

Regulations for the academic and scientific personnel

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Chapter I. General Provisions

1. Personnel carrying out the study and research process

1. The personnel of the University of Georgia (hereinafter referred to as "the University") responsible for the academic and scientific-research process, consists of academic staff and visiting specialists.

2. A person who has the qualifications necessary to produce the learning outcomes of the program may participate in the implementation of educational programs. When assessing the suitability of the candidate's qualification, one shall take into account a person's academic degree, received special education, publications and/or professional experience.

3. Personnel shall exercise their authority by the University Statute, Regulations, Employment Contract, Internal Regulations, and By-Laws.

2. Types of positions

1. Academic staff is divided into full, associate and assistant professors according to the positions held at the university.

2. Personnel is divided into full-time and part-time employees according to university workload and commitments.

3. Workload Scheme

1. The individual workload of the staff shall be determined by the workload for the school year approved by the Director of the relevant school and the Director of the Scientific-Academic Institute (hereinafter referred to as "the Institute"). The volume for the list of workload scheme components and thresholds is approved by the Academic Board upon the recommendation of the School Director and the Institute Director.

2. The full-time workload is 1760 hours per year (40 hours per week for 44 weeks) and includes participation in an academic process, research, consulting and other university activities.

3. Academic activities carried out by the staff as appropriate school representatives include auditorium work, preparation of lecture and test materials, marking of student papers, and may also include the development of a new curriculum, module or individual component.

4. Research activities carried out by the staff as members of a scientific institution include annual preparation of publications on behalf of the University, translation of textbooks approved by the Academic Council, editing, reviewing, preparing a grant project, conducting a research project, engaging Masters and PhD students in their research and guiding them through individual lecture-seminars, organizing a scientific conference or preparing a conference speech. Monographs and textbooks can be developed and published once every three years in the form of exemption from the academic process for one semester (employment as a researcher).

5. Consultation hours are at least two hours per week.

6. Participation in university activities may include the work of the university and school governing bodies or committees, the performance of the functions of a separate administrative unit, activities beyond the educational program, the deepening of international cooperation and the conduct of public relations.

In the case of taking on a permanent administrative post (university president, school director), the mandatory workload of academic staff is reduced by 50 percent. (Amendment # 2 to the Academic Board Protocol # 2-14).

7. Personnel with the full academic year workload shall be entitled to a monthly remuneration for a period of 12 months. In case of hourly remuneration, the remuneration will be distributed according to the working hours of the semester over the course of 6 months.

8. In the case of excessive annual work hours, the hours will accumulate. The school principal is entitled to accumulate hours for the following year's workload or to pay extra.

9. Academic staff receives remuneration from both the relevant school where they conduct academic activities, consultations and participate in university events, as well as from the institution where they conduct research activities.

Chapter II. Academic staff

4. Professor

1. The professor guides the teaching process, directs the department, program or module and the student's practical and scientific research activities. It is inadmissible to combine his/her

position with the other academic or occupational activities (Amendment #10 to the Academic Council Protocol #24-14).

2. The professor is responsible for the quality of the relevant program, providing adequate human and material resources for its implementation, enhancing international cooperation and conducting public relations. He/she is answers to the principal of the school (Amendment #10 to the Academic Council Protocol #24-14).

5. Associate Professor

1. An Associate Professor, in coordination with the School Principal and the Head of Department / Program at the University, shall lead a separate module or program component and may instruct the Program as directed by the School Principal.

2. Associate Professor participates in the teaching process and guides student's educational and research activities.

6. Assistant Professor

Assistant Professor - a person with academic position in higher education institution, who participates in the educational and scientific-research process according to his / her competence (Amendment #10 to the Academic Council Protocol #24-14).

61) Assistant - a person holding an academic position at a higher education institution who, within the framework of the ongoing educational process, conducts seminar and research work under the direction of a professor, associate professor or assistant professor (Amendment #10 to the Academic Council Protocol #24-14).

7. Full-time employee

At the university, full-time academic staff bills 40 hours a week (8 hours daily).

8. Part-time employee

Part-time staff at the university are employed on an hourly work and compensation basis. Special arrangements can be made with the part-time staff. Employment in other educational institutions is prohibited by the special agreement. The workload scheme for academic staff also applies to a part-time employee in proportion to his / her workload. In addition to the teaching load, he/she is required to set aside weekly counseling hours and participate in university events in agreement with the school principal.

