

Approved by the decision of the N2 meeting of the Academic Board of the University on February 23, 2018, and the N2 meeting of the Representative Board on March 6, 2018, based on the amendments made by the decision of the N11 meeting of the Academic Board of 2023 and the N4 meeting of the Representative Board on December 15, 2023, the Rule was formulated as follows:

Ilia State University
Procedure for Academic Position Competition and Employment Conditions

Article 1. General Provisions

1. Ilia State University is committed to fostering a cohesive environment for academic and professional higher education and research activities in collaboration with professors, teachers, scientists, and researchers.
2. The University adheres to the principles of openness, transparency, and the responsible utilization of state funds. In line with the *Law of Georgia on Higher Education*, the Statute of Ilia State University, and other normative acts, the University establishes a procedure for academic position competition and defines the associated employment conditions.
3. The number of academic staff is determined by the University's staffing table, which undergoes discussion by the Academic Board and approval by the Representative Board.

Article 2. Decision on Increasing the Number of Academic Staff and Announcing a Competition

1. The initiation of the proposal to increase academic staff and announce a competition is undertaken by:
 - a) Academic Board;
 - b) Faculty/School;
2. The Academic Board shall decide to announce a competition for an academic position. Following this decision, the Rector shall issue an Order that outlines the conditions of the competition;
3. If the faculty/school initiates the proposal, it must be submitted to the Academic Board;
4. The initiated proposal form may include the following:
 - a) Objective(s) of the initiation;
 - b) Name of the academic position;

c) Academic requirement(s) for potential candidates.

5. The Academic Board or the Rector has the authority to add additional requirements to the proposal initiated by the faculty/school for the potential candidates;

6. The Academic Board shall make decisions based on a simple majority vote of members present. The Rector is required to issue an Order regarding the competition announcement following this Procedure, the University's Statute, and the *Law of Georgia on Higher Education*.

Article 3. Holding a competition for an academic position:

1. An academic position can only be filled through an open competition, which must adhere to the principles of transparency, equality, and fairness;

2. The Rector shall issue an Order to announce a competition. This Order shall be available on the University's website and in print media with a minimum of one month prior to the deadline for document submission. If deemed necessary, it may also be published in professional settings. The documents shall be submitted no later than fourteen (14) calendar days, and the results shall be announced within a minimum of fourteen (14) calendar days after the deadline for document submission;

3. The Academic Board, the Faculty/School Board, or the Selection Panel established by the Academic Board/Faculty/School Board shall conduct the competition for an academic position. The Selection Panel is composed of the academic staff of the University. The candidates who have been chosen through the competition shall be submitted to the Rector for appointment to the academic position;

4. The Faculty/School Board has the authority to form a specially designated Selection Panel composed of professors from the Faculty/School. This panel will review the submitted documents, select the winner, or compile a list of applicants. In such a circumstance, the decision made by the Faculty/School Selection Panel shall be submitted to the Rector for approval by the relevant Faculty/School Board;

5. In a recently formed Faculty/School where the Faculty/School Board has not yet been elected, the initiation of competition for academic positions shall be determined by the decision of the University's Academic Board;

6. The Academic Board, the Faculty/School Board, and the specially designated Selection Panel have the authority to establish additional requirements for the competition (such as a public lecture, presentation of the research program, informal meetings with faculty members, etc.) in order to determine the winner from the pool of applicants;

7. The Human Resources Management Office shall verify that the submitted documents comply with the competition requirements.

