



David Tvildiani Medical University

The procedure for staff
recruitment

Tbilisi, 2018

The procedure is developed based on the Georgian legislation and the charter of the David Tvildiani Medical University.

This document compiles the procedure of recruiting the academic staff, invited lecturers, PBL tutors, administrative and support staff (also, the rule of termination of an employment contract).

Chapter I Recruiting a personnel

1. According to the law of Georgia on Higher Education, recruiting of academic personnel at the university is conducted on the basis of open and public competition, with the principles of transparency, equality and fair competition, which is guaranteed by the provisions of the Selection Committee of the Academic Personnel. Selected candidates are presented to the Rector's council and on the basis of the rector's decree, they are appointed to the positions.

2. Structure of the university academic personnel:

- Professors;
- Associated Professors;
- Assistant-professors;
- Assistants;

2.1 Professor – leads teaching process and supervises students` scientific-research;

2.2 Associate Professor - participates in the teaching process and supervises learning and scientific-research activities of students;

2.3 Assistant-Professor - in frames of given competences participates in the teaching and scientific-research processes;

2.4 Assistant - is caring out seminar and research activities under the supervision of Professor, Associate-Professor or Assistant-Professor;

3. In addition to the academic personnel, the university recruits invited lecturers and PBL tutors, after determining the maximum quantity of the workload by the Rector's council and based on consideration and evaluation of the documents (personal application and documents from the list defined by university) presented by the interested candidates.

3.1 Invited lecturer - without appointing on an academic or pedagogue position, a specialist with a relevant qualification. Invited with the purpose of participating in and /or leading of practical classes, teaching and / or scientific-research processes.

3.2 PBL- tutor – Specialist invited to deliver PBL Tutorials of Problem-based Learning, as well as monitor and assess students` progress during tutorials, within the educational course developed in the framework of university's international project.

3.3 The documentations submitted by the invited lecturer position candidates are evaluated by the DTMU Educational Department together with and by agreement of the lead of the course (courses), where the teacher is needed;

3.4 The Educational Department (in case of the positive evaluation) presents the candidate to the Rector's Council. On the basis of sharing the positive evaluation, the employment contract is signed, where the rights and obligations of the parties are regulated by the Georgian legislation, the university statutes and regulations.

4. Recruitment of administrative and support staff is based on a personal application for ensuring the functioning of the structural units of the university, considering the provisions and the regulations of the university and the administrative staff. Appointment at academic positions is performed by rector's decree.

II Chapter

Rule of termination of employment relations

1. Labor relations with academic personnel can be terminated:

- 1.1 Due to the employment contract expire date according to election period (if applicable);
- 1.2 Due to the certification results;
- 1.3 Due to non-presenting the application of attestation within established deadline;
- 1.4 Based on the personal statement;
- 1.5 Could not fulfill existing responsibilities;
- 1.6 Due to the systematic violation of the labor code and internal regulations of the institution;
- 1.7 Due to circumstances, where the possibility of fulfilling obligations for more than 6 months is eliminated.
- 1.8 Due to the start of liquidation process at the university;
- 1.9 Decease;

2. Labor relations with invited personnel/ PBL tutors can be terminated:

- 2.1 Due to the employment contract expire date;
- 2.2 Based on the personal statement;
- 2.3 Could not fulfill existing responsibilities;
- 2.4 Due to the systematic violation of the labor code and internal regulations of the institution;
- 2.5 Due to circumstances, where the possibility of fulfilling obligations for more than 6 months is eliminated.
- 2.6 Due to the start of liquidation process at the university;
- 2.7 Decease;

3. Labor relations with administrative and support staff can be terminated:

- 3.1 Due to signing temporary employment contract - for completing a specific job;
- 3.2 Due to the employment contract expire date;
- 3.3 Based on the personal statement;
- 3.4 Could not fulfill existing responsibilities;
- 3.5 Due to the systematic violation of the labor code and internal regulations of the institution;
- 3.6 Due to circumstances, where the possibility of fulfilling obligations for more than 6 months is eliminated.
- 3.7 Due to the start of liquidation process at the university;
- 3.8 Decease;

III Chapter

Academic staff, the selection procedure, founding, and the rule of work of the Selection Committee

Academic staff - the main part of the academic hierarchy, which unites personnel of the professors - Professor, Associate Professor, Assistant-Professor, Assistants.

The academic position implies the recognition of the academic and scientific achievements of the person and the distinguished responsibility for implementing the University's educational and research objectives.

1. The Procedure of Holding an Academic Position

- 1.1 The procedure of holding an academic position is executed according to the law of Georgia on Higher Education, provision of the institution, internal regulations, and requirements, in accordance with open and public competition, the principles of transparency, equality and fair competition.

- 1.2 All the applicants can hold an academic position if they present documents for participating in the contest timely and meet all the requirements set by the legislation and rules presented in the mentioned document.
- 1.3 The Professor is elected for a lifetime. Moreover, academic personnel of professors is obliged to take attestation every 5 years. No later than 2 months before the attestation, they are informed publicly regarding this subject (publishing on the web-page, public statement). In case of non-participation in the attestation, the university is entitled to terminate the cooperation with the academic personnel.
- 1.4 The university determines the minimal level of competence before the start of attestation. The failure to meet the existing requirements may also become a reason for agreement termination.
- 1.5 Candidate participating in the competition for the academic personnel must meet the formal requirements of the Law of Georgia on Higher Education:
 - 1.5.1. A person who has PhD or equivalent academic degree and has at least 6 years of experience in scientific-pedagogic work, can be elected for the position of a Professor.
 - 1.5.2. A person who has PhD or equivalent academic degree and has at least 3 years of experience in scientific-pedagogic work, can be elected for the position of a Associated Professor.
 - 1.5.3. A person who has PhD or equivalent academic degree can be elected for the position of an Assistant Professor for 3 or 4 years (according to the university workload).
 - 1.5.4. A PhD student can hold an Assistant`s position for 3 or 4 years (according to the university workload).

