



IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

**REGULATION FOR
RECRUITMENT AND SELECTION OF
ACADEMIC AND INVITED PERSONNEL**

Approved on 14/06/2016 by Academic Board - Decision №5 (Appendix №:3)

Approvals

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Amendments

#	Decision taken by	Decision №	Date
1.	Academic Board	1	12.01.2017
2.	Academic Board	8	29.06.2017

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Revision List

#	Date	Article	Remarks
01	12.01.2017	5	Requirements for obtaining an academic position.
02	12.01.2017	9	Requirements for obtaining an academic position.
03	12.01.2017	9	Paragraph 9.2.2 of article 9 is deleted.
04	29.06.2017	2	Academic Personnel of the University
05	29.06.2017	4	Procedure for Conducting Competition
06	29.06.2017	5	Requirements for Applicants to Academic Positions
07	29.06.2017	6	Requirements for Applicants to Invited Lecturer Positions
08	29.06.2017	7	Required Documents for Applying to Academic/Invited Lecturer Positions
09	29.06.2017	8	Dismissing Academic/Invited Personnel from the University
10	29.06.2017	9	Criteria for Appointment on Academic Positions
11	29.06.2017	10	Final Provisions updated
12	29.06.2017	11	Deleted
13	29.06.2017	12	Deleted

Article 1. Aim and Scope

- 1.1. This regulation aims at defining the status of academic and invited personnel at International Black Sea University LLC (hereinafter “University”), stating the rules for filling in an academic position, procedures for conducting competition, requirements for academic and invited lecturer positions, criteria for application, appointment and performance evaluation for academic positions and other relevant issues regarding academic and invited personnel.

Article 2. Academic Personnel of the University

- 2.1. Academic personnel of the University are defined by the Law¹ as below:
 - 2.1.1. Professor: leads the study process and supervises the research work of students;
 - 2.1.2. Associate Professor: participates in the study process and supervises learning and scientific-research activities of students;
 - 2.1.3. Assistant Professor: participates in the study and scientific-research process within his/her competence;
 - 2.1.4. Assistant: is involved in the study process and research under the supervision of professor, associate-professor, and assistant-professor within the study process conducted by faculty.
- 2.2. The workload of an academic personnel shall be defined by the decision of the Academic Board.
- 2.3. The workload of an academic personnel shall be updated in each semester.

Article 3. Rules for Filling in an Academic Position

- 3.1. An academic position may be filled in only on the basis of an open competition based on the principles of transparency, equality, and fairness.
- 3.2. An announcement regarding the dates and conditions (such as position announced, direction/field and/or sub-field, skills, characteristics, faculty, duration of the position, and requirements (e.g. experience, foreign language, etc.), required documents, and how many vacancies) of the competition is published in the print media, university web page, and other visible places at the university in accordance with the rules established by the Georgian legislation and this regulation at least one month before the applicants start submitting their applications to the University. The period for submitting applications is defined by the Rector’s order.

¹ Georgian Law on Higher Education

Article 4. Procedure for Conducting Competition

- 4.1. The competition can be announced in case of vacancy/vacancies at the university, or in case of expiration of the term of previous labor contracts.
- 4.2. The need for announcing a competition shall be approved by the Faculty Board, and subsequently by the Academic Board who makes the decision to announce competition. The name and date of the printed media is defined by the Rector's order.
- 4.3. The Academic Board of the University determines the members of the competition commission (at least 3) and their working period, which will then be approved by the Act of the Rector.
- 4.4. The Commission shall be composed of specialists of the corresponding direction/field(s)/sub-field(s) (determined by their qualification, publications, or teaching experience) as mentioned in the announcement. Commission members may only be composed of people who possess a doctoral degree and are Associate Professors or Professors at authorized universities.
- 4.5. The print media announcement, all the applications, registered according to the article 4.9 of the regulation, with corresponding documents, and this regulation will be provided to all members of the commission.
- 4.6. The commission shall be fully authorized to make a decision if more than half of the listed members of the commission are present. A decision shall be made by the majority of votes of present members of the commission. In case of equal votes, the vote of the chairperson prevails.
- 4.7. The commission renders the decision in the format of meeting minutes.
- 4.8. The commission checks whether the candidate meets the requirements defined by the "Georgian Law on Higher Education" and this regulation (R19F05). The decision is made on the grounds of the submitted documents, and the interview (including a sample lecture if any).
- 4.9. The competition is held in three stages.
 - 4.9.1. At first stage, selection commission registers the applications of the candidates, the submitted documents of which meet the requirements for the corresponding academic position defined by this regulation. The selection commission consists of the Head of Quality Assurance office (Chairperson), Head of the Chancellery and Human Resources Office and Quality Manager of the corresponding faculty. Selection commission passes all the registered applications with attached documents to the competition commission for further consideration.

