

**Uniform rule for recruitment and conducting a competition of the academic staff of
the LEPL-David
Aghmashenebeli Georgian National Defence Academy**

Gori, 2018

Article 1. General Provisions

1. LEPL - Davit Aghmashenebeli Georgian National Defence Academy (hereinafter - the Academy) Unified rule of recruitment and conducting competition (hereinafter - the rule) is designed on the basis of the Organic Law of Georgia - Labor Code of Georgia, law on Higher Education of Georgia and the Charter of the Academy approved by the Order №16 of the Minister of Defense of Georgia of March 14, 2017. 2. The purpose of the rule is to ensure the staffing of the academic personnel of the Academy, taking into account the academic and scientific goals of the Academy, the interests of applicant for the academic position, the interests of the Academy and the requirements of the current legislation by competition publicity, adherence to the principles of unity, transparency, equality and fair competition for all major educational units of the Academy.
3. The purpose of the rule is to provide an objective assessment of the requirements of the Academy and the talent, skills, potential and capabilities of the contestant, establishing a labor-legal union with mutual understanding and common interests, establishing mutually beneficial cooperation to achieve the goals defined by the legislation of the Academy.

Article 2. Prerequisites for selection of academic staff for the competitive position

1. A Doctor or a person with an equivalent academic degree who has at least 6 years of experience in scientific and pedagogical work and who meets the additional conditions defined by this rule for a period of at least 5 years may be elected a Professor.
2. b) a person maybe elected indefinitely who satisfies requirements determined by the first paragraph of this article " and who has exceptional professional achievements or/and scientific achievements (for instance, has published scientific works in the leading local and international journals and any other publications, has participated in national and international scientific-research conferences and projects, etc.);
3. In case of election of a professor to the position provided for in paragraphs 1 and 2 of this Article for a term of more than 5 years, the Professor shall be subject to attestation once in 5 years. A Professor elected for the position provided for in Paragraphs 1 and 2 of this Article, who has been elected to the position of Professor for more than 5 years,

but has less than 5 years left after the election for the position of Professor is not subject to passing the attestation.

4. A person with a doctoral degree or an equivalent academic degree with at least 3 years of scientific-pedagogical work experience may be elected to the position of Associate Professor.

5. A person with a Doctor's or an equivalent academic degree may be elected as an assistant Professor for a term of 3 or 4 years.

6. A PHD student can be elected to an assistant-professor's position for 3 or 4 years.

7. It is possible for a professionally qualified person to hold the academic positions at the Academy provided for in Paragraphs 1, 4, 5 and 6 of this Article. In this case the person's qualification can be proved by professional experience, special training and/or publications. A person is considered to have a respective qualification if he/she possesses competency that is necessary for working out the envisaged learning outcomes.

Article 3. Requirements for the professional skills, academic and scientific activities of the candidate for the academic position of professor

1. Requirements for the professional skills, academic and scientific activities of the candidate for the academic position of professor are as follows:

- a) Leading the educational process and teaching training courses in the relevant academic / professional field;
- b) Supervision of bachelor's / master's theses, supervision of Junkers' conference topics, etc. ;
- c) Active participation in research and publication of research results, which may be expressed by participation and published articles/papers during the last 5 years in local or international scientific conferences, research projects / grants, etc. ;
- d) Participation in professional development programs and other types of projects both within the framework of the Academy and outside.
- e) Development / improvement of the training course program (syllabus);
- f) Preparation of examination and training materials, assessment of Junkers according to the assessment components and criteria reflected in the Syllabus, which are in line with the 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 scope of his/her competence;
- i) Observing norms of ethics;
- j) Fulfillment of obligations under the employment contract;
- k) Ability to organize scientific pedagogical activities, teamwork, effective communication;

Article 4. Special professional and / or scientific achievements of the professor

1. Special professional and / or scientific achievements of the professor are:
 - a) Educational program leadership experience;
 - b) Scientific awards and merits
 - c) Scientific publications in leading local and international journals and publications;
 - d) Monographs;
 - e) Reports at international scientific conferences.
 - f) Participation in grants / national and international research projects;
 - g) Supervision of Master's/ PhD thesis;

The requirements of the staff with a professional mark will be formulated in the relevant order announcing the competition.

