

Changes have been approved by
LLC Teaching University Geomedi's
Academic Board session:
Protocol №12, 20.12.2021

Rector, Professor _____ Marina Pirtskhalava

Rules for selecting and appointing academic personnel at Teaching University Geomedi

Article 1. General Provisions

1. This Rule is developed in accordance with the Law of Georgia on Higher Education and in accordance with the statute of Teaching University Geomedi LLC (hereinafter "University")., and defines the rules and procedures for selecting and appointing academic staff.
2. The academic staff of the University consists of a professor, an associate professor, an assistant professor, and an assistant professor.
3. The competition for the academic position is announced on the basis of the personnel planning methodology, in order to develop a new educational program and/or fill the vacancy. The need to announce a competition is determined by the faculty and the decision is submitted to the Academic Board of the University. Based on the decision of the Academic Board, the Rector issues a legal act announcing the competition, indicating the positions, terms, documents to be submitted, the composition of the competition, and appeal committee.

Article 2. Rules for holding an academic position

1. Academic positions may be filled only through open competition, which must comply with the principles of transparent, equal, and fair competition.
2. The competition date and conditions are posted and made public at least 1 month before the submission of documents, on the University website, in the periodical press of Georgia, and through the vacancy platforms (www.hr.ge/www.jobs.ge).

3. Candidates for academic positions are selected in accordance with the points accumulated according to the rating evaluation criteria, on the basis of the interview and examination of the documentation by the competition committee.

4. To participate in the competition, the candidate must agree on affiliation with the university in advance and after being selected to an academic position, must sign a written agreement with the university on affiliation.

5. A professor is appointed to an academic position for no less than a five-year period. An associate professor is appointed to an academic position for no less than a five-year period. Assistant Professor and Assistant are appointed to the academic position for a term of 3 or 4 years.

Article 3. Conditions for selecting a person for an academic position

1. A person with a doctoral degree or an academic degree equal to it, who has at least 6 years of scientific-pedagogical work experience, maybe selected on the position of professor.

A person with a doctorate or an equivalent academic degree with at least 6 years of experience in the scientific-pedagogical work, experience in clinical work for at least 9 years, as well as a state certificate of the relevant specialty of clinical discipline, may be selected on the position of Professor in Clinical field.

2. A person with an academic degree of Doctor or an equivalent degree with at least 3 years of experience in scientific-pedagogical work may be selected to the position of Associate Professor.

A person with an academic degree of Doctor or equivalent degree with at least 3 years of experience in scientific-pedagogical work, and experience in clinical work of at least five years, as well as a state certificate in the relevant specialty of clinical discipline, may be selected to the position of Associate Professor in Clinical field.

3. A person with an academic degree of Doctor or an equivalent degree may be selected to the position of Assistant Professor. A person with an academic degree of Doctor or an equivalent degree who has experience in clinical work of the last 5 years, as well as a state certificate of the relevant specialty of the clinical discipline can be selected to the position of Assistant Professor in the Clinical field.

4. A doctoral student (a person studying for a doctorate) can be selected for the position of assistant.

A doctoral student (a person studying for a doctorate) who has a state certificate in the relevant specialty of the clinical discipline may be selected for the position of Assistant in the Clinical field.

5. It is allowed for qualified personnel to hold academic positions provided for in paragraphs 1-4 of this Article. In this case, the qualification of the person can be confirmed by professional experience (duration of professional experience: 10 years for a professor, 8 years for an associate professor, 6 years for an assistant professor, 5 years for an assistant professor), special training and/or publications (for a professor - at least 4 publications, For Associate Professor - not less than 3 publications, For Assistant Professor - not less than 2 publications, For Assistant - not less than 1 publication). A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have the relevant qualification.

6. The University is entitled to establish additional criteria for a competition:

- A) Participation in scientific conferences and symposia;
- B) scientific articles published in peer-reviewed journals;
- C) a monograph in the relevant field;
- D) practical experience in the relevant field;
- E) Knowledge of English.

Additional conditions are determined by the Academic Board of the University and approved by the Rector.

7. If a person is selected for the position of a professor for more than 5 year period, she/he is subject to attestation every 5 years. A person who has been selected to the position of professor for more than 5 year period, but has less than 5 years left in that position is not subject to the attestation. The attestation is conducted by the relevant committee(s) created on the basis of the Rector's order.