8. Applications from participants in the academic competition shall be registered in the Chancellery and forwarded to the Faculty/School, the Human Resources Management Office, and the Legal Office. If deemed necessary, the Faculty/School will provide its evaluation of the competitor to the Selection Panel;
9. The panel will be responsible for making decisions regarding the selection of candidates. After the conclusion of the competition, the Human Resources Management Office will proceed to draft an order concerning the results.
10. The Human Resources Management Office shall finalize the terms of the employment contract with the Dean of the relevant Faculty/School, the Rector, and the competition winner. Following that, the parties shall sign the employment contract.
11. The Rector and the Head of the Administration sign the employment contract with the academic staff;
12. For the position of Professor, the employment contract may be either open-ended or fixed-term. The duration of the fixed-term contract must be at least one (1) year and cannot exceed five (5) years;
13. For the position of Associate Professor, the duration of the fixed-term contract must be at least one (1) year and cannot exceed four (4) years;
14. For the position of Assistant Professor, the duration of the fixed-term contract must range from three (3) to four (4) years;
15. If an individual wins the competition for an academic position again, the University will consider the results of the academic staff's self-assessment report when determining the terms and conditions of the contract.

Article 4. Conditions of Election to an Academic Position

1. For the position of Professor:

- a) To be eligible for a fixed-term position of Professor, an individual must meet the following criteria: hold a Ph.D. or an equivalent academic degree, have a minimum of six (6) years of experience in scientific and educational activities, possess teaching experience that aligns with modern requirements of science, and/or have published scientific works. In addition, any additional requirements (if applicable) established by the Academic Board/Faculty/School Board based on the specifics of the field must also be fulfilled.
- b) To be eligible for an open-ended position of Professor, an individual must meet the following criteria: hold a Ph.D. or an equivalent academic degree, have a minimum of six (6) years of experience in scientific and educational activities, demonstrate notable professional and/or scientific achievements, and have scientific articles published in the leading national and/or international journals and/or other

reputable outlets. In addition, it is required that candidates have participated in national and international scientific research projects, earned special merits to the University, and met conditions set forth by the Academic Board. A Professor under these conditions shall be subject to attestation every five years according to the procedure established by the University.

2. For the Position of Associate Professor:

For the position of Associate Professor, an individual must be elected for a maximum of four (4) years provided they possess a Ph.D. or an equivalent academic degree and have a minimum of three (3) years of experience in scientific and educational activities;

3. For the position of Assistant Professor, candidates with a Ph.D. or an equivalent degree may be considered.

4. According to the decision made by the Academic Board, it is permissible to hold the position of Professor, Associate Professor, and Assistant Professor without having a doctoral degree as long as they can demonstrate their qualifications through professional experience, specialized training, and/or publications. The individual shall be considered appropriately qualified if they possess the necessary competence to achieve the learning outcomes specified by the program.

Article 5. Classification of Employment Contract:

1. There are four types of employment contracts for academic staff (professor, associate professor, assistant professor) at the University: open-ended, specialized, fixed-term, and hourly paid agreements:

a) An open-ended agreement shall be granted to Professors if they:

a.a) Have outstanding professional/educational and/or scientific achievements and meet the conditions determined by the Academic Board;

a.b) have published scientific works in leading local and/or international journals and/or other printed or digital publications, actively participating in national and international scientific and research projects and similar activities;

a.c) Have demonstrated exceptional merit to the University;

a.d) have made a distinctive contribution to the University's educational process, with the expectation that this contribution will continue in the future;

a.e) have been actively participating in the implementation of significant projects at the University;

b) **A fixed-term agreement** shall be granted to academic staff under appropriate conditions, which includes their active involvement in the educational/learning and research activities at the University;

c) A specialized agreement shall be awarded to those academic staff who:

c.a) Stay abroad for a long time;

g.b.) Are unable, due to valid reasons, to perform the assigned workload and/or devote the majority of their working time to research activities;

d) A contract for a semester-based hourly wage, to be signed with the academic staff, implies payment based on the number of hours dedicated to educational and practical/laboratory/experimental/field, etc., components paid by the hour. Under such an agreement, the remuneration shall be paid according to the workload during the academic semester.

