Statute for the Personnel of the University of Georgia

Chapter I. General provisions

1. The personnel is committed to respecting universally recognized human rights, freedoms, and dignity.

2. The personnel shall show professionalism, honesty, kindness towards students, parents, and each other.

3. The personnel is obliged to take care of improving the image of the University of Georgia.

4. Discrimination in labor and pre-contractual relations is prohibited in any form based on race, skin color, language, ethnic and social background, nationality, origin, property and rank, place of residence, age, sex, sexual orientation, disability, affiliation to religious, social, political or other unions, including trade union, marital status, political or other views

5. An employee and an employer shall have the right to form an association and /or join other associations without prior permission.

6. Associations of the employer and employee, their me.

7. The use of forced or mandatory labor is prohibited at the university.

8. It is prohibited to keep the identity documents of the administrative, academic, and support personnel of the university.

9. It is prohibited to employ persons below the minimum age for employment at a university established by the Labor Code of Georgia.

10. mbers, or representatives shall not be allowed to interfere in the activities of one another in any form.

Chapter II. Personnel of the University of Georgia

1. **Personnel of the University of Georgia**

1.1. UG personnel consists of:
- Academic personnel
- Administrative personnel
- Support personnel

1.2. Support personnel consists of Security service personnel, cleaning service personnel, drivers, agricultural service technical personnel.

2. **Administrative personnel**

2.1. Administrative personnel consists of:
- Management
- Specialists

2.2. Management consists of top-level, mid-level, and lower-level management. The rights and responsibilities of the management and the rules of operation are defined by the UG management regulations.

2.3. The top-level management includes:
- President
- Principal
- Vice-Principal
- School director

2.4. The mid-level management includes:
- Head of Service

- Head of Department

- Administrative Dean of INDEPENDENT EDUCATIONAL PROGRAM

- Director of the UG Scientific Research Institute

2.5.   The lower-level management includes:

- Head of the department

- Head of the scientific-research institute/center based on the school/department

2.6.   A specialist is a qualified employee working in a department and/or service, who has a certain field of work and does not have a managerial function.

Chapter III. Academic Personnel

1.   **Teaching and research personnel**

1.1   The teaching and research personnel of the University consists of permanent academic personnel and invited academic personnel.

1.2   A person who has an academic degree holds an academic and scientific position.

1.3   The educational components of the educational program are led and implemented by the permanent academic personnel of the University. Depending on the learning objectives, invited academic personnel who do not hold an academic position at the University may carry out the learning process.

1.4   The research activities at the university are carried out by permanent academic personnel, however, depending on the objectives of the research, the research component may be carried out by invited academic personnel.

1.5   For full-time permanent academic personnel, the University is the main workplace and they are prohibited from engaging in any other work. The school principal considers exceptions. Consent will be deemed to have been issued only if it has been issued in writing.

1.6   The personnel exercises its authority following the University Charter, regulations, employment contract, internal regulations, and internal normative acts.

2.   Academic and scientific positions

2.1.   The permanent academic personnel holds academic and/or scientific positions at the University.

2.2.   Academic positions at the university are:

- Professor
- Associate Professor
- Assistant Professor
- Assistant

2.3.   Scientific positions at the university are:

- Senior Research Worker
- Research Worker
- Junior Research Worker

2.4.   According to the university workload and commitments, the academic personnel is divided into full-time and part-time employees.

Chapter IV. Academic positions

1.   Professor

1.1.   UG Professor:

1.1.1. Is employed full-time at UG.

1.1.2. Is affiliated with UG.

1.1.3. Participates in and leads the training activities of the department in the relevant direction.

1.1.4. Actively participates in the process of developing the educational program(s) of the department.

1.1.5. Leads the department/school doctoral program.

1.1.6. Is the head of the department's educational program (academic dean) or the head of several program components, modules/directions, or minor programs.

1.1.7. Participates in a school/department research project.

1.1.8. Ensures the involvement of students in the practical and scientific-research activities of the department/school.

1.1.9. Supervises doctoral students, participates in the work of dissertation councils.

1.1.10. The professor is a member of the school board.

1.1.11. It is prohibited to combine the position of a professor with a professorship or any other work activity in an educational institution other than UG.