- 4.9.2. At the second stage competitive commission considers the registered applications with the attached documents, evaluates according to the article 8 of this regulation and fills the Report on Scientific-Teaching work (R19F05).
- 4.9.3. At the third stage competitive commission holds an interview with the registered candidates. Commission is entitled to ask for sample lecture by the candidate. The sample lecture is held in the language of the educational program/study course.
- 4.10. The decision(s) of the commission is approved by the Academic Board and then by the Rector's order.
- 4.11. As soon as the act of the Rector is issued, all the applicants are informed about the results of the competition. Labor contracts are concluded with the candidates approved by the Academic Board and certificate of appointment on academic position is issued. If the candidate is not satisfied with the results of the academic competition, he/she is entitled to appeal the decision in accordance with the Georgian legislation.”

Article 5. Requirements for Applicants to Academic Positions

- 5.1. 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, at least three years of teaching experience of working as an associate professor/professor at any higher educational institution recognized by State, relevant level of corresponding program/course foreign language (in case of necessity) and meets other requirements defined by this regulation, may be elected to the position of a Professor for 5 years.
- 5.1¹ A person, who meets the requirements defined by subparagraph 5.1 of this article and has particular professional achievements and/or scientific achievements (e.g. scientific articles in the leading national and international journals and in other publications, participated in national and international scientific-research projects, etc.) may be elected to the position of a professor permanently; In this case professor must pass the attestation in every five years. If a person does not pass the attestation, his/her status of the professor is terminated. Attestation is held in the same way as the person is elected to the academic position. Issue on continuing the status of the professor is finally decided by the Academic Board in accordance with the attestation results.
- 5.2. 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 for a term of 5 years. The relevant knowledge of program/course language (in case of necessity) and other criteria defined by this regulation are taken into consideration in accordance with the requirements of this regulation.
- 5.3. A person with a Doctor's or an equivalent degree may be elected to the position of an Assistant Professor for a term of 4 years who has the relevant knowledge of

- course/program language (in case of necessity) and meets other criteria defined by this regulation.
- 5.4. A doctoral student may be elected to the position of an Assistant for a term of 4 years, who has the relevant knowledge of course/program language (in case of necessity) and meets other criteria defined by this regulation.
 - 5.5. Due to educational program requirements and upon the decision of Academic Board, qualified personnel can be recruited by their professional merits required for achieving the learning outcomes envisaged by the program in order to fill in the academic positions envisaged by Paragraph 5.1 - 5.4. In this case, the qualification of the person can be confirmed with their professional experience, special training and/or publications and has doctoral or equivalent degree in another field. A person can be considered as correspondingly qualified, if she/he has a qualification necessary for learning outcomes and holds a doctor degree or an equivalent in the other field, as for Assistant, the person is a doctorate student in another field.
 - 5.6. For appointing an academic position based on the professional merit, the candidate should have:
 - a) Professional experience in the related field (must include managerial position) (for Assistant at least 3 years, for assistant professor at least 5 years, for Associate professor at least 7 and for Professor at least 10 years) and
 - b) Publications in the related field in the last 5 years (for assistant is not required, for assistant professor at least one, for associate professor at least two and for professor at least three) and/or special training related to the field, defined by Academic Board decision.
 - 5.7. *(Deleted);*
 - 5.8. If the course/program instruction language is a foreign language, the candidate may be required to deliver a sample lecture in the corresponding foreign language, unless he/she meets the requirements defined by 5.9 and 5.10 paragraphs of this regulation.
 - 5.9. The candidates who have a valid international foreign language certificate equivalent to B2 level and/or have obtained their bachelor's/master's /doctoral degree in the last 3 years via a program delivered in that foreign language, or are citizens of countries where the official language is the foreign language are not required to deliver a sample lecture for foreign language level checking purposes.
 - 5.10. 5.10. The candidates who have delivered lectures for not less than two academic semesters in the last 2 years in a recognized HEI in foreign language are not required to deliver a sample lecture for foreign language level checking purposes.
 - 5.11. According to the written agreement concluded between the university and the person, elected to the academic position, that person may be an affiliated academic personnel

of the university, who participates in the development of the society and sharing of knowledge on behalf of the university and fulfills his/her main teaching, scientific/research work in the university, whereas the results of his/her research is credited to the university, is included in the educational, research and other decision-making processes, related to the educational issues, provides consultation and academic/scientific supervising for the students. The affiliation of the person, elected to the academic position is decided by the academic board of the university.