Article 5. Announcement of a competition

1. The Rector of the Academy announces a competition for the position of Professor, Associate Professor, Assistant Professor and Assistant.
2. The date and conditions of the competition are published on the official website of the Academy and on the website of the Civil Service Bureau, not less than 1 month before the submission of documents. The exact deadline, the conditions of the competition and the exhaustive list of the submitted competition documents are determined by the individual administrative-legal act of the Rector of the Academy.
3. The candidate for participation in the competition will submit the application / documents only in electronic form, through the website administered by the Civil Service Bureau (www.hr.gov.ge).

4. Receipt of applications / documents lasts not less than one and not more than three weeks.

The competition is held not more than 1 month after the deadline for submission of competition documents. The final results of the competition will be published no later than 30 working days after the end of interviews, in the relevant module of the website administered by the Civil Service Bureau.

In case a specific competition term ends on a non-working day of the Academy or on a holiday determined by the legislation of Georgia, the next working day is considered to be the end date of a specific competition term.

Article 6. The Competition Commission

1. The competition is conducted by the Competition Commission of the Academy (hereinafter - the Competition Commission), the composition of which is approved by the Academic Council upon the recommendation of the Rector.

2. The competition commission may consist of the Rector of the Academy, the Vice-Rectors, the Deputy Head of Administration, the Heads of Structural Units, the Heads of Educational Units, the Head of the Quality Assurance Service and relevant field specialists (including foreigners). The competition commission shall consist of not less than 5 members.

3. In order to solve specific issues during the work of the competition commission, if necessary, an expert in the relevant field may be invited to participate in the voting in order to express his / her competent opinion.

4. A member of the competition commission may not be a person who participates in the same competition, with the status of a candidate or a contestant.

5. The Competition Commission is authorized to start work if it is attended by 2/3 of the composition.

6. The competition commission makes decision on the issues related to its activities by the majority of votes of the members present, in case of equal distribution of votes, the vote of the chairman of the commission prevails.

7. The meeting of the competition commission is chaired by the chairperson of the competition commission, and in his/her absence, by the deputy chairperson

of the competition commission, who in such a case enjoys the powers of the chairperson.

8. The procedures of the competition commission, which are not provided for in this rule, may be determined directly by the competition commission in the form of a written decision of the competition commission.

9. The activities of the competition commission are reflected in the decisions and protocols of the competition commission.

10. The meeting of the competition commission is closed.

11. A member of the Commission is obliged to follow the principle of confidentiality and do not disclose information about the work of the Commission before approving the results of the competition.

Article 7. Receipt of the Competition documents:

1. Those wishing to participate in the competition are obliged to submit a competition application and competition documents to the Academy in compliance with the terms and conditions set by the competition.

2. The competition documents are accepted by the Organizing Committee of the Academy, the composition of which is approved by the Academic Council upon the recommendation of the Rector.

3. The completeness of the documents submitted by the person wishing to participate in the competition will be checked by the organizing commission.

4. If the contestant is not able to submit the full competition documents within the announced timeframe, he / she may be given an additional deadline to submit the missing documents before the organizing committee submits the competition documents to the competition committee.

5. The applications (documents) submitted for participating in the competition after the deadline will not be received and registered.

6. Competition documents can be sent via the website of the Civil Service Bureau (www.hr.gov.ge).

Article 8. Checking the competition documentation, the first stage of the contestant evaluation

1. The competition documents shall be submitted to the relevant competition commission by the Organizing Committee, in a sealed form no later than the tenth working day after the end of the submission of applications, with the signature of the members of the organizing committee.

2. The competition documents are opened at the session of the competition commission.

3. The competition commission checks the contestant's application (CV), completeness of the documentation and compliance with the requirements set out in the competition announcement, and in case of violation the commission is authorized to make a written decision to withdraw the applicant from the competition.