2. Associate Professor

2.1. Associate Professor:

2.1.1. Is employed full-time or part-time at UG.

2.1.2. Participates in the research project of the school/department.

2.1.3. Participates in the educational process and directs the educational and scientific-research activities of the students.

2.1.4. Supervises doctoral students, participates in the work of dissertation councils.

2.1.5. Participates in the process of developing the educational program(s).

2.1.6. Under the coordination of the professor, leads a separate module or component of the educational program. May lead the program based on the instructions of the school principal/department head.

3. Assistant Professor

3.1. Assistant Professor - a person holding an academic position in the Department, who, under his/her competence, participates in the teaching and research process.

4.   **Assistant**

4.1.   A person in the third stage of learning working in the department of UG, who carries out seminar and research work in the main educational unit under the guidance of a professor, associate professor, or assistant professor.

5.   **Emeritus**

5.1.   Academic degree awarded by the Academic Council to a professor who has reached the age of 65, for special merit before the University.

5.2.   Emeritus participates in the teaching and research process and its mandatory workload does not exceed 10 hours per week.

5.3.   Emeritus may, at the discretion of the University, retain full or partial remuneration.

Chapter V. Scientific Positions

1.   **Senior Research Worker**

1.1.   A person with at least 5 years of scientific research experience is appointed to the position of Senior Research Worker.

1.2.   Senior Research Worker:

1.2.1. Is affiliated with UG

1.2.2. Is an employee of a scientific/research institute/center based in a school department.

1.2.3. Participates in and directs the scientific-research activities of the scientific-research institute/center based in the department/school in a certain direction.

1.2.4. Develops research topics

1.2.5. Submits the research project to the Head of the Department/School Principal considering

the financial and laboratory resources.

    1.2.6. Determines the resources of the scientific personnel required to carry out the research. Applies to the School Board for announcing a scientific vacancy and/or announcing a student vacancy for a doctoral program.

    1.2.7. Develops or participates in the preparation of a research grant project

2. Research Worker

2.1. A person with at least 3 years of scientific research experience is appointed to the position of Research Worker.

2.2. UG Research Worker:

    2.2.1. Is affiliated with UG

    2.2.2. Is an employee of UGSRI, school/department, or independently established research institute/center.

    2.2.3. Participates in the implementation of a scientific research project.

    2.2.4. Develops or participates in the preparation of a research grant project

3. Junior Research Worker

3.1. Junior Research Worker:

    3.1.1. Is affiliated with UG

    3.1.2. Is an employee of UGSRI, school/department, or independently established research institute/center.

    3.1.3. Participates in the implementation of a research project under the guidance of a Research Worker or Senior Research Worker.

    3.1.4. Develops or participates in the preparation of a research grant project

Chapter VI. Academic personnel workload and remuneration

1. **Full-time academic Personnel**

1.1. The full-time academic personnel at the University is employed 40 hours per week (8 hours per day) and it is prohibited to combine this position with educational or other types of labor activities in another HEI.

2. **Part-time academic Personnel**

2.1. Part-time personnel is employed at the University on an hourly basis.

2.2. An exclusive agreement may be entered into with part-time personnel prohibiting employment in another educational institution.

2.3. A part-time workload scheme is applied to the part-time academic personnel in proportion to their workload. In addition to the study load, he/she is required to set aside weekly counseling hours and participate in university activities in agreement with the school principal/department head (in the case of the INDEPENDENT EDUCATIONAL PROGRAM, the administrative dean).

3. **Academic personnel workload scheme**

3.1. The individual workload of the academic and research personnel is determined by the workload scheme for the academic year, which is submitted to the school board for approval by the head of the department or the director of the school/department-based research institute.

3.2. A full-time workload is 1760 hours per year (40 hours per week, 44 weeks) and includes:
- Teaching activities
- Scientific research activities
- Consultations
- Participation in university events

3.3. Teaching activities include:

- Auditory load (including online lecture)

- Preparing lecture and knowledge testing components.

- Grading of student papers.

