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LLC Teaching University Geomedi's
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Rector, Professor _____ Marina Pirtskhalava

Rules for Selecting Invited Personnel for Implementation of Education Program

Article 1. General Provisions

1. Teaching University Geomedi LLC is authorized to invite a specialist with relevant qualifications in order to participate in the educational and/or scientific-research process and/or lead this process without holding an academic position as provided by the Law of Georgia on "Higher Education".
2. Invited personnel is authorized to conduct a lecture, a practicum, and laboratory work without holding an academic position.
3. The need to invite personnel for educational program implementation is determined by the Dean of the Faculty together with the head of the educational program, based on the staff planning methodology.

Article 2. Rules for selecting the invited personnel

1. The following may be invited to implement an educational program:
 - A) A person with a doctorate or an equivalent academic degree who has at least 1 year of pedagogical work experience can be invited to conduct a lecture course.
To implement the clinical course, the invited specialist must also have the last 5 years of clinical work experience and a state certificate in the relevant specialty of clinical discipline.
 - B) A person with a master's degree or an equivalent academic degree, who has relevant practical experience in the field and the competence necessary to produce the learning outcomes provided by the program can conduct a practicum, laboratory training.
To implement the clinical discipline, the invited specialist must also have the last 5 years of clinical work experience and a state certificate in the relevant specialty of clinical discipline.

2. The selection of the invited staff, in accordance with the requirements set forth in paragraph 1 of this Article, shall be carried out by the head of the relevant educational program together with the Dean of the Faculty, on the basis of the points accumulated during the interview, application documents, person's autobiography, qualifications, and relevant work experience (Annex 1)

The decision will be submitted to the Rector of the University for the issuance of the relevant legal act.

3. If the relevant candidate cannot be selected, a competition will be announced.

The conditions of the competition, the documents to be submitted and the composition of the competition committee shall be determined by the Rector's Decree. The date and conditions of the competition are published on the University website (www.geomedi.edu.ge).

The Competition Committee consists of: The Dean of the Faculty, the Head of the relevant educational program, and the Head of the Human Resources Management Office. The competition is organized by Human Resources Management Office. The candidate is selected on the basis of the points accumulated during the interview and examination of application documents. (Appendix 1).

The candidate, who receives the highest score will be the winner. The decision of the competition committee is recorded in the form of a protocol. The protocol is signed by the chairman of the committee and its secretary. The decision of the committee will be submitted to the Rector of the University for the issuance of the relevant legal act. The results of the competition are published on the website of the university and the participants of the competition are informed.

4. The academic staff of the University, with whom the employment agreement was terminated upon the expiration of the contract, maybe appointed as invited staff, without going through the selection procedures specified in this Rule, no later than 1 month after the termination.

5. A contract "B" is concluded with the selected invited staff for a period of 3 years. After the expiration of the term specified in the contract, based on the agreement of the parties, it is possible to renew the contract.

Article 3. Documents to be submitted

1. The candidate must submit the following documents:

A) B) a copy of the ID (passport, ID card)

B) 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);

C) Autobiography CV (in Georgian and English);

D) a document certifying pedagogical activity (if conducting the lecture course)

E) List of scientific publications published during the last 5 years, copies of the certificates proving the participation in the conferences (if any)

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

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

H) 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.

I) 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.

Interview evaluation criteria

1. Oral communication skills
2. Analytical thinking skills
3. Motivation

Each criterion is evaluated with a maximum of 3 points:

- 3 points - good.
- 2 points - Satisfactory.
- 1 point - unsatisfactory.