



Georgian American University, LLC

Personnel Management Policy

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I. Aim of the Policy

1. The purpose of this policy is to promote the effective and synchronized operation of the University structure and the University community as a whole; and to establish a highly ethical and corporate culture that will contribute to the sustainable development of the University as a unified educational space and institution for educational-research activities.

II. Basic Principles of Personnel Management

2. **The basic principles of personnel management are:**

2.1. Freedom and Participation - The University protects the freedom of speech, education and scientific/research activities and creates appropriate conditions for the creative and professional development of all employees, based on the common goals of the entire University community and the University itself. Each employee participates and equally shares responsibility for the activities of the University and the results of these activities.

2.2. Equality - The University ensures equal treatment of all employees in terms of employment.

2.3. Fairness - University leadership is committed to ensuring objectivity, impartiality and transparency in the decision-making process. The University respects the principle of privacy of employees.

2.4. Academic Freedom - The University protects the right of academic, scientific and visiting staff to freely engage in creative, research and educational activities.

2.5. Free Expression of Will - The University ensures that the employee expresses his/her views freely, both unilaterally and in a collaborative manner.

2.6. Mutual Respect and Mutual Support - implies respect for the opinion of others by the subjects of labor relations, compromise decision-making, politeness, correct communication, at the same time, mutual assistance and support in solving the task and problem.

2.7. Competitive Environment - The university creates a competitive environment for all employees, both in terms of working conditions and fair pay.

2.8. Continuing Professional Development - The University provides a wide range of opportunities for employees to expand and upgrade their skills for both the University's success and their own well-being.

2.9. Diverse Incentive Mechanisms - A staff-based, highly qualified and results-oriented policy, which implies the existence of a variety of incentive mechanisms.

2.10. Workplace Safety - The University creates a stable, healthy and safe work environment, it supports each employee and, according to the interests of the organization, takes into account their personal needs.

2.11. Qualified Management - For the purposes of effective management, development and employee satisfaction of the University, the University is led by professional and highly qualified management.

2.12. Focus on Internationalization - The University creates the right conditions for academic/research staff and relevant administrative positions to reach a high professional standard with access to information, professional and personal

connections with regional and international universities and other relevant communities.

2.13. Timely Information - open and effective communication at all levels. Timely and complete information about the rights and responsibilities of the University staff, as well as the circumstances and decisions that may affect the employment and working conditions of the staff.

III. Employee Health and Well-being

3. The University Human Resource Management Policy for ensuring respect-based staffing and ensuring the health and well-being of the University staff logically presupposes a balance based on the legislative and equitable requirements of staff work and leisure time.

4. The University creates opportunities for employee incentives, health, personal well-being and work capacity enhancement.

IV. Attraction and Selection of the Staff

IV.I. Principles of Staff Recruitment and Selection

5. Staff recruitment and selection procedures should meet the needs of the structural units, while promoting fair, just, diverse and transparent hiring practices.

6. The principles of staff recruitment and selection are:

6.1. Ensuring Equal Opportunities - means putting job candidates on an equal footing regardless of age, gender, ethnic, religious and racial affiliation, social background, political beliefs or other views;

6.2. Fairness - implies the establishment of pre-defined fair, non-discriminatory selection criteria by the University;

6.3. Diversity - means promoting the search and employment of people with differing and diverse experiences, nationalities and ethnicities, genders, social status, beliefs or values;

6.4. Transparency - means clearly establishing the University's employment policy, relevant rules/procedures to ensure public access.

7. Before starting the recruitment and selection process, the job descriptions of the staff are reviewed and approved, taking into account/range the type of activity and the amount of remuneration.

IV.II. Selection of Staff for Appointment Positions

8. The University applies a diverse staff selection strategy to ensure consistency in the formation of the university community, thus allowing the University to present its structural units and their approaches and needs in the selection process.

9. The selection of staff for appointment positions is carried out through competition, open competition, and/or recommendation among the University staff.

10. The form of selection of an employee for a vacancy shall be determined by the President of the University, except in cases provided by the University Regulations.

IV.II.I. Vacancy Announcement

11. The University recognizes the importance of providing applicants with timely, transparent and clear selection criteria. Accordingly, the administration provides:

- Written a clear announcement about the vacancy and posted publicly - on special Internet employment portals, in the press, on the University website, etc .;
- Assist the applicant to go through all the selection procedures without hindrance;
- Exhaustive placement of contact persons and information;
- Timely informing the applicant about his / her status and the decision of the institution.