8¹. Removed (Amendment #7 to the Academic Council Protocol #9-13).

Chapter III. Rules for holding an academic position

9. Announcing the competition

1. Academic positions shall be held under the principles of transparency, equality, and fairness through open competition.

2. The competition is announced by the order of the university presidents, based on the nomination of the respective school principal. The order defines the competition terms, criteria, list of documents to be submitted and the terms of the competition. Competition information is posted on the university's official website, as well as on the job advertisement website and / or print media. (Academic Board Protocol # 2-14).

3. The composition of the Competition Commission shall be determined by the order of the Director for the term of the competition (Amendment # 9 to the Academic Board Protocol #2-14).

4. The announcement and organization of the competition shall be provided by the Human Resources Manager, who acts as a Secretary of the Competition Commission.

10. Receiving the competition documentation

1. Receiving the competition documentation begins at least one month after the official publication of the competition information.

2. In the presence of the applicant, the Human Resources Management Manager shall verify, receive and seal the completeness of the documents. In the case of incomplete data submission, he/she is entitled to refuse to accept the documents.

3. The submission of the competition documentation by the applicant, as well as the withdrawal request, shall be registered by his/her signature in the competition journal. Request for the withdrawal of the competition documentation is allowed before the first meeting of the competition commission.

11. Holding a competition

1. The competition is run by the Competition Commission. Conducting a competition involves reviewing the applicant's documentation and evaluating the applicant by the criteria outlined in this regulation.

2. The Commission may decide if the meeting is attended by at least 2/3 of its members.

3. In case of absence of the candidates for the announced vacancy, a protocol shall be drawn up for the failure to conduct the competition.

4. The candidate is evaluated according to the legislative based (main) and university-based (additional) criteria. If one of the main criteria is not met, the contestant will be denied the job despite his/her other data. The additional criteria are taken into account when satisfying the main criteria and serve to identify the most successful of the contestants.

5. The following are the main criteria (Amendment #5 to the Academic Board Protocol No.42-12):

- A. Academic degree. An academic degree of PhD. is required for the position of Professor, Associate Professor, and Assistant Professor. In the academic position of assistant, a doctoral candidate may also be elected;
- B. Scientific-Academic work. Full Professor should have at least 6 years of scientific-academic experience and Associate Professor should have at least 3;
- C. Completed scientific work for the last 10 years;
- D. Removed (Amendment #8 to the Academic Board Protocol No.11-13);
- E. Removed (Amendment #9 to the Academic Board Protocol No.13-13);

6. Additional criteria (Amendment #5 to the Academic Board Protocol No.42-12):

- A. Syllabus/syllabuses, which are evaluated on the adequacy of the content, learning outcomes and methods;
- B. Participation in scientific conferences/seminars - for the last 5 years;
- C. Scientific Scholarships and Grants - for the last 5 years;
- D. Participation in professional development activities;
- E. Removed (Amendment #5 to the Academic Board Protocol No.42-12);
- F. Knowledge of information technologies.

6¹. Possibility for the qualified professional staff to hold an academic position (Amendment #13 to the Academic Board Protocol No.11-18):

6^{1.1} Under Article 35 (5) of the Law of Georgia on Higher Education, an academic position may be held by a qualified professional in the manner prescribed by this Article. In this case, the candidate's qualifications may be confirmed by the professional experience, special training and / or publications. The person is considered to have an appropriate qualification if he/she has the competence required to produce the essential learning outcomes under the program.

6^{1.2} The main selection criteria include:

- A. An Academic Degree;
- B. Professional experience, Special training and /or publications in the relevant field and /or specialty.

6^{1.3} The additional selection criteria include:

- A. Syllabus/syllabuses, which are evaluated on the adequacy of the content, learning outcomes and methods;
- B. Participation in scientific conferences/seminars - for the last 5 years;
- C. Participation in professional development activities;
- D. Knowledge of office software and the ability to work with projectors;
- E. Practical work experience;
- F. Ability to conduct learning process in English.

7. The Competition Commission shall study and evaluate the competition documentation without the participation of the applicants. At the discretion of the commission members, the applicant may be invited for an interview and/or requested to deliver a public lecture (presentation) on one of the issues identified in the presented syllabus.