- Development/supervision of a separate component of the training program, module, or program

3.4.   Scientific research activities include:

- Involvement in a joint, or collaborative research project of a school, several schools, or conducting individual research and communicating research results (scientific publications, monographs, books) on behalf of the University.

- Translating editing and reviewing the textbook approved by the Academic Council.

- Preparation of a research grant project

- Involving master's and doctoral students in the research and guiding them by conducting an individual lecture-seminar for them.

- Organizing a scientific conference, participating in a scientific conference, or preparing a conference report.

- Development and publication of a textbook

3.5.   Consultation hours include a minimum of two hours per week.

3.6.   Participation in university events includes:

- Involvement in the implementation of the functions of a separate administrative unit.

- Involvement in university and school governing bodies or commissions

- Activities planned beyond the curriculum (curriculum outdoor activities, including involvement in student clubs and other student activities).

- Focused work in creating international connections and deepening cooperation.

- Working in marketing and public relations.

3.7.   The workload of full-time academic personnel who do not hold a research position should include teaching and consulting activities of at least 28 hours per week.

3.8.   The workload of a senior research worker should include research activities of at least 35 hours per week and at least 4 hours per week of study activities.

3.9. The workload of the research worker should include research activities of at least 30 hours per week and at least 8 hours per week of study activities.

3.10. The workload of a junior research worker should include research activities of at least 25 hours per week and at least 12 hours per week of study activities.

Study Activities	Unit	Hours	Number of units	Weeks per semester	Hourly load per week
Contact lecture workload	Lecture Seminar	1.00	26-42	22	1.18-1.91
Preparation for lecture work	Group Seminar	0.50	13	22	0.30
Preparing topics for weekly mid-term evaluation	Group Seminar	0.75	13	22	0.44
Preparing topics for non-weekly mid-term evaluation	Group Seminar	4.50	1	22	0.20
Preparing questions for the final evaluation	Group Seminar	2.00	1	22	0.09
Review of weekly mid-term evaluation papers	Paper Seminar	0.78	25	22	0.89
Review of non-weekly mid-term evaluation papers	Paper Seminar	0.45	25	22	0.51
Review of final evaluation papers	Paper Seminar	0.18	25	22	0.20
Updating component syllabus	Syllabus Seminar	2.00	1	22	0.09
Developing a component syllabus	Syllabus Seminar	8.00	1	22	0.36

Involvement in the preparation of the training module	Module Seminar	30.00	1	22	1.36
Involvement in the preparation of the educational program	Program Seminar	60.00	1	22	2.73
Component supervision	Component Seminar	22.00	1	22	1.00
Leading the educational program module	Module Seminar	220	1	22	10.00
Leading the educational program	Program Seminar	550	1	22	25.00
Leading the Bachelor Thesis/Project	Paper Seminar	15.00	2	22	1.36
Bachelor Thesis/Project Examination	Paper Seminar	3.00	1	22	0.14
Leading the Master Thesis	Paper Seminar	22.00	1	22	1.00
Leading the doctoral dissertation	Paper Seminar	66.00	1	22	3.00
Translating the textbook	pg. Seminar	0.45	1	22	0.02
Writing the textbook	pg. Seminar	1.5	1	22	0.07
Preparation of study/presentation materials		15	1	22	068
Consulting activities	Unit	Hours	Number of units	Weeks per semester	Hourly load per week
Consultation	Group Seminar	2	1	22	0.09

Scientific research activities	Unit	Hours	Number of units	Weeks per semester	Hourly load per week
Dissertation examination	Paper Seminar	5	1	22	0.23
Preparation of the publication	Publication	110	1	22	5.00
Translating the publication	pg. Seminar	0.45	1	22	0.02
Editing the publication	pg. Seminar	0.5	1	22	0.02
Reviewing the publication	pg. Seminar	0.5	1	22	0.02
Preparation of a research grant project	Project Seminar	110	1	22	5.00
Leading the research project	Project Seminar	110	1	22	5.00
Work on a research project	Semester	440	1	22	20.00
Organizing a scientific conference	Conference Seminar	44	1	22	2.00
Reporting at a scientific conference	Report Seminar	11	1	22	0.50
Participation in university events	Unit	Hours	Number of units	Weeks per semester	Hourly load per week
Participating in regular councils and commissions	Commission Seminar	1	22	22	1.00
Participating in PR activities	Event Seminar	10	1	22	0.45
Involvement in student club events	Event Seminar	-	-	22	-

Organizing/participating in extracurricular activities	Event				
	Seminar	-	-	22	-

3.11. In the case of combining a permanent administrative function, the mandatory workload of the academic personnel is reduced by 50%.

