

**International Teaching University of Management and Communication
“ALTERBRIDGE”**

Regulation for Conducting Competition for Academic Positions

Approved by the Rector's order №O/1-01/01 of 15/10/2018

3.11. The commission meeting is authorized if it is attended by more than half of the commission members in its list. At the Commission meeting, the decision shall be made by a majority of the members present at the Commission meeting. The Commission member does not have the right to refrain from voting during the polling. In case of equal distribution of the commission members' votes, the vote of the commission chairperson is decisive.

3.12. At the first meeting of the Commission, the Secretary of the Commission sessions / sessions shall be elected by the majority of the members present through open ballot. The secretary of the commission shall keep records of the session.

3.13. The procedures of the Commission work which are not prescribed in this regulation may be directly established by the Commission as an session decision in compliance with the applicable legislation of Georgia.

Article 4. Terms of Election to Academic Positions

4.1. 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.

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

4.3. A person with a Doctor's or an equivalent degree may be elected to the position of an Assistant Professor.

4.4. A Doctor or doctoral student may be elected to the position of an Assistant.

4.5. A person has the appropriate qualification on a professional basis, which should be confirmed with professional experience, special training and / or publications, may be elected to the position of Professor, Associate Professor and Assistant Professor.

4.6. A person with minimum Master's or an equivalent degree whose professional competence is confirmed by working experience in the relevant field, with publications and / or special training, may be elected to the position of a Professor on a professional basis.

Article 5. Announcement of the Competition

5.1. Based on the request of the relevant basic educational unit and the head of the educational program, the competition is announced by the Rector of the Teaching University.

5.2. The date and conditions of the competition shall be published publicly in accordance with the rule established by the Georgian legislation for at least 1 month before receiving the applications for participation in the competition.

5.3. The act of competition announcement shall be posted as an statement on notice board and the web page of the Teaching University. It is also possible to post information about the competition in printed or digital media.

5.4. The deadline for submission of applicant's documents is determined by the competition statement. The results of the competition are announced within the timeframe indicated in the competition statement.

5.5. The published statement shall include information about the dates of submission of applications, the competition date and the date of publication of the competition results, as well as the terms and conditions of the competition and list of documents to be submitted by the candidates.

Article 6. Organizing the Competition

6.1. Organizing and conducting the competition is ensured by the Human Resources Management Service of the Teaching University;

6.2 The receipt of the documents and registration of the candidates, as well as the preparation of records of a session shall be provided by the employee of the Human Resources Management Service as secretary.

Article 7. Conducting Competition, Selection of Contestants and Summarizing Results

7.1. Competition is conducted and selection of contestants is carried out in one or several stages by the Competition Commission in accordance with the conditions indicated in the competition statement.

7.2. The results of the competition should be publicly declared within the term indicated in the competition statement;

7.3. The Competition Commission shall analyze the data of the contestants registered for each position and summarizes the results in accordance with the terms of the competition statement.

7.4. Candidates are selected for academic positions in accordance to their qualification and experience with the competition requirements. Among the candidates with equal qualifications and experience, the importance is given to compliance with the special requirements for the specialization of the educational program (programs), as well as other activities, achievements and merits of the contestants.

Article 8. Basic and Additional Criteria for the Contestant Evaluation

8.1. The basic criteria for the contestant evaluation are following:

- a) Academic degree. This requirement does not apply to a candidate elected on the professional basis.
- b) at least six years of experience in a scientific and pedagogical field in case of academic position of professor and at least three years of experience in a scientific and pedagogical field in case of academic position of associate professor. The candidate which is selected on the professional basis shall have a wide range of practical experience in the relevant field.

8.2. In addition to the requirements set forth in paragraph 1 of this article, Additional criteria for the contestant evaluation are established by the relevant competition statement. In determining additional criteria, attention is paid to the following characteristics:

From the academic prospect

- a) Syllabus/syllabi are evaluated according to the content, learning outcomes and relevancy of teaching methods - 10 points;
 - ◆ Effectiveness of vision: good - 2 points , average - 1 points , low - 0 points ;
 - ◆ Logical planning of the course, actuality of the topics, correspondence with the aims and aoutcomes of the course: good - 2 points , average - 1 points , low - 0 points ;
 - ◆ Providing contemporary teaching methods: good - 2 points , average - 1 points , low - 0 points ;
 - ◆ Correspondence of evaluation methods with the outcomes to be reached: good - 2 points , average - 1 points , low - 0 points ;
 - ◆ Usage of newsest scientific literature: good - 2 points , average - 1 points , low - 0 points
- b) Articles published in the Scientific Refereed Journal (Preference will be given to publications published in international peer-reviewed indexed journals)- 10 points;
 - ◆ Publication of article in international scientific refereed journal in foreign language abroad - 6 points ;
 - ◆ Publication of article in international scientific refereed journal in foreign language in Georgia - 4 points
- c) Participation in scientific conferences / seminars (priority is given to participation in international conference)- 10 points;
 - ◆ Participation in international scientific conferences /seminars -4 points
 - ◆ Participation in local scientific conferences /seminars -3 points
 - ◆ Participation in republic scientific conferences /seminars -3 points
- d) Published monographs and textbooks - 10 points;
 - ◆ Monograph published abroad - 5 points
 - ◆ Manual published in Georgia - 5 points
- e) Scientific scholarships and grants, participation in research projects – 10 points:
 - ◆ Scientific grants - 2 points :
 - ◆ Scientific stipends - 2 points :
 - ◆ Participation in finished and funded research projects - 6 points
- f) Participation in professional development activities- 10 points;
 - ◆ Participation in International trainings - 5 points
 - ◆ Participation in local trainings 5 points