8. After reviewing the competition documentation, the Commission shall make a reasoned decision. The Competition Commission decides the matter by an open ballot, by a majority of votes. If the votes are evenly split, the decision rests on the vote of the Chairman of the Commission.

9. The decision of the Competition Commission is authorized by a protocol signed by the Chairman and Secretary of the Commission. Other members of the Competition Commission confirm their participation in the work of the Commission by signing the attendance sheet.

10. The Chairman of the Competition Commission petitions the Rector to appoint the selected candidates to the academic positions (Amendment # to the Academic Board Protocol #2-14).

11. All contestants must be notified of the Competition Commission's decision indicating the time limit for the appeal.

12. Appealing the decision of the Competition Commission

1. The decision of the Competition Commission may be appealed in the Appeals Commission within the time limit set by the University President's Order for Announcing the Competition (Amendment # 9 to the Academic Board Protocol #2-14).
2. The Appeals Commission shall consist of: Director of the Scientific Research Institute, Director of the School of the relevant field and Human Resources Manager. The Chairman of the Appeals Commission is the Director of the Scientific Research Institute. The secretary of the Appeals Commission is the HR manager (Amendment # 9 to the Academic Board Protocol #2-14).
3. The Appeals Commission is entitled to invite a contestant to the session. The contestant is entitled to request the opportunity to express an opinion at the Appeals Commission meeting.
4. The Appeals Commission is authorized to amend the decision of the Competition Commission and petition to the University Presidents with an appropriate petition. The decision is authorized by a protocol (Amendment # 9 to the Academic Board Protocol #2-14).

13. Appointment to academic positions

1. The appointment of a candidate for academic positions shall be confirmed by the order of the University Presidents. The order shall be published in the manner prescribed by law. An employment contract is arranged with the hired staff (Amendment # 9 to the Academic Board Protocol #2-14).
2. Removed (Amendment #6 to the Academic Board Protocol #4-13).

13¹. The appointment to an administrative position

1. The President and the Rector are appointed by the University's Partner Council.
2. The appointment of a person to another administrative position shall be done by announcing the competition or without it. The decision on the appointment method will be made by the person in charge of the vacant position in agreement with the Rector and the Human Resources Department.

3. The competition shall be held according to the principles of transparency, equality, and fairness.

4. The candidate's professional education, experience, and skills shall be taken into account when appointing. Additional competitive criteria may be established for a specific position.

13². Attracting foreign staff to various positions at the university

1. Foreign staff is recruited for various positions at the university using modern information technology and professional networks (recruiting, interviewing, making offers).

Chapter IV. Visiting personnel, Emeritus and adjunct professor

14. Minimum requirements for visiting personnel

1. The University may invite a qualified specialist to participate in the study and/or scientific research process, without holding an academic position.
2. The qualification of the visiting staff shall be evaluated on the following criteria: an academic degree of the person, special education received, publications and/or professional experience.
3. The university educational process may involve a researcher - a person who conducts research projects independent of the educational process.

15. Selection of visiting personnel

1. The Specialist is invited by the Principal of the relevant school by the individual selection or through the competition.
2. The organizational-technical support of the specialist selection is provided by the HR manager.
3. Contracts shall be arranged with the invited specialist within the timeframe agreed by the parties.

16. Emeritus

1. For the outstanding achievement to the University, the Academic Council is authorized to award a title of Emeritus to the professor at the age of 65.
2. Emeritus shall participate in the academic and scientific-research process according to the workload and remuneration specified for the visiting staff. According to the University's decision, Emeritus may retain full or partial remuneration.

16¹. Adjunct Professor

1. Adjunct professor, at the invitation of the University of Georgia students and academic staff, participates in discussions on a variety of topics, including topics relevant to the syllabus (Amendment #11 to the Academic Board Protocol #.32-14 of July 25, 2014).