Article 6. Requirements for Applicants to Invited Lecturer Positions

- 6.1. University shall be entitled to invite a specialist with relevant qualification for the purpose of participation in and/or leading of teaching and/or research processes without holding an academic position in the university (invited lecturer).
- 6.2. University shall be entitled to invite a person (invited lecturer) with Doctor degree or equivalent, who has the required level of foreign language (in case of necessity) and meets the other requirements envisaged by this regulation. By way of an exception a person, who has Master degree or equivalent and has professional experience, proved with corresponding documentation and has a qualification necessary for learning outcomes, defined by the educational program, can be invited as a lecturer.
- 6.3. The candidate is assessed by internal commission, which is composed of the Head of the Quality Assurance Office (chairperson of the commission), Head of the Chancellery and Human Resources, Dean of the Faculty, the corresponding Program Coordinator and students of the corresponding level and educational program. The commission shall be fully authorized to make a decision if more than half of the listed members of the commission are present. A decision shall be made by the majority of votes of present members of the commission. In case of equal votes, the vote of the chairperson prevails.
- 6.4. On the first stage, commission considers the documents submitted by the candidate and checks whether they meet the requirements defined by this regulation. Upon the positive evaluation of the commission, the candidate is transferred on the second stage. Commission fills the assessment form of the invited lecturers (R19F26),
- 6.5. On the second stage, the second commission conducts interview. After the interview, upon the decision of the commission, the candidate may be asked to hold a sample lecture in the instruction language of the course/program. Sample lecture shall be assessed according to the criteria defined by the assessment form (R19F00). The final decision whether positive or negative shall be indicated in the same form.
- 6.6. A person, who is considered by the commission for the position of an invited lecturer, must meet the requirements defined by the articles 5.8-5.10 of this regulation.
- 6.7. *(Deleted);*

- 6.8. A labor contract is concluded (R19F07 or R19F21) with the invited lecturer by the Rector upon the proposal of the Dean of the Faculty, based on the decisions of the commission envisaged by this article.

Article 7. Required Documents for Applying to Academic/Invited Lecturer Positions

- 7.1. Candidates will apply to the Rector (R19F20) and submit the following documents:
- a) Personal information form to be filled at the Chancellery (R19F18);
 - b) Copy of ID card. For foreign citizens - notary-approved translation / copy of residential card (if any);
 - c) 2 photos (3x4) – hardcopy and softcopy (on CD or via email);
 - d) Notary approved copy of Georgian Diploma and/or notary approved copy/translation of foreign Diploma/relevant certificate. If the diploma is not issued yet, temporary graduation certificate is necessary. If the diploma is issued by a foreign HEI, it must be recognized under the Georgian legislation by the corresponding body and a copy of recognition letter is required;
 - e) Document(s) certifying scientific-teaching experience;
 - f) CV in English and/or Georgian;
 - g) Report on Scientific and Teaching Work (R19F05);
 - h) List of published relevant articles and publications during the last 5 years and their copies;
 - i) Syllabus (R03F01):
 - In Georgian and English (if the course is offered in English);
 - In Georgian (if the course is offered in Georgian or Turkish languages).
 - j) Certificate from current / previous job (other than IBSU);
 - k) Certificates/documents proving participation in trainings and conferences (if any);
 - l) Book of Job Records (if any);
 - m) If applicable, a copy of English Language Certificate/a copy of the document that certifies receiving higher education exclusively in English Language. If the document is issued in foreign language, notary approved translation/copy is required;
 - n) Other documents listed in the vacancy announcement for the position;
 - o) Documents proving professional merits, in cases envisaged in subparagraphs 5.6-5.7 of article 5.

- 7.2. All necessary documents defined by the subparagraph 7.1 of this article should be hardcopy and softcopy.
- 7.3. Invited Lecturer should submit the documents envisaged in subparagraph 7.1 of this article, except the Report on Scientific and Teaching Work (R19F05);

Article 8. Dismissing Academic/Invited Personnel from the University

- 8.1. Work of the academic and invited personnel is assessed by the Quality Assurance Office in the end of each semester/year according to the form on Scientific Work. By the decision of the Academic Board, upon the proposal of Quality Assurance Office, this report can be the ground for dismissing the academic or invited personnel from their positions.
- 8.2. In addition to the subparagraph 8.1 of this article, academic and invited personnel may be dismissed based on:
 - a) Personal application;
 - b) Termination of the labor contract;
 - d) Breaching of the Ethic Code;
 - d) Systematic and gross violation of disciplinary regulations;
 - e) Breaching of the obligations envisaged in labor contract;
 - f) Breaching of the requirements envisaged in annual report on academic work during two years;
 - g) To dismiss the attestation in the corresponding terms, according to the article 5 of this Regulation;
 - h) Other grounds envisaged in the Legislation.