Article 6. The Workload of Academic Staff

1. The workload of academic staff shall be determined by teaching and research, with the option to include administrative tasks;
2. In addition to participating in the teaching/educational and research process, academic staff members are also involved in the Third Mission of the University;
3. The determination of the workload of academic staff shall be as follows:
 - a) Professors are required to teach a minimum of six (6) academic hours per week;
 - b) Associate Professors are required to teach a minimum of eight (8) academic hours per week;
 - c) Assistant Professors are required to teach a minimum of ten to twelve (10-12) academic hours per week, depending on their scientific and research workload;
4. Exceptions to the conditions outlined in Subparagraphs (a), (b), and (c) of Paragraph 3 of this Article may be granted to the academic staff members who are engaged in educational programs with limited student enrollments and, at the same time, have demonstrated exceptional scientific achievements. This includes having scientific publications in an international peer-reviewed journal(s) listed on recognized international indexes and exhibiting a high citation index in the database of journals with high impact factors, such as those included in Scopus and Web of Science lists. In such cases, the teaching load of individuals may be reduced and will be determined based on the specific faculty and educational programs. The possibility of varying workloads may be applied to academic staff working within the scope of international accreditation programs (ABET track).
5. If individuals with academic positions are assigned additional responsibilities within the English language Medical Education Program, their academic load shall be determined based on the core compulsory workload as outlined in Paragraph 3 of Article 6. This requirement includes at least (six) 6 academic hours per week for a professor, at least (eight) 8 academic hours per week for an associate professor, and at least ten to twelve (10-12) academic hours per week for an assistant professor. If there is an insufficient amount of such a workload, the hours will be allocated to tasks within the English-Language Medicine Program. Any additional instructional hours provided by academic staff

in the English-Language Medical Program beyond the required hours specified in Article 6, Paragraph 3, will be subject to reimbursement according to the current regulations of the University.

6. The academic staff shall be obligated to adhere to the curriculum determined by the educational program and the designated minimum hours as per the university/educational program/school/faculty requirements.
7. Academic staff in administrative positions are required to have a minimum workload of four (4) academic hours per week for learning purposes;
8. Teaching shall encompass the following components:
 - a) Academic, i.e., teaching hours;
 - b) Time allocated for Preparing for the contact hours;
 - c) Conducting knowledge assessment, checking and correcting written papers (such as examinations, mid-terms, essays, assignments, etc.), performance programs, and oral and/or practical tasks. Also, making assessments and providing feedback to students;
 - d) Drawing up exam tests, questions, theoretical and/or practical creative and/or executive tasks, etc.;e) Updating and modifying the course;
 - f) Developing and implementing a new course;
 - g) Consultations of students (through electronic correspondence and in-person meetings);
- h) Supervision of a bachelor's thesis;
 - i) Supervision of a creative and/or performance project;
 - j) Supervision of an educational program/direction;
 - k) Conducting mid-term, final, and additional exams;
 - l) Membership of Sectoral, Appellate, Admission Commission, diploma work, bachelor's, and master's Defense Commission, Dissertation Board;
 - m) Planning and conducting concert/theatre rehearsals;
 - n) Organizing and conducting concerts, master classes, workshops, festivals, competitions, exhibitions, performances and other similar events;
 - o) Involving students in various creative projects;
 - p) Determining other workloads as decided by the Faculty/School or the Academic Board.
9. The academic staff's research workload shall be determined based on various factors, including contributions to international and local peer-reviewed journals, articles in global and domestic publications, monographs/books/manuals, participation in grant projects, involvement in international collaborations, receipt of scientific awards, patents, participation in global conferences, supervision of Master's and Ph.D. theses, peer review activities, membership of the Thesis Committee, and engagement in other scholarly endeavors such as serving as a reviewer, chairing the Dissertation Committee, holding a position on an editorial board, among others.

10. Administrative activity involves the execution of administrative responsibilities within the University, membership in the leading educational unit, and involvement in the University's governing bodies of the University.

11. Conditions deviating from this Procedure for an individual holding an academic position may be established through an agreement between the Dean of the Faculty and the Rector. These conditions shall be included as part of the applicable employment contract.