3.12. In the case of a combination of academic and research positions, the academic workload of the personnel is determined by the school board.

3.13. In case of the intensive phase of scientific-research work, permanent academic personnel who do not have a scientific position may be completely or partially dismissed from the study process once in three years, for one semester (teaching workload will be equal to the workload of a research worker employed in a research institute).

4. Rules for the remuneration of Academic Personnel

4.1. Personnel with a fixed salary is remunerated under the contract monthly for 12 months. In the case of hourly wages, remuneration is paid according to the lecture hours provided during the semester, divided into 6 months.

4.2. At the initiative of the employer, in case of excessive performance of annual workload hours by the academic personnel, the hours are accumulated. The school principal is authorized to count the accumulated hours in the next year's workload or to make additional payments.

4.3. Academic personnel is tied to the department/school from which they receive their remuneration. Personnel may receive additional remuneration from the research institute/center.

Chapter VII. Rules for Holding Academic and Scientific Positions

1. **Announcing a vacancy for the position of academic and scientific Personnel**

1.1. Academic and scientific positions are held through open competition following the requirements of the Law of Georgia on Higher Education with the principles of transparency, equality, and fair competition.

1.2. The announcement of vacancies for the position of academic and scientific personnel is initiated by the:

- School Principal/Head of Department (for both Academic and Scientific Positions) - is approved by the School Board

- Director of UGSRI-based Scientific Research Institute/Center (for a scientific position) - is approved by UGSRI Board

- Director of the Department/School-Based Scientific Research Institute/Center (for a scientific position) - is approved by the School Board

1.3. The vacancy initiator substantiates the need to introduce a new academic position (or the need to retain an existing position and hold a new competition for it), mainly determines (further specified by the Human Capital Development Service) the job specifications (knowledge, skills, experience, achievements, etc.) for which a special form is filled out. (Annex #1)).

1.4. The school principal (based on the decision of the school board) signs the personnel application form, sends it to the Human Capital Development Service, and appeals for the initiation of a formal appointment process for the academic/research personnel.

1.5. The process of hiring academic, scientific, and administrative employees, as well as specialists, support personnel, and invited academic personnel, is organized by the Human Capital Development Service.

2. **Announcing the competition**

2.1. The competition is announced by the order of the Rector of the University, according to the submission of the Human Capital Development Service, after agreeing on contractual terms with the School, the Financial Service, and the Human Capital Development Service.

2.2. The terms of the competition, the criteria, the list of documents to be submitted, and the deadlines of the competition are determined by the order of the Rector. Information about the competition is published on the official website of the University, as well as on the popular job listing websites and/or in the print media.

2.3. By the order of the Rector, the Chairman, and the composition of the Competition Commission is determined for the duration of the competition, which includes the initiator of the vacancy, the relevant school principal, the Vice-Rector for Academic and Scientific Affairs, the Head of the Human Capital Development Service, the representative of the students elected following the regulations of the Student Affairs Center, and other invited members.

2.4. The announcement of the competition and its organization is provided by the Human Capital Development Service, whose representative is the Secretary of the Competition Commission meeting.

3. Registration of candidates and receipt of competition documents

3.1. Receipt of tender documents starts at least one month after the official publication of the information about the vacancy.

3.2. The Human Capital Development Service shall verify, accept, and seal the completeness of the competition documents in the presence of the applicant. In the case of incomplete data, it is entitled to refuse to accept the documents from the applicant.

3.3. The submission of the competition documents by the applicant, as well as their withdrawal request, is formalized by his/her signature in the competition journal. Request for withdrawing documents is allowed before the first meeting of the competition commission.

