



ეროვნული თავდაცვის აკადემია NATIONAL DEFENCE ACADEMY

LEPL - David Aghmashenebeli National Defence Academy of Georgia Unified Rule for Hiring Academic Staff and Conducting the Competition

Article 1. General Provisions

1. The Unified Rule for Hiring Academic Staff and Conducting the Competition (hereinafter - the Rule) of the LEPL - David Aghmashenebeli National Defence Academy of Georgia (hereinafter - the Academy) is developed on the basis of the Law of Georgia "On Higher Education" and the Statute of the Academy approved by Order N16 of the Minister of Defence of Georgia dated March 14, 2017.
2. The purpose of the Rule is to ensure the staffing of the Academy's academic personnel taking into account the academic and scientific goals of the Academy, the applicant for the academic position, the interests of the Academy, and the requirements of current legislation, while observing the principles of the publicity of the competition, its unity for all main educational units of the Academy, transparency, equality, and fair competition.
3. The purpose of the Rule is to ensure the objective assessment of the Academy's requirements and the contestant's talent, skills, potential, and abilities, their mutual coordination, the formation of a labor-legal relationship encompassing common interests, and the establishment of mutually beneficial cooperation to achieve the goals set by the Academy's legislation.

Article 2. Prerequisites for Election to an Academic Staff Competition Position

1. A person with a doctoral or equivalent academic degree who has at least 6 years of scientific-pedagogical work experience and meets the additional conditions defined by this rule may be elected as a professor for a term of 5 years.
2. A person who meets the requirements established by the first paragraph of this Article and who has exceptional professional and/or scientific achievements (for example, has scientific publications in leading local and international journals and editions, has participated in national and international scientific-research conferences and projects, etc.) may be elected for a life term.
3. In the case provided for in paragraph 2 of this Article, the professor is subject to an attestation review every 5 years; an elected professor is not subject to attestation if elected to the position of professor for a term of more than 5 years, but after 5 years

from the election to the position of professor, he remains less than 5 years of the term of office.

4. A person with a doctoral or equivalent academic degree who has at least 3 years of scientific-pedagogical work experience may be elected to the position of Associate Professor for a term of 4 years.
5. A person with a doctoral or equivalent academic degree may be elected as an Assistant Professor for a term of 3 or 4 years.
6. A doctoral student may be elected to the position of Assistant for a term of 3 or 4 years.
7. In the Academy, it is possible for professionally qualified personnel to hold the academic positions provided for in paragraphs 1-6 of this Article based on professional qualifications. In this case, the person's qualification may be confirmed by professional experience, special training, and/or publications. A person is considered to have the appropriate qualification if they possess the necessary competence to produce the learning outcomes envisaged by the program.

Article 2¹ Determining Qualification Requirements for the Academic Positions Competition

1. In addition to the prerequisites for election to the competitive position of academic personnel provided for in Article 2 of this Rule, the qualification requirements for the competition announced for the purpose of hiring academic personnel shall be determined based on the following legal acts and circumstances:

- a) Law of Georgia "On Higher Education";
- b) Order N69/N of the Minister of Education, Science, Culture and Sport of Georgia dated April 10, 2019 "On the Approval of the National Qualifications Framework and the Classifier of Fields of Study";
- c) Order N99/N of the Minister of Education and Science of Georgia dated October 1, 2010 "On Approval of the Provisions and Fees for the Authorization of Educational Institutions";
- d) Order N65/N of the Minister of Education and Science of Georgia dated May 4, 2011 "On Approval of the Provisions and Fees for the Accreditation of Educational Programs of Educational Institutions";
- e) Taking into account the needs of the main educational unit at the stage of conducting the competition for a vacant academic position;
- f) Based on the needs provided for by the syllabus and curriculum of the educational program approved by the Academic Council.

2. Part 1 of the minutes of the MOD 9 19 00971486 meeting of the Academic Council of the Academy dated September 23, 2019, shall be recognized as an integral part of this resolution.