Article 9. Criteria for Appointment on Academic Positions

- 9.1. In order to fill in an academic position, the candidate shall meet with the following criteria in the appropriate field:
 - a) Doctor's academic degree (except 'Assistant');
 - b) Scientific-research experience (except 'Assistant Professor' and 'Assistant');
 - c) Knowledge of foreign language at B2 level (in case of necessity);
 - d) Having relevant competences for delivering lecturers (is defined based on interview and/or sample lecture results);
 - e) Collecting at least 200 points (100 points must be collected from academic publications/books) for the academic position of a professor;

- f) Collecting at least 100 points (50 points must be collected from academic publications/books) for the academic position of an associate professor;
 - g) Collecting at least 50 points (25 points must be collected from academic publications/books) for the academic position of an assistant- professor;
 - h) Collecting at least 20 points (10 points must be collected from academic publications/books) for the academic position of an assistant.
- 9.2. For obtaining academic position of a Professor, in addition to the requirements defined by paragraph 9.1 of the regulation herein, it is obligatory to fulfil at least any two requirements out of those envisaged in paragraph 9.3.
- 9.3. For obtaining the academic position, applicant should meet the additional criteria as follows:
- a) At least one published article in the Science Citation Index journal (on-paper or electronic);
 - b) Published book (taking into consideration the scientific value of the book that is published by an international publisher or university, the volume shall be minimum 100 pages and the book must not be based on the dissertation);
 - c) Coordinating the international scientific-research/educational project;
 - d) Holding educational/scientific experience at foreign higher educational institution (that is authorized or its equivalent);
 - e) Supervising defended Doctoral Thesis;
 - f) Having citation index of at least 3 co-efficient;
 - g) Holding an international award/patent.
 - h) Specific professional merits corresponding the field, assessed by the commission, in case of article 5.1¹ of this Regulation.
- 9.4. When evaluating candidate, direction/field specific scientific-teaching activates conducted in the last 5 calendar years is taken into account.
- 9.5. Candidates are evaluated according to the following criteria:

9.5.1 Published articles/theses:

- a) SCI (Science Citation Index), SSCI (Social Science Citation Index), HCI (Arts and Humanities Citation Index) index journals – 40 points;
- b) Other international peer-reviewed indexed journals (on-paper or electronic) – 20 points;
- c) Articles published in other scientific and some professional journals/collections, and conference proceeding books – 10 points;
- d) Theses of international conference – 5 points.

9.5.2 Published Books:

- a) Writing a book (according to its scientific value) that is published by a well-known international publishing house or university (books based on dissertation is not regarded) – 100 points;
- b) Writing a book (according to its scientific value) that is published by a national publishing house (books based on dissertation is not regarded) – 50 points;
- c) Monographs (based on dissertation) published abroad – 10 points;

For the goals of this subparagraph, for the publication/book with many authors, the candidate shall be given the total point. Translated books are evaluated as the half score of the corresponding point defined for the Books' category.

9.5.3 Editing and Reviewing:

- a) Being an editor- in- chief of a reviewed scientific or professional journal – 20 points;
- b) Being a reviewer or a member of editorial board of a reviewed scientific or professional journal – 10 points;
- c) Editing a book published abroad – 20 points;
- d) Editing a book published in Georgia – 10 points.

9.5.4 Educational Activity:

- a) For every study course (different groups not regarded) delivered at Doctoral level – 9 points;
- b) For every study course (different groups not regarded) delivered at Master level – 7 points;
- c) For every study course (different groups not regarded) delivered at undergraduate level) – 5 points.
- d) Supervision for defended doctoral dissertation for each student – 10 points;
- e) Supervision for defended master thesis for each student – 5 points.

9.5.5 Current or Completed Educational/Research Projects:

- a) Directing a project supported by an international organization – 20 points;
- b) Taking part in a project supported by an international organization – 10 points;
- c) Directing a project supported by a national organization – 10 points;
- d) Taking part in a project financed by a national organization – 5 points.

9.5.6 Scientific-Pedagogical Rewards / Patents

- a) International reward – 20 points;
- b) National reward / patent – 10 points;

9.5.7 Scientific-Pedagogical Trainings

- a) Participation in Training (documentary proof/earning certificate) – 3 points
- b) Holding the Training (documentary proof/earning certificate) – 10 points.

9.5.8 Syllabus/syllabi are evaluated according to the content, learning outcomes and relevancy of teaching methods.

Article 10. Final Provisions

- 10.1. Those issues which are not defined within this regulation will be regulated according to Georgian legislation and other regulations of the University.
- 10.2. Any kind of amendments and/or additions to this Regulation is to be approved in the same way as it is enacted.
- 10.3. This Regulation is valid as it is approved by the decision of the Academic Board.
- 10.4. The rules in this regulation are carried out by the Quality Assurance Office.

Article 11. *(Deleted)*;

Article 12. *(Deleted)*.

Ignorance of rules of the university shall not be a defence to anyone. All are therefore required to familiarise themselves with the rules and regulations as outlined in the related IBSU documentation.

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