4. Holding a competition

4.1.   The competition is conducted by the competition commission.

4.2.   Conducting a competition involves reviewing the competition documentation and evaluating the applicant according to the criteria established by this Regulation.

4.3.   The commission can decide if at least 2/3 of the members are present at the meeting.

4.4.   In the absence of applicants for the announced vacancy, a report will be drawn up on the announcement of a failed competition.

4.5.   The applicant is evaluated according to the criteria established by law (key) and university (additional) criteria. If one of the main criteria is not met, the applicant will be rejected from holding the competition position, despite his/her other data. Additional criteria will be taken into account if the main criteria are met and serve to identify the best one among the applicants.

4.6.   The main criteria for evaluating an applicant are:

- Academic degree. To hold the academic position of Professor, Associate Professor, and Assistant Professor

- the academic degree of Doctor is required, a UG Ph.D. student can also be elected to the academic position of Assistant.

- Scientific-pedagogical activity. The professor must have at least 6 years of experience in scientific and pedagogical work, and the associate professor must have at least 3 years of experience. Other criteria taking into account the specifics of the field.

- Scientific papers (last 10 years)

4.7.   Additional criteria for evaluating an applicant may be:

- Syllabus, which is evaluated by the content, learning outcomes, and the adequacy of the methods of achieving them

- Participation in scientific conferences/seminars - for the last 5 years

- Scientific Scholarships and Grants - for the last 5 years

- Participation in professional development activities

- Knowledge of information technology

- Ability to conduct a lecture in English

4.8. An academic position may be held by a person who does not have an academic degree, but a person with a professional mark, if his/her qualification is confirmed by professional experience, special training, or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have the relevant qualification:

- Significant practical work experience
- Many years of experience working as a lecturer
- A significant contribution to the development of the field
- Unique knowledge in a certain direction

4.9. The competition documentation is reviewed and evaluated by the competition commission without the participation of the applicants. At the decision of the members of the commission, the applicant may be invited for an interview and/or asked to give a public lecture (presentation) on one of the issues identified by the syllabus submitted by him/her.

4.10. After reviewing the competition documents, the commission makes a substantiated decision. The competition commission decides the issue by open voting, by a majority of votes. In the case of equal distribution of votes, the vote of the chairman of the commission is decisive.

4.11. The decision of the competition commission is recorded in a protocol, which is signed by the chairman and secretary of the competition commission and other members of the competition commission. Participation in the work of the commission is confirmed by signing the attendance sheet.

4.12. The decision of the competition commission is notified to all applicants with an indication of the deadline for appeal.

5. Appealing the decision of the competition commission

5.1.   The decision of the Competition Commission may be appealed to the Appeals Commission within the time limit for appeal set by the order of the University Rector on the announcement of the competition.

5.2.   The Appeals Commission consists of the Vice-Rector in the academic-scientific field, Head of Human Capital Development Service, duly elected students representative.

5.3.   The Chairman of the Appeals Commission is the Vice-Rector in the academic-scientific field. The Secretary of the Appeals Commission is the Head of the Human Capital Development Service.

5.4.   The Appeals Commission is authorized to invite the applicant to the hearing.

5.5.   The applicant is entitled to request the opportunity to express an opinion at the hearing of the Appeals Commission.

5.6.   The Appeals Commission is authorized to reverse the decision of the Competition Commission and to appeal to the Rector of the University. The decision is recorded in a protocol.

6.   Appointment to an academic/scientific position, concluding an employment contract

6.1.   Based on the decision of the competition commission, the school board awards an academic/scientific position.

6.2.   The winning applicant is registered in the UG electronic database. To do this, he/she uses a link to the UG website: "For Career Seekers" he/she is acquainted with the internal regulations of the University and by marking the appropriate column confirms that he/she has read and agrees with the rules defined by the mentioned document. Fills in the relevant fields with the requested information at least 1 week before the contract is signed.

6.3.   According to the template developed by the Legal Service (unless the employee is hired under special conditions), the Human Capital Development Service ensures the conclusion of an employment contract with the employee, which is signed accordingly by the school principal.