4. The Competition Commission, after completing the evaluation phase of all the contestants, makes a written decision on inviting the contestants 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 stipulates the date (s) of the interview.

6. In addition to making the decision specified in paragraph 5 of this Article, the Commission is authorized to make a decision, to approve the list of persons who have not been granted the status of a contestant.

7. 7 working days before the next stage of the competition, the commission is obliged to inform the candidate electronically and / or in writing about the non-compliance of the application submitted by him / her with the basic formal requirements. At the request of the candidate, the commission is obliged to indicate in the decision sent to the candidate the reason for non-compliance with the basic formal requirements of the application.

8. It is not allowed to give the contestant's competition documentation and / or evaluation form, as well as the information contained in them in any form to another person without the written consent of the contestant in accordance with the rules established by law and notarized, whose competition documentation and / or evaluation form or the information contained in them is required.

Article 9. Interview, the second stage of evaluation

1. The interview is conducted at the place and time determined by the decision made by the competition commission. The purpose of the interview is to clarify and / or specify the information about the contestant, to assess the contestant's professional skills, communication skills, logical thinking skills,

manner of behavior and speech, knowledge of the structure and management system of the academy and other such issues, which may be related to the field of labor and educational activities of the academic staff at the Academy.

2. The contestant is obliged to appear for the interview at the time specified for him / her. In case of delay of more than the allowed time of the contestant, the competition commission is authorized to conduct an interview with the contestant only on the same day.

3. The interview is the second stage of the contestant evaluation.

4. Interviews can be conducted as a question-answer, as well as on the request of the Commission - as a brief overview of some issues by a candidate.

5. In order to hold an academic position, in addition to the necessary compliance with the conditions set forth in Article 2 of this Rule, the compliance of each contestant with the following criteria shall be taken into account:

- Academic Qualification;
- Pedagogical experience;
- Practical experience;
- Educational methodological experience;
- Training;
- Lecture course that the contestant can deliver;
- Publications in international peer-reviewed publications, other publications (monographs, textbooks, articles in local peer-reviewed journals, conference proceedings, etc.)
- Reports at international scientific conferences;
- Grants/projects;
- Supervision of PhD/Master's thesis;
- Presentation (upon request)

6. Contestant evaluation is carried out through a contestant evaluation form. Annex

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7. A brief overview of the interview will be reflected in the minutes of the commission session.

8. The Competition Commission is authorized, if necessary, to make a decision on the delivery of a pilot lecture

or other activities by the contestant, which will serve as an additional basis for the comprehensive evaluation of the contestant.

9. Absence or refusal of the contestant to be interviewed and non-appearance or refusal to attend the test lecture, as well as non-appearance or refusal to participate in the activity provided for in paragraph 8 of this Article shall be grounds for exclusion of the contestant from the competition.

Article 10. Decision making / winner identification

1. After the completion of the procedures provided for in Articles 8 and 9 of this Rule, the Competition Commission shall reconcile the results of the competition, evaluate and decide on the winner (s).

2. One contestant is announced as the winner of one academic position.

3. The decision to determine the winner of an academic position is made by the Commission by secret ballot (Annex № 1). The winner is the contestant who receives more than half of the votes of the members present, in case of equal distribution of votes the vote of the chairperson of the commission / session prevails.

4. The commission member does not have the right to avoid voting.

5. The decision of the commission regarding the announcement of the contestant/s as a winner/s is finalized by the summarizing minutes of the commission.

6. The results of the competition for the academic position are approved and the academic position is filled by the order of the Rector of the Academy issued on the basis of the summarized protocol of the competition commission.

7. The order of the Rector is subject to appeal in court in accordance with the rules established by the legislation of Georgia.

Article 11. Final provision

The full documentation of the competition commission will be submitted to the Human Resources Management Department of the Academy Administration after the entry into force of the competition results, upon written request of the contestant, the submitted documents (as well as other materials) will be returned, and their photocopies will remain (if appropriate) at the Chancellery of the Academy.