) controls the observance of internal regulations by the employees of the Department;

j) is responsible for the performance of tasks and functions assigned to the Department;

k) exercises other powers defined by the legal acts of the University.

4. The deputy head of the Department, within the scope of his/her competence:

a) participates in the prioritization of tasks to be performed by the Department;

b) controls and facilitates the process of achieving the tasks set for the Department;

c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations on the instructions of the immediate superior and/or within the scope of the authority granted to him/her by the relevant legal act;

d) gives advice and recommendations to the employees of the Department in order to improve and develop the quality of work;

e) participates or himself/herself organizes and controls the activities of the Department and relevant Departments, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;

f) assists the head of the Department in the process of carrying out the functions and duties defined for him/her, fulfills the duties of the head of the Department in case of his/her absence or impossibility to perform his/her duties.

5. The head of the relevant unit, within the scope of his/her competence:

a) sets tasks of the unit, organizes and manages activities, supervises task performance, controls priorities and deadlines;

c) based on the functions and competencies of the unit, is responsible for the preparation and/or coordination of the preparation of conclusions, various recommendations;

d) agrees and is responsible for the functions, procedures, reports, conclusions and various acts performed by the unit;

e) prepares and presents initiatives within the unit's competence;

f) communicates with external organizations on the instructions of the head of the Department;

g) is responsible for the evaluation, encouragement, development, motivation, and initiation of disciplinary measures of the employees under his/her authority;

h) performs other functions related to the unit's activities on the instructions of the head of the Department.

6. In the absence of the head of the Department, his/her duties are performed by the deputy head of the Department or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.

7. The staff number and ranking of the Department is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.

8. Employees of the Department are appointed and dismissed by the rector of the University in accordance with the rules for hiring support staff.

9. The rights and duties of the employees of the Department are defined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

Article 4. 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 Department.