3. The resolution shall enter into force on the day of signing.

4. The resolution may be appealed within one month from its notification in the Gori District Court (address: Gori, Jorbenadze st. №30).

Article 3. Requirements for Professional Skills, Academic Activities, and Scientific Activities Set for a Candidate for the Academic Position of Professor

The requirements for professional skills, academic activities, and scientific activities set for a candidate for the academic position of Professor are:

- a) Leading the educational process and teaching courses in the relevant academic/professional field;
- b) Supervision of bachelor's/master's theses, supervision of junkers'/students' conference topics, etc.;
- c) Active participation in research and publication of research results, which may be expressed by participation in local or international scientific conferences, research projects/grants, published articles/papers, and others over the last 10 years;
- d) Participation in professional development programs and other projects, both within and outside the Academy;
- e) Development/improvement of the training course program (syllabus);
- f) Preparation of examination and educational materials, evaluation of junkers'/students according to the evaluation components and criteria reflected in the syllabus, which are in compliance with current legislation;
- g) Leading or participating in the process of creating/refining an educational program;
- h) Attendance and participation in events planned by the Academy within the limits of their competence;
- i) Observance of ethical norms;
- j) Fulfillment of obligations determined by the employment contract;
- k) Ability to organize scientific-pedagogical activities, teamwork, and effective communication.

Article 4. Exceptional Professional and/or Scientific Achievements of a Professor

1. Exceptional professional and/or scientific achievements of a Professor include:
 - a) Management of an educational program;
 - b) Scientific awards and merits;
 - c) Scientific publications in leading local and international journals and editions;
 - d) Monographs;
 - e) Presentations at international scientific conferences;
 - f) Participation in grants/national and international scientific research projects;
 - g) Supervision of doctoral/master's/bachelor's research.
2. The requirements for professionally qualified personnel shall be specified in the relevant order regarding the announcement of the competition.

Article 5. Announcement of the Competition

1. The decision to announce a competition to fill the position of Professor, Associate Professor, Assistant Professor, and Assistant is made by the Head of the Academy, based on a substantiated report/application from the head of the relevant structural unit.
2. The date and conditions of the competition shall be published on the official website of the Academy and on the website administered by the Government Administration (www.vacancy.hr.gov.ge) at least 1 month before the receipt of documents. The exact deadline, competitive conditions, and exhaustive list of competitive documentation to be submitted shall be determined by the individual administrative-legal act of the Head of the Academy.
3. To participate in the competition, the candidate submits an application/documents in electronic form through the website administered by the Government Administration (www.vacancy.hr.gov.ge).
4. The acceptance of applications/documents lasts for at least 1 and no more than 3 weeks.
5. The competition is held no later than 1 month after the expiration of the deadline for accepting competitive documentation (documents). The final results of the competition are published no later than 30 working days from the end of the interview, in the relevant module of the website administered by the Government Administration. In the event that a specific competition deadline falls on a non-working day of the Academy or a public holiday determined by Georgian legislation, the first following working day shall be considered the end day of the specific competition deadline.

Article 6. Competition Commission

1. The competition is conducted by the permanent Competition Commission of the Academy (hereinafter - the Commission), whose composition is approved by the Academic Council upon the submission of the Head of the Academy.
2. The Competition Commission may consist of the Head of the Academy, Deputy Heads, heads of structural units, heads of educational units, the head of the quality assurance service, and specialists in the relevant field (including foreign ones). The Commission must consist of at least 5 members.
3. During the work of the Competition Commission, to resolve specific issues, if necessary, an expert in the relevant field may be invited to state their competent opinion, with the right to participate in voting.
4. A member of the Competition Commission cannot be a person participating in the same competition, either with the status of a person wishing to participate in the competition or as a contestant.
5. The Competition Commission is authorized to begin work if it is attended by 2/3 of the Commission members.