- g) Knowledge of foreign language - 10 points;
- ◆ Proficiency level (C 1)-6 points
 - ◆ B 2 level -4 points

Additional criteria:

- ◆ Supervision for doctoral dissertations and master theses - 5 points;
- ◆ Being a editor or a member of editorial board of scientific edition - 5 points;
- ◆ Lectures delivered abroad - 5 points;
- ◆ Received awards, scholarships and grants - 5 points;

From the professional prospect:

- a) Work experience in the relevant field (professor – at least 8 years, associate professor – at least 6 years, assistant professor – at least 3 years, assistant – at least 2 years).
- b) Trainings experience in relevant field (professor – at least 7 years, associate professor – at least 5 years, assistant professor – at least 3 years, assistant – at least 2 years);
- c) Special preparation or publications (professor – at least 3 publications, associate professor – at least 2 publications, assistant professor – at least 1 publication, for the assistant – is not compulsory);
- d) Knowledge of foreign language;
3. The applicant shall collect at least 70 points out of 100 points for the vacant position of the professor, for associate professor - 50 points, for assistant professor - 30 points, for assistant - 15 points.
4. The applicant has to collect at least 30 points out of 40 points for the vacant position of the professor on professional basis, for associate professor - 25 points, for assistant professor - 20 points, for assistant - 15 points.

Article 9. List of documents to be submitted by the contestant

9.1. List of documents to be submitted by the contestant:

- a) Application for participation in the competition (see annex)
- b) Copy of ID card;
- c) CV in English and Georgian; (see attached sample)
- d) Copy of the academic degree document. Qualifications received in foreign state should be recognized by LEPL - National Center for Educational Quality Enhancement;
- e) Document certifying scientific/teaching/professional experience;
- f) The list of published work, manuals, monographs and articles within, copies or in a published form;
- g) In case of existence - additional documentation, including list of published works, textbooks, monographs, articles in the published form or copies, doctoral dissertation supervision certificate or title page of defended dissertation or master's thesis or the relevant extract from the minutes certified by the Dissertation Board / Dean, appropriate journal as proof of editorial activity, a certificate of scientific-pedagogical activity (may be presented as a record of the workbook) any other documentation that will give the contestant the opportunity to be evaluated by additional criteria, documents certifying received awards, certificates, documents asserting participation in scientific conference, etc.

Article 10. Receiving Complaints and Claims

- 10.1 The decision of the Competition Commission can be appealed in accordance with the requirements of this article.
- 10.2. Applicant / contestant or Member of the Competition Commission has the right to file an application / complaint within two days after the end of the competition regarding violation of rules by Competition Commission that are set out in this regulation. Complaints will not be accepted after the expiration of this term.
- 10.3. Application / complaint must contain the following requisites: a) title of appropriate competition commission; b) name, surname, address, contact phone of the person submitting the application / complaint; c) Status of the person submitting the application / complaint; d) Claim of the person submitting the application / complaint; e) circumstances that the claim is based on;

10.4. An application / complaint must be attached by a copy of the violation minutes, if any.

10.5. The application / complaint submitted to the Commission shall be registered by the Secretary of the appropriate Competition Commission (administration personnel) who is obliged to give the applicant certificate specifying the date and time of the application / complaint receipt. f) Identity of witnesses (if there are witnesses who confirm this factual circumstance) and / or the list of attached documents, if any;

g) Signature of the person filing the application / complaint, date and time.

10.6. The Commission is obliged to review the application / complaint on the day specified in the competition announcement statement and make a decision on satisfying, refusing to satisfy it or dismissing it.

10.7. The Competition Commission shall make a decision on the satisfying the application / complaint if it considers that the breach of the norm established by this rule has had a substantial impact or may have on the result of the competition.

10.8. In case of satisfying the application / complaint, a repeat summary session may be held.

10.9. Decision of the Competition Commission regarding the application / complaint and / or decision on the results of the competition may be appealed in the court in accordance with the applicable legislation.

Article 11. Publishing final results of the competition and appointment of personnel.

11.1. The final results of the competition are published no later than the day specified in the competition announcement statement, at the place of its holding and / or on the website of the Teaching University.

11.2. The authority of elected academic staff is valid from the date of entry into force of the appropriate employment agreement.

11.3. All academic personnel (professor, associate professor. Assistant professor, assistant) automatically becomes member of the School of Strategic Communication and Law.

Article 12. Selecting Academic Personnel

12.1 The same mechanisms are applied to the selection of invited academic personnel, which are applied to the staffing academic personnel.

12.2 In a separate special case, the invited academic personnel may be selected without the competition. The selection criteria of candidates remain unchanged when using simplified rules.

12.3 The candidate shall be selected based on the submitted documents and interview. Interview is undertaken by the Dean together with the Program Director. Representative of Human Resource Management Service can be invited at the interview.

12.4 In the process of selecting invited academic personnel without a competition, a candidate may be required to deliver a trial public lecture. The lecture is assessed, at least by the representative of Quality Management Office and Program Director. In the evaluation process, opinions of students attending the lecture are also take into consideration. For the purpose of evaluating the public lecture, Attendance form of professor of the Teaching University and assessment criteria will be used by the Quality Management Office (see Quality Assurance Mechanisms, appendix 23).

Article 13. Final Provisions

13.1. The issues that are not regulated by this document are regulated according to the legislation of Georgia and other legal documents of the Teaching University.

13.2. The document shall enter into force from the date of approval.

13.3. In the present document amendments are made by individual-legal act of the Rector.