Chapter V. Personnel Participation in Development and Approval of Educational Programs

17. Procedure for development and approval of the educational program

1. The development of the program is preceded by a planning phase, which should include market research, meetings with potential program staff and potential employers, resource analysis and consultation with the administration representatives.
2. The developed program is reviewed by the School Board and undergoes university examination under the procedure established by the Quality Assurance Service.
3. The Director of the relevant school shall submit the program to the Academic Board for review, and the findings shall be submitted by the heads of the University Examination Services.
4. The Academic Board shall approve the program if it considers that:
 - A. The learning outcomes of the program ensure the competitiveness of graduates in the educational and labor market;
 - B. A set of program components ensures that the goals and learning outcomes of the program are achieved;
 - C. The content of all the components of the program, taking into account the number of teaching methods and credits, ensures the achievement of the goals and learning outcomes set by this component, which are adequately reflected in the relevant component syllabus;
 - D. The program is equipped with relevant human and material resources.

18. Educational program module

1. The program should be built on the principle of modules. There are university, school, and separate program modules. The module integrates components based on the prerequisite or alternative connection principle and is designed to develop one or more of the competencies provided by the program.
2. In the case of a prerequisite connection, the passage of each subsequent component is a prerequisite for the achievement of the learning outcomes provided for in the preceding component. In the case of an alternative connection, learning outcomes can be achieved by overcoming some of the components in the module.

Chapter VI. Implementation of the educational program component

19. Planning the implementation of a program component

1. The purpose of the program component and the learning outcomes, as well as the methods of achieving them, will be reflected in the syllabus. The person responsible for implementing the component (curator) is obliged to develop the component syllabus in agreement with the program leader or use the existing syllabus.
2. If more than one person is implementing one component, the agreed syllabus, study material, quizzes, and other knowledge assessment components shall be used.
3. Component staff is required to order or deliver textbooks and other lecture materials to the library before the semester, and to offer additional materials during the semester delivered to each student through the University Library or Online UG.

20. Auditory workload

1. When implementing a component, the staff shall:
 - A. Register before the beginning of the lecture with the representative of the Academic Process Administration, take the group's journal and the materials prepared for it, use the 10 minutes of auditorium preparation for student placement and maintenance of existing technical facilities;
 - B. Provide an adequate environment for conducting the teaching process, exclude any impediments to the lecture, and to refer the matter to the Disciplinary Committee in the event of student disobedience;
 - C. Ensure the proper auditory workload;
 - D. Introduce the syllabus to the student at the first lecture;
 - E. Conduct weekly quizzes during the auditory workload, use interactive methods to test the existing knowledge and then explain new material;
 - F. If the lecture is missed, reinstate it in agreement with the Training Process Administration within the same or next.
2. The staff auditory workload includes auditorium preparation (first hour) and breaks (each subsequent hour).

21. Program component evaluation

1. When evaluating a component, the staff shall:
 - A. Confirm the student's achievement of the component learning outcomes through multi-component assessments, including weekly quizzes;
 - B. Provide the materials required for the written examination to the Training Process Administration three working days before the examination;
 - C. Agree on a midterm and final exam questions with the program leader or school principal who must submit exam questions/options a week before the exam to the Teaching Process Administration;
 - D. Mark the midterm and final exams at the relevant school;
 - E. Submit the results to the Online UG system and deliver the marked papers to the Training Process Administration:
 - Weekly assessment results - five business days;
 - Midterm exam results - ten working days;

- Final exam results - seven working days.
- F. Review the results, shortcomings, and ways for improvement.

2. An University-based assessment system shall be used in a component evaluation.

22. Collaboration with students

1. Cooperation between the staff and the student shall be based on respect for the individual, eliminating any sort of discrimination.
2. To ensure student success and professional growth, staff conducts individual work with students during counseling hours. If necessary, additional classes and consultations are planned, with the frequency and duration agreed with the Department Head or the School Principal.

Chapter VII. Personnel evaluation and professional development

23. Personnel Evaluation Procedure

1. The evaluation of the Academic-Scientific staff at the university is carried out by the administration and students.
2. To generalize best practice, staff are systematically evaluated by the school administration and /or by the university quality assurance service, as planned by the administration. The results, as well as the recommendations, can be discussed at the Academic Board meeting.
²¹ The administrative staff evaluation procedure is performed according to the University of Georgia Employee Performance Assessment Guidelines.
3. To assess the staff involved in the implementation of the learning process, at the end of the semester students fill out a staff and/or program component assessment questionnaire electronically. The results are kept with the school principal and/or head of the quality assurance service. The school principal shall discuss the general results without mentioning the staff at the school board meeting.
³¹. The results of staff evaluation are used to make the following decisions: change in staff compensation, change in position (promotion /demotion/ relocation), determination of training needs and dismissal.