- 5¹. The members of the Competition Commission attend the Commission meeting at the Academy, at the place pre-determined by the Chairman of the Competition Organizing Commission, and in exceptional cases, when it is impossible for a commission member to attend the commission meeting, to ensure a high level of legitimacy of the commission's decision, the member attends the meeting remotely using electronic means.
6. The Competition Commission makes decisions on issues related to its activities by a majority of votes of the members, and in the case of an equal distribution of votes, the vote of the Chairman of the Commission is decisive.
 7. The meeting of the Competition Commission is led by the Chairman of the Competition Commission, and in their absence, by the Deputy Chairman of the Competition Commission, who in such cases enjoys the powers of the Chairman.
 8. The operating procedures of the Competition Commission that are not provided for in this Rule may be determined directly by the Competition Commission, including in the form of written decisions of the Competition Commission.
 9. The activities of the Competition Commission are reflected in the decisions and minutes of the Competition Commission.
 10. The meeting of the Competition Commission is closed.
 11. A member of the Competition Commission is obliged to protect the principle of confidentiality and not to disclose information about the work of the Competition Commission until the approval of the results of the competition.
 12. A member of the Competition Commission has the right to vote for each candidate only once or abstain from voting.
 13. A candidate shall be considered selected by the Competition Commission if they receive more than $\frac{1}{2}$ of the number of members of the Competition Commission.

Article 7. Acceptance of Competitive Documentation

1. A person wishing to participate in the competition is obliged to submit the competition application and competitive documentation to the Academy in compliance with the conditions and deadlines set by the competition.
2. The competitive documentation is received by the Organizing Commission of the Academy, whose composition is approved by the Academic Council upon the submission of the Head of the Academy.
3. The completeness of the documents submitted by a person wishing to participate in the competition for the purpose of participating in the competition is checked by the Organizing Commission.
4. If, within the announced timeframe, a person wishing to participate in the competition is unable to fully present the competitive documentation, they may be given additional time to present the missing competitive documentation, not exceeding 2 days, before the Organizing Commission transfers the documents to the Competition Commission.
5. Documentation submitted in violation of the deadline for participation in the competition or incomplete documentation is not subject to acceptance and registration.
6. The competitive documentation can be forwarded to the website administered by the Government Administration (www.vacancy.hr.gov.ge).

Article 8. Checking Competitive Documentation, First Stage of Candidate Evaluation

1. The competitive documentation is transferred to the relevant Competition Commission by the Organizing Commission no later than the tenth working day after the end of receiving competitive applications.
2. The competitive documentation is presented to the Commission at the meeting of the Competition Commission.
3. The Competition Commission checks the contestant's application (CV), the completeness of the documentation, and its compliance with the requirements listed in the competition announcement order, and in case of discovering a violation, it is authorized to make a written decision on removing the contestant from the competition.
4. After completing the evaluation stage for all contestants to be evaluated, the Competition Commission makes a written decision on inviting the contestants participating in the competition to an oral interview and approves the list of these persons.
5. The Commission also makes a decision on the approval of the oral interview schedule, which includes the date(s) of the interview.
6. Along with the decision determined by paragraph 5 of this Article, the Commission is authorized to make a decision to approve the list of persons who were not granted the status of contestant.
7. 7 working days before the next stage of the competition, the Commission is obliged to notify the candidate electronically and/or in writing about the non-compliance of the application submitted by them with the main formal requirements. At the request of the candidate, the Commission is obliged to indicate the reason for the application's non-compliance with the main formal requirements in the decision sent to the candidate.
8. The issuance of a contestant's competitive documentation and/or evaluation form, as well as the information contained therein, in any form or manner to another person is inadmissible without the written consent of the contestant whose competitive documentation and/or evaluation form or the information contained therein is requested, drawn up in accordance with the law and notarized.

Article 9. Interview, Second Stage of Evaluation

1. The interview is held at a place and time established on the basis of a decision made by the Competition Commission. The purpose of the interview is to clarify and/or specify information regarding the contestant, to evaluate the contestant's professional skills, ability to present, logical thinking skills, behavior and speaking manners, knowledge of the structure and management system of the Academy, and other such issues that may be related to the field of labor and educational-scientific activities of the academic staff at the Academy.
2. The contestant is obliged to appear for the interview at the time assigned to them. If the contestant is late for more than the allowed time, the Competition Commission is authorized to conduct an interview with the contestant only on the same day.
3. The interview represents the second stage of the contestant's evaluation.