12. The competition announcement contains the following information:

- Name of the University;
- Title of the vacant position;
- Functions and rights and responsibilities of the position;
- Business and personal characteristics of the candidate;
- Competition deadlines;
- Candidate selection procedure and method;
- Remuneration, range

IV.II.II. Competition Rules

13. In case of selection through internal and open competition, on the basis of the order of the President of the University, a temporary Competition Commission is established not earlier than 5 days before the competition, consisting of at least 5 persons. The commission consists of the Senior vice president of the University, the Head of the Human Resources Management Office, the immediate supervisor and, at the discretion of the President, two persons from the administrative, academic and support staff.

14. The Commission is authorized to start working if more than half of the members are present at the meeting. The decision on the Commission is made by open voting by a simple majority of votes, in case of equal votes, the decisive vote belongs to the Senior Vice President.

15. The minutes of the meeting are written by the Head of the Human Resources Management Office. The protocol shall record the reasoned position of all commission members regarding each candidate.

16. Based on the results of the competition, the Commission may make one of the following decisions:

- The candidate corresponds to the position;
- The candidate is not eligible for the vacancy.

17. In making the final decision on the selection of a candidate, the University shall be guided by the criteria set forth in this policy and relevant regulations.

18. In addition to the established criteria, the University undertakes the responsibility to use only the information related to the position when selecting candidates and to conduct the selection process fairly, without any manifestation of discrimination.

19. The appointment of the selected candidate is carried out in accordance with the rules of the Labor Regulations.

IV.II.III. Terms of the competition

20. The competition is announced based on the order of the President, which defines in detail the terms and conditions of the competition.

21. The condition for holding the competition is interview and/or testing.

22. The interview is conducted by the Competition Commission, taking into account the requirements of the job description. Interviewing methods are determined by the order of the President, considering the nature of the position to be held.

IV.II.IV. Non-use of competitive and other Non-Transparent, Unfair Procedures

23. The University shares the principle according to which it will use competitive and other transparent procedures when hiring a person, except in case of extreme necessity related to the University or the position.

V. Selection of Staff for Elective Positions

24. Academic positions (Professor, Associate Professor, Assistant Professor, Assistant) are assigned to the University on an elective basis. Academic positions are selected through open competition in accordance with the Law of Georgia on Higher Education, the Statute of the University and the Statute of the Competition for Academic Positions at the Georgian American University.

VI. Staff Self-Assessment/Evaluation

25. Evaluation of the University staff is carried out annually by the relevant structures and officials in accordance with the "Work descriptions of the University/academic/invited staff and their evaluation rules" and the "Staff Evaluation Rules".

26. The academic, scientific and invited staff of the University also fill in the form of self-assessment, which is given in the appendix "Work description of academic/scientific/invited staff and their evaluation rules".

VII. Professional Development of Staff

27. One of the purposes of staff appraisal is to identify the strengths and weaknesses of the staff and to define a development strategy for their weaknesses.

28. Staff development is carried out through encouragement and support for participation in various in-house and out-of-university activities.

29. Internal university events and activities for staff development are:

- Trainings;
- Seminars;
- Workshops;
- Discussions/debates;
- Training courses within the certificate modules / programs;
- Conferences and more.

30. Activities such as development assignments, mentoring, etc. are additionally used for the professional development of the University administrative and support staff.

30.1. Developmental Assignments - The assignment given by the supervisor, which is a new challenge for the staff, is new to them and aims at the professional development of the staff;

30.2. Mentoring - A person is hired by an experienced University employee to share and transfer knowledge/experience to the latter.

31. In addition to the events and activities listed in paragraphs 29-30, other staff development events and activities may be used at the discretion of the Manager, taking into account the individual needs of the employee.

32. In order to develop the academic and research staff of the University, taking into account the results of the evaluation, the University encourages and promotes them to participate in various educational and scientific activities.

VIII. Staff Encouragement

33. For exemplary performance of official duties by the employee, for long and conscientious service, for the implementation of tasks of special complexity or importance, various forms of incentives are used according to the results of the evaluation in accordance with the internal regulations of the University.