Article 7. Conditions of Employment of Individuals Elected to Academic Positions

1. If a candidate is elected to the academic role of Professor, Associate Professor, or Assistant Professor at Ilia State University, they are prohibited from concurrently working in any other higher education or scientific research institution in Georgia in an academic/administrative and scientific position and or in a scientific/academic position with a different name, the main activity of which involves research and teaching.

2. If a candidate for the position of Professor, Associate Professor, or Assistant Professor at Ilia State University is already an academic/administrative or scientific staff member of another higher education institution or a scientific research institution in Georgia or holds a position that primarily involves research and teaching as the main activity, in the event of winning the competition, they are obliged to decide on the higher education institution or scientific research institution where they will pursue their academic and scientific career. The decision must be made within a reasonable timeframe but not later than 30 calendar days;

3. Individuals holding an academic position at Ilia State University, engaged in master's and doctoral programs, and/or conducting fundamental and applied research at the University are prohibited from holding the position of a researcher in another higher educational institution, scientific research institution, or any other role with a scientific title where research is the primary activity. This prohibition is applicable beyond the constraints outlined in Paragraph 2 of this Article.

4. Affiliation with Ilia State University implies:

- a) Formulating a written agreement between the University and an individual holding an academic position at the University, in which each individual with an academic position defines their affiliation with Ilia State University, participating in community development and sharing knowledge on behalf of the University;
- b) Engaging in primary educational, research/scientific/creative/performing activities at Ilia State University, the results of which are associated with Ilia State University;
- c) Actively participating in decision-making processes regarding educational, research/scientific/creative/performing, and other significant matters at Ilia State University;
- d) Actively participating in the academic/scientific guidance processes of providing consultations to students.

- e) For the purposes of accreditation and authorization of a higher education institution, an "employee" is defined as an academic staff member at Ilia State University;
 - f) Members of the academic staff are prohibited from holding any academic/scientific/administrative or any other kind of position at any other higher education institution;
 - g) It is mandatory for an "employee" not to occupy the scientific position of researcher or any other title at any other higher education institution that involves research as the main activity;
 - h) Publishing works/articles and participation in various conferences under the full name of the University;
 - i) Adhering to the Legislation of Georgia and the rules and regulations applicable at the University regarding affiliation;
 - j) Declaring consent to be affiliated with Ilia State University according to the employment contract.
5. The restriction outlined in Paragraph 3 of the article also applies to the academic staff currently working at the University from the official implementation of this Procedure. If these individuals are presently affiliated as researchers with another higher education institution, they must decide within a reasonable period, not exceeding thirty (30) calendar days, about which higher education institution they will choose for their continued employment;
 6. Noncompliance with the obligations established in the first, second, third, or fourth paragraphs of this Article by an individual employed in an academic position at Ilia State University may be grounds for terminating the employment contract;
 7. In rare cases, deviations from the abovementioned limitation may be granted with the approval of the Rector and/or the Academic Board.
 8. An individual who holds an academic position at the University may deliver lectures at another educational institution without having an academic/scientific/research position. However, the total number of lectures delivered should not exceed thirty (30) academic hours within one academic year. The Rector must be promptly informed. If the load exceeds the number of academic hours determined by this Paragraph, it is necessary to obtain approval from the Rector and/or the Academic Board;
 9. An exception will also be granted if a memorandum of cooperation, contract, joint project documentation, or another form of agreement is signed between educational research institutions in Georgia or abroad. This agreement should be signed by the Rector of the University, which explicitly outlines the eligibility of holding positions such as Professor, Associate Professor, Assistant Professor, Assistant, Scientific Staff, or Researcher. This exception must not contradict the *Law of Georgia on Higher Education*, the Statute of the University, the Rules approved by the Orders of the Minister of Education and Science of Georgia *on the Authorization Regulations for Educational Institutions and Approval of Fees* and *on Approval of Fees for Accreditation of Educational Programs of Educational Institutions*.

Article 8. Transitional provisions

The workload established in Article 6, Paragraph 3 of this Procedure for academic staff who have already been elected shall become effective from the spring semester of the 2023-2024 academic year. Any amendments to their employment contracts should be made accordingly.