4. The interview can be conducted both as a Q&A session and, upon the Commission's request, in the form of a brief overview of certain issues by the contestant.
5. In order to hold an academic position, in addition to the necessary compliance with the conditions established by this rule, the compliance of each contestant with the following criteria is taken into account:
 - a) Academic qualification;
 - b) Pedagogical experience;
 - c) Practical experience;
 - d) Educational-methodical experience;
 - e) Trainings;
 - f) Lecture courses that the contestant can read;
 - g) Publications in international peer-reviewed editions;
 - h) Other publications (monograph, textbook, article);
 - i) In a local peer-reviewed journal, in a collection of conference materials, etc.;
 - j) Presentations at international scientific conferences;
 - k) Grants/projects;
 - l) Supervision of master's/bachelor's research;
 - m) Presentation (upon request);
6. The evaluation of contestants is carried out using the contestant evaluation questionnaire in accordance with Annex N1.
7. A brief overview of the interview is reflected in the minutes of the meeting of the Competition Commission.
8. The Competition Commission is authorized, if necessary, to make a decision on the delivery of a trial lecture or the implementation of other such activity by the contestant, which will serve as an additional basis for the thorough evaluation of the contestant.
9. Failure by the contestant to appear at the interview or refusal, and failure to appear at the trial lecture or refusal to deliver it, as well as failure to appear at or refusal to perform the activity provided for in paragraph 8 of this Article, constitutes a basis for removing the contestant from the competition.

Article 10. Making a Decision/Declaring the Winner

1. Following the completion of the procedures set out in Articles 8 and 9 of this rule, the Competition Commission mutually cross-checks and evaluates the results of the competition, and makes a decision on declaring the winner(s).
2. One contestant is declared the winner for one academic position.
3. The decision to declare the winner for an academic position is made by the Commission through a secret ballot according to (Annex №2), and in exceptional cases, when it is impossible for a member of the Commission to attend the Commission meeting, to ensure a high level of legitimacy for the Commission's decision, the member confirms their decision remotely using electronic means. The contestant who receives more than half of the votes of the attending members is declared the winner; in the case of an equal distribution of votes, the vote of the Chairman of the Commission/meeting is decisive.

3¹. In order to vote electronically remotely and ensure its secrecy, the Google Forms platform shall be used. The list of candidates shall be placed on the platform, and the winner shall be revealed according to the principle of majority vote.

4. The decision of the Competition Commission on declaring the contestant(s) as the winner(s) is adopted by a summary protocol of the Commission.

5. The results of the selection competition for an academic position are approved based on the summary protocol of the Competition Commission.

6. The appointment of the elected contestant to an academic position is carried out by an individual administrative-legal act of the Head of the Academy issued on the basis of the competition protocol, and a contract is signed with them.

7. The individual administrative-legal act of the Head of the Academy is subject to appeal in court in accordance with the rules established by the legislation of Georgia.

Article 11. Termination and/or Annulment of the Competition

1. The competition can be terminated if:

- a) The competition was not announced in accordance with the conditions defined by this rule;
- b) Reorganization or staffing changes took place at the Academy, resulting in the abolition of the position for which the competition was announced;
- c) In case of suspension, termination, or extension of the accreditation process of the program on the basis of which the competition is announced.

2. The competition can be declared void if:

- a) No application was registered for the announced competition;
- b) None of the candidates meets the criteria provided by the order of the Head of the Academy;
- c) The appropriate number of members of the Competition Commission provided by this rule cannot attend the Competition Commission (the Commission is not capable of making a decision);
- d) None of the candidates received more than $\frac{1}{2}$ of the votes of the attending members of the Competition Commission.

Article 12. Making Changes and Additions to the Rule

Making changes and additions to the rule is carried out in accordance with the legislation of Georgia.