



**Regulation for the Competition to Hold Academic
Positions in Georgian American University**

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I. Announcement of competition

1.1 The President of the University announces an open competition for academic positions at the Georgian American University. The decree determines the number of vacancies of Professor, Associate Professor, Assistant Professor and Assistant according to the specialties.

The decree must also include the dates of the competition and a list of documents to be submitted by the contestant.

1.2 The decree is made public.

1.3 All information related to the competition should be made available to interested parties in order to ensure transparency, equality and fair competition.

II. Accepting applications

2.1 A person under the age of 70 has the right to participate in the competition. A different decision regarding the upper age limit of the contestant may be made by the University Academic Council in the presence of special conditions.

2.2 The President is responsible for organizing the receipt of applications and documents of those wishing to participate in the competition. The person responsible for receiving the applications is appointed by decree of the President.

2.3 The list of documents to be submitted to the competition commission by the persons wishing to participate in the competition is approved by the decree of the President.

2.4 Receipt of the application is recorded in the registration journal, each page of which is numbered, signed and stamped (the commission uses the seal of the University) by a member of the commission approved by the decree.

The documentation submitted by the applicant must be fully recorded in the registration journal. Upon completion of the application submission, the member of the competition commission makes a note in the registration journal below the last applicant about the number of applications, signs and affixes the seal. The competition commission can also receive the application in electronic form.

2.5 An entry for an error in the logbook is made in the "Note" box. Correction in the registration journal is not allowed. An entry shall be made in the registration journal on the submission, review and final decision of the contestant. The registration journal is kept at the university for one year.

III. Conditions for election to an academic position

3.1 A person who has:

3.1.1 Academic degree of Doctor or equivalent in the relevant specialty and / or professional experience and high qualification in the relevant field, which is confirmed by work experience, relevant training and / or publications;

- 3.1.2 At least 6 years of experience in scientific-pedagogical work;
- 3.1.3 Participation in articles published in scientific journals and conferences (symposia / congresses);
- 3.2 A person who has:
 - 3.2.1 Academic degree of Doctor or equivalent in the relevant specialty and / or professional experience and high qualification in the relevant field, which is confirmed by work experience, relevant training and / or publications;
 - 3.2.2 At least 3 years of experience in scientific-pedagogical work;
 - 3.2.3 Participation in articles published in scientific journals and conferences (symposia / congresses);
- 3.3 A person can be elected as an assistant professor for a term of 3 years who has:
 - 3.3.1 Academic degree of Doctor or equivalent in the relevant specialty and / or professional experience and high qualification in the relevant field, which is confirmed by work experience, relevant training and / or publications;
 - 3.3.2 Articles published in scientific journals and participation in conferences (symposia / congresses);
- 3.4 A doctoral student of the relevant specialty and / or a person with professional experience and high qualification in the relevant field, who is confirmed by work experience, relevant training and / or publications, may be elected as an assistant for a term of 3 years.
- 3.5 Additional competition conditions may be determined by order of the President of the University.

IV. Competition Commission

- 4.1 The composition of the competition commission is approved by an order of the President of the University.
- 4.2 The competition commission must have at least 5 members.
- 4.3 A person who participates in a competition for an academic position may not be included in the Competition Commission.

V. Rules of Procedure of the Competition

- 5.1 The first meeting of the Competition Commission shall be held after the completion of the applications of the contestants.
- 5.2 The Competition Commission is authorized if it is attended by more than half of the list members approved by the order.
- 5.3 The first session of the competition commission is opened by the oldest member of the commission. The first issue on the agenda of the sitting is the election of the chairman of the commission from among the members of the commission. The chairperson is elected by open ballot, by a majority vote of the members present at the meeting. Repeated voting is held if

- necessary. Following the election of the Chair, the President of the University shall delegate the authority to chair the meeting to the Chair.
- 5.4 The chairperson of the commission shall nominate the candidate for the secretary of the commission upon his / her election. The Secretary shall be elected by open ballot by a majority vote of the members present at the meeting. Repeat voting is held if necessary;
- 5.5 The Secretary of the Commission draws up the minutes of the meeting, which are signed by the Chairman and the Secretary. All minutes shall be attached to the meeting with the signatures of the members;
- 5.6 The competition for the positions of Professor, Associate Professor, Assistant Professor, and Assistant is held separately. The competition for the vacancy for an academic position can be transferred to another vacancy for an academic position with his / her consent
- 5.7 The Commission shall review the applications submitted by the bidders and the attached documents to determine their compliance with the list of requirements approved by presidential order. The results of the review of the applications, the comments of the members of the commission are reflected in the minutes.
- 5.8 If necessary, the Commission may request the bidder to submit an additional or amended document within two days, but it is not allowed to change the existing document. An additional or amended document shall be submitted to the Secretary of the Commission. He enters this information in the registration journal and confirms it by signing.
- 5.9 The minutes of the protocol of the meeting of the competition commission shall reflect which bidder's application and documents meet the requirements approved by the order of the President, i.e. who will participate in the competition, as well as who and why was refused to participate in the competition. The commission will display the list of participants in the competition in a visible place of the University.
- 5.10 The competition commission is authorized, if necessary, to invite an expert who does not take part in the decision-making and / or interview the contestant. The competition commission is also authorized to make a decision regarding the conduct of the demonstration lecture by the contestant.
- 5.11 The final session of the competition commission is held in accordance with the date set by the order of the President and is dedicated to discussing the results of the competition and making a decision.
- 5.12 The decision is made by the commission by open voting at the session. The decision will be considered adopted if it is supported by more than half of the commission members. The decision of the competition commission is recorded in the relevant protocol.
- 5.13 The Competition Commission evaluates the data of the contestants and gives preference according to the following criteria:
- First criterion: number of scientific papers and their relevance to the vacancy profile;
 - The second criterion: the duration of the pedagogical experience and its relevance to the job profile;
 - Third criterion: participation in scientific conferences;
 - . Fourth Criterion: Participation in scientific grant projects and / or other scientific activities.

5.14 The protocol of the decision made at the final session of the competition commission, according to the results of the competition, shall be submitted to the President for approval the next day of the session.

5.15 The tender documents are kept with the responsible person until the end of the competition.

5.16 Upon receipt of the Rector's order on graduation and appointment to academic positions, competition materials shall be kept at the University for one year.

VI. To appeal the progress and results of the competition

6.1 The progress and results of the competition may be appealed in accordance with applicable law.