Chapter VIII. Certification of Academic Personnel

1. Certification of Academic Personnel

1.1.   Permanent academic personnel is subject to periodic certification

1.2.   The attestation period is 3 years.

1.3.   Academic personnel is awarded points for the following activities when evaluating scientific activity:

   1.3.1. Authorship/co-authorship of scientific articles in scientific databases recognized by the University of Georgia (includes both journals and papers of some conferences)

   1.3.2. Authorship/co-authorship of a book in a university-recognized scientific publishing house

   1.3.3. Presentation of the report at a scientific conference recognized by the University

   1.3.4. Finding a science grant for the university

   1.3.5. Supervising a Ph.D. student, who, within his/her doctoral dissertation, published an article in compliance with article 1.3.1.

2. Minimum certification requirements for scientific activity

2.1.   According to the academic position, the minimum requirements for scientific activity are defined for the attestation purpose, which is calculated by the points accumulation system.

2.2.   Points are accumulated during the attestation period

2.3.   The minimum requirements for scientific activity by position are defined as follows:

Academic positions	Points
Senior Research Worker	80
Research Worker	70
Junior Research Worker	60

Professor	40
Associate Professor	30
Assistant Professor	20
Assistant	10

3. Scoring of scientific activity

3.1. The authorship of a scientific article is evaluated from 1 to 20 points. Article evaluation criteria are:

- Source prestige (citation ability of the journal or prestige of the relevant conference)
- Citation ability of the article
- Contribution of the author to the article

3.2. The authorship of the book is evaluated from 1 to 50 points. Book evaluation criteria are:

- The popularity of the publishing entity
- Citation ability of the book
- Contribution of the author to the book

3.3. The presentation of the report at the scientific conference is evaluated from 1 to 5 points. The evaluation criteria are:

- Conference Prestige

3.4. Finding a science grant at the university is evaluated from 1 to 50 points. The evaluation criteria are:

- Grant amount
- The scope of the University's role in the grant

3.5. The doctoral student's supervision is evaluated in proportion to the evaluation of the article published by the doctoral student - from 0.1 to - 4 points, where the article is evaluated in the same way as indicated in paragraph 3.8. In the case of co-authorship, the supervisor shall also be awarded a co-author's score following paragraph 3.8 of this Article.

3.6. The prestige of the source is evaluated with 1-15 points, according to the following table:

The source is citationality ahead of field sources:	Points
95%	15
90%	13
80%	11
70%	9
60%	7
50%	5
40%	4
30%	3
20%	2
Less	1

3.7.   The citation ability of the article is evaluated with 1- 5 points, according to the following table:

The article is citationality ahead of field sources:	Points
95%	5
90%	4
80%	3.5
70%	3
60%	2.5
50%	2
Less	1

3.8. The author's contribution to the article, where n is the number of co-authors, is defined as follows:

For the main author of the article 1/3+2/(3n) share of the total points earned following paragraph 3.6 and 3.7 of Article 3, and -2/(3n) share for the other authors

3.9. A book evaluation is determined by multiplying the points accumulated in the book evaluation criteria by the co-author's share

3.10. The co-author's share is evaluated following Chapter VIII, paragraph 3.8 of Chapter 3.of this Article.

3.11. Book evaluation criteria are:
- Existence in Scopus database - 30 points (evaluated by the sum of the average citation score of the publisher (assessed as 1-30 points similar to paragraph 3.6 of this article) and the book citation score (assessed with 1-5 points similar to paragraph 3.7 of this article)
- Book volume: 500-600 pg. - 8 points; More than 600 pages - 5 points
- Copies: Up to 500 - 1 point; From 500 to 1000 - 3 points; From 1000 to 5000 - 4 points; More than 5000 - 5 points
- Language: English - 5 points; Other European languages - 4 points; Other foreign languages - 2 points; Georgian - 1 point

3.12. The total evaluation score of the presentation of the report at the scientific conference is calculated as follows:
- Academic prestige of the conference host organization: 1-1.5 points
- Conference and report language (Georgian - 1 point, English or other foreign languages - 1.5 points)
- The scientific impact of the conference participants: 1-2 points

3.13. If the material presented at the conference is published in leading international scientific databases, the published paper will be awarded points in the manner and proportion specified in paragraphs 3.6 and 3.7, with the total score.