24. Professional Development

1. The academic staff shall:
 - A. Take care of upgrading their qualifications, getting acquainted with the news and international experiences in their field;
 - B. Conduct research and publish research results;
 - C. Participate in scientific conferences both inside and outside the country.

2. The University shall promote the staff's scientific-professional development, which may be reflected in the financing of participation in scientific-professional activities and in the offerings of similar activities.

24¹. Professional development of an administrative staff

1. The administrative staff shall:

- A. Take care of upgrading their qualifications, getting acquainted with the news and international experiences in their field;
- B. Participate in professional conferences both inside and outside the country.

2. The University shall promote the staff's professional development, which may be reflected in the financing of participation in professional activities and in the offerings of similar activities.

Chapter VIII. Staff Certification (Amendment #12 to the Academic Board Protocol #17-16)

25. The professor is subject to certification every 5 years. For the certification of the professor, an attestation commission (hereinafter referred to as the commission) is established, by the order of the presidents. The Commission is guided by the criteria set forth in this Statute and the Law of Georgia on Higher Education.

For the certification purposes, the professor must meet the following criteria:

- Subject syllabus;
- Scientific papers - for the last 5 years;
- Participation in scientific conferences/seminars - for the last 5 years;
- Scholarships and grants - for the last 5 years;
- If requested by the Commission, a candidate may be required to deliver a public lecture on one of the items listed in the syllabus provided by him/her.

26. Associate Professor and Assistant Professor who, under the Labor Code of Georgia, is in permanent employment, is subject to certification every 3 years. For certification, a certification commission (hereinafter referred to as the commission) is established by the order of the Presidents. The Commission is guided by the criteria set forth in this Statute and the Law of Georgia on Higher Education.

For the certification purposes, the professor must meet the following criteria:

- Subject syllabus;
- Scientific papers - for the last 3 years;
- Participation in scientific conferences/seminars - for the last 3 years;
- Scholarships and grants - for the last 3 years;
- If requested by the Commission, a candidate may be required to deliver a public lecture on one of the items listed in the syllabus provided by him/her.

27. The certification commission shall consist of at least 3 members of the relevant qualification. The certification commission, after reviewing the issue of personnel certification,

decides on whether to pass or fail the certification. Failure of certification is the basis for termination of employment contracts.

Chapter IX Personnel Internationalization Policy

28. The University promotes the internationalization of its staff by organizing various events, which are designed by attracting diverse (different ethnic, religious, age, etc. groups.) community members and by organizing an annual Tolerance Week aimed at the exchange of cultures and the development of human values.

29. The effectiveness of the internationalization policy is tested annually by the employee satisfaction survey.

Chapter X Affiliation Policy

30. A written agreement on affiliation shall be established between the University and the academic staff, with each academic official designating his / her affiliation only with the University of Georgia. He/She is involved in community development and knowledge sharing activities on behalf of the University of Georgia.

Affiliated staff at the University of Georgia:

- Carries out basic educational, research / scientific activities and the results of their research are assigned to the University of Georgia;
- Is actively involved in decision-making processes related to education, research and other important issues of the University of Georgia;
- Is actively involved in advising students on academic/scientific leadership activities.

The following amendments were made:

Amendment #1 to the Academic Board Protocol # 20-12;

Amendment #2 to the Academic Board Protocol # 21-12;

Amendment #3 to the Academic Board Protocol # 26-12;

Amendment #4 to the Academic Board Protocol # 31-12;

Amendment #5 to the Academic Board Protocol # 42-12;

Amendment #6 to the Academic Board Protocol # 4-13;

Approved by the Academic Board Protocol №08-12 of 27/03/2012

Amendment #7 to the Academic Board Protocol # 9-13;

Amendment #8 to the Academic Board Protocol #11-13;

Amendment #9 to the Academic Board Protocol # 2-14;

Amendment #10 to the Academic Board Protocol # 24-14;

Amendment #11 to the Academic Board Protocol # 32-14;

Amendment #12 to the Academic Board Protocol #17-16;

Amendment #13 to the Academic Board Protocol #11-18.