Article 4. Documents to be submitted for the competition

1. In order to participate in the competition for the academic position, the candidate must submit the following documents:

- A) application form addressing the competition committee (according to the established form);
- B) a copy of the ID (passport, ID card);

C) a copy of the document (documents) certifying the relevant academic degree (a document issued in a foreign country for the recognition of education and/or recognition of a scientific degree, if any);

D) a document certifying pedagogical activity (such document is not required for the position of Assistant Professor and Assistant);

E) List of scientific publications published during the last 5 years;

F) Autobiography CV (in Georgian and English);

G) Relevant syllabus (no syllabus is required for the position of an assistant);

H) two photos in electronic format (on CD);

I) The concept of scientific-research work.

J) a certificate of conviction for a crime against sexual freedom and inviolability.

K) in the clinical field: a certificate issued in accordance with the legislation reflecting the experience of clinical work and a state certificate of the relevant specialty;

L) In order to hold an academic position in a clinical field, a candidate who does not work in a university contractor clinic must submit a letter of consent from the head of the clinic where the study process will take place.

M) In case of implementing an English language program, the candidate must submit proof of English language proficiency (B2 level) or pass an English language test. Test content and competency thresholds are determined by the University.

In case of implementation of the English language program of a certified physician, the candidate must submit documents proving at least 3 years of experience in teaching medicine in English, or proof of medical practice in an English-language clinic abroad for at least 1 year. Certificate of English language proficiency, at least B2 level (IELTS, TOEFL, Cambridge English, UNICert), or pass an English language test. Test content and competency threshold are determined by the University.

Article 5. Competition Committee and Candidate Evaluation

1. To conduct a competition for an academic position and to select candidates following the competition criteria, a competition committee shall be established by a rector's legal act consisting of five members (including one committee chairman, one committee secretary).

2. The competition committee consists of: specialists in the relevant field of the program, representatives of the administration, and the head of the human resources management office.
3. A member of the competition committee may not be a candidate participating in the same competition.
4. The competition is organized by Human Resources Management Office. In case of incomplete submission of the application documentation, the applicant cannot register and be accepted for the competition.
5. The responsibilities of the competition committee are:
 - A) Receipt and review of the application and attached documents;
 - B) conducting an interview;
 - C) selecting the winner of the competition based on the submitted documentation and the scores accumulated during the interview (Appendix 1).
6. The candidate, who receives the highest scores during the interview will be the winner.
7. The decision of the competition committee is recorded in the form of a protocol. The minutes of the meeting of the competition committee shall be drawn up by the secretary of the commission. The protocol shall be signed by the chairperson, secretary, and members of the committee.
8. The competition committee decides on the results of the competition by a majority of votes.
9. The decision made by the competition committee shall be submitted to the Rector of the University for the issuance of the relevant legal act. The Rector will issue a decree after the deadline for appealing the results of the competition.
10. The results of the competition are published on the University's website and are announced to the competition participants.
11. The competition committee terminates its activities as soon as the results of the competition are approved.

Article 6. The rule for appealing the results of the competition

1. The candidate has the right to appeal the decision of the competition committee to the Appeals Committee within one day after its publication on the University website.
2. A person from the competition committee may not participate in the composition of the appellate committee.
3. The Appeals Committee is authorized to request the tender materials, to examine the documents, to hear the explanations of the interested party, and to make a decision based on them, within the pre-determined deadlines.
4. The Appeals Committee is authorized not to accept the case in the proceedings if there are no arguments in the application, which indicate the illegality or unjustification of the decision of the competition committee.
5. The Appeals Committee, after a complete and objective examination of the application documents, shall decide on whether to approve the appeal or deny it.
6. The decision of the Appeals Committee is recorded in the relevant protocol and submitted to the Rector of the University.
7. Based on the decision of the Appeals Committee, the Rector shall issue a legal act on the appointment of the person/persons to the relevant academic position.
8. The candidate is entitled to appeal against the decision of the competition and/or appellate committee in court.

Competition Rating Criteria:

1. Teachers with pedagogical experience score corresponding to the number of years of work.
2. Scientific article (during the last 5 years): 3 points for each article published in a peer-reviewed journal.
3. Monograph in the relevant field (during the last 5 years) - 20 points;
4. Participation in scientific conferences (during the last 5 years):
 - A) Participation in an international scientific conference - 10 points;
 - B) Participation in a regional scientific conference - 3 points.
5. Interview on the concept of scientific-research work - 5 points.