3.14. The score of the co-rapporteur at the scientific conference is evaluated following paragraph 3.8 of this article.

3.15.   Finding a science grant at the university is evaluated as follows:

3.16.   The volume of investment in the university within the grant (infrastructure, activities, etc. - except salaries): 1-25 points

- The income of University personnel within the grant (salaries): 1-10 points
- Academic prestige of the funding organization: 1-5 points
- Academic prestige of the University partner organizations within the grant: 1-10 points

3.17.   The total grant points in the grant will be distributed to UG representatives according to their role in the project

Chapter IX. Rules for hiring administrative, support, and invited academic personnel

1.   Initiating vacancies for invited academic Personnel

2.1.   The Program Manager (Academic Dean) initiates the recruitment of invited academic personnel. Depending on the needs of the program, he/she identifies the need for additional academic personnel before the start of the academic semester (It is permissible to invite a person who does not have an academic position at the university to carry out academic activities if the existing academic personnel does not have the appropriate competence or is insufficient to fully meet the needs of the current programs).

2.2.   The program manager finds the appropriate personnel (if the program is administered by any department/school, the academic dean of the program will agree on the candidacy of the invited personnel with the head of the relevant department/school principal), conducts pre-contract negotiations, agrees on the terms of the contract and connects the candidate with the Human Capital Development Service at least 1 month before the start of the semester.

2.3.   The Human Capital Development Service provides training for the invited academic personnel, with the participation of the Web Technology Development Service and the Training Process Administration Service.

2. **Initiating vacancies for administrative and support personnel**

2.1.   The President and Rector are appointed by the University Partners Meeting.

2.2.   The candidacy of the Vice-Rector and the School Principal shall be is approved by the Presidents based on the recommendation of the Rector.

2.3.   The initiator of hiring administrative and support personnel can be the head of the department, the school director, the head of the department, the head of the service, the vice-rector, the rector.

2.4.   The head of the department agrees on the project of adding human resources with the head of the service, the head of the service - with the vice-rector. The head of the department agrees with the school principal on the project to add human resources. In the event of a positive decision by the Rector, the Vice-Rector/School Principal will refer the matter to the Human Capital Development Service, which will search for appropriate personnel.

2.5.   The hiring of administrative and support personnel may be done through or without a public competition. The decision on the form of appointment is made by the Human Capital Development Service.

2.6.   The working conditions agreement with the future employer includes an interested (initiator) structural unit, human capital development service, and financial service. The confirmation of each party on the terms is necessary to continue the proceedings.

3. **Personnel registration and hiring**

3.1.   The career seeker (administrative, support, and invited academic personnel) is registered in the UG electronic database. To do this, he/she uses a link to the UG website: "For Career Seekers" is acquainted with the internal regulations of the University and by marking the appropriate column confirms that he/she has read and agrees with the rules defined by the mentioned document; Fills in the relevant fields with the requested information at least 1 week before the contract is signed.

3.2.   The Human Capital Development Service verifies the completeness of the information and ensures the conclusion of an employment contract with the personnel according to the template developed by the Legal Service (unless the employee is hired under special conditions).

3.3.   If the terms of employment agreed with the prospective employee require a different employment contract than the template, the Human Capital Development Service transfers the agreed terms to the Legal Service, which develops the relevant labor contract and returns it to the Human Capital Development Service to continue the proceedings.

3.4.   After the parties sign the contract, the relevant information about the employee will be displayed to the relevant departments via "Online UG".

3.5.   In case of change of contact/passport information, the personnel is obliged to notify the Human Capital Management Service in writing. In the event of any other changes to the information, personnel is required to reflect these changes in the appropriate columns of Online UG within 10 calendar days.

Chapter X. Position Combination

1.   For persons holding administrative positions at the university, work at the university is the main place of work and they are prohibited from other work activities unless otherwise stipulated in the contract.

2.   Depending on the scale of the university, depending on the effectiveness of management, it is possible for one employee to hold two or more administrative, or administrative and not more

than one academic and/or scientific positions, or to be assigned to lead two or more structural units or perform other responsible duties.