2. Assessment criteria of contest participants

- 2.1 Besides the compliance with legislation requirements, for holding an academic position, each participant should meet the following criteria (considering the specifics of academic position):
 - 2.1.1 Pedagogical experience.
 - 2.1.2 Scientific activities (last 10 years);
 - 2.1.3 Scientific/academic degree;
 - 2.1.4 Scientific papers and publications, which confirms his/her competence in the corresponding field;
 - 2.1.5 Participation in the scientific researches;
 - 2.1.6 Supervision of dissertation paper, review, examining/opposing;

2.1.7 Membership of dissertation council;

2.1.8 Participation in the international scientific conference forums;

2.1.9 Membership of international scientific organizations;

2.2 The absence of some part of mentioned above, do not limit the university to choose a candidate who meets all the requirements stated in the legislation.

3. Rules for opening the contest

3.1 The Vice-rector submits Academic Personnel Staff Nomenclature project to the Rector's Council.

3.2 After the approval by the Rector's Council, the ground is created for opening the contest.

3.3 The Rector's Council determines the members of the Selection Committee, terms of the competition and the list of documents to be submitted, which is issued by the Rector's decree.

3.4 Information about the announcement of the competition is published in the press, on the official website of the university, at the institution territory where it is visible for everyone.

4. The dates of the competition

4.1 After one month period of opening the competition, the university starts to receive applicants' documentation. The duration is determined by the Rector's decree, which should be a minimum 2 weeks and maximum 3 weeks.

4.2 The competition starts no less than 1 week and no more than 1 month after the end of receiving documents from applicants.

4.3 The final results of the contest are published in about one week period after the end of the competition.

5. The Selection Committee

5.1 The Selection Committee is guaranteeing objective and transparent competition and qualified evaluation of the participants.

5.2 The Selection Committee is formed by the Rector's Council and is approved by the Rector's decree.

5.3 The Selection Committee, regardless of their administrative and/or academic positions, is independent and its obligations are determined according to the given rule.

5.4 The Selection Committee is obliged to be objective and impartial during consideration of documents.

5.5 The competition participants have no right to be members of the Selection Committee.

5.6 The period of the Selection Committee functioning is determined by the competition date and ends up working as soon as the final steps are made.

6. The regulations of work of the Selection Committee

6.1 The Selection Committee has entitlement at the commission meeting.

6.2 At the Selection Committee all members of mission are invited.

6.3 The Selection Committee has right to make a decision if it is attended by the majority of its members.

6.4 The Selection Committee is making a final decision on the basis of majority decision. If the positions are divided between the members, chairperson's decision is crucial.

6.5 During the meeting the minutes are prepared, which should be signed by the chairperson and secretary.

6.6 The decision of the Selection Committee is written in the minutes.

6.7 The Selection Committee secretary is responsible for preparing commission meeting on a timely basis and presenting documents for signing, also recording the committee minutes.

6.8 The Selection Committee minute should be presented to Rector's Council, where the decision is approved by the Rector's decree.

The list of documents to be submitted for participating in the competition for academic positions

1. Statement.

2. Completed application form both printed and electronic versions.

3. Curriculum Vitae (both printed and electronic versions), which should include:

3.1. Personal information - name, surname, date of birth, address, cell phone number, email address;

3.2. Education - years of study, the name of the institution, academic/ scientific degree, qualification, country;

3.3. Working experience - years of work, the name of the organization, position, responsibilities, and achievements, county;

- 3.4. Trainings and conferences - dates, the title, organizers, country;
 - 3.5. Membership of professional and community organizations;
 - 3.6. Languages
 - 3.7. Knowledge of computer programs - list of the programs and levels of knowledge;
 - 3.8. Additional information - hobbies, specific skills, publications, etc.
4. A copy of the identity document.
 5. Photo 3x4 (2 pieces).
 6. A copy of the university diploma.
 7. A copy of scientific or academic degree diploma.
 8. The official statement of being PhD student (if the competition participant is PhD student)
 9. A copy of medical certificate (according to the position).
 10. Pedagogical work experience certificate and / or other documents.
 11. Printed and electronic versions of the list of works and publications (in the defined form).
 12. Copies of scientific papers and publications written in the corresponding field during the last 10 years (copies from the original sources).
 13. Copy of the official statement of membership at professional organizations (community);
 14. Certificates (and their copies) of participation in the conferences.

The list of documents to be submitted for participating in the competition for invited personnel:

1. A copy of the identity document.
2. Photo 3x4 (1 piece).
3. Curriculum Vitae;
4. A copy of the university diploma
5. A copy of medical certificate (it is obligatory for clinical studies).
6. Letters of recommendations from two representatives of the field (one of them should be DTMU professor)
7. Pedagogical work experience certificate [(i) conducted course/ courses at higher education institutions, according to years, indicating hours of work, stamped and signed by the corresponding

responsible person; (ii) and/or presenting relevant pedagogical training certificate (training in medical education, etc.)

8. A copy of scientific or academic degree diploma (if applicable).

9. The list of scientific research papers and their copies, the list should be saved on CD (if applicable).

10. Copy of the official statement of membership at professional (community) organizations, (if applicable).

11. Copies of certificates of participation in conferences, received during the last 5 years (if applicable).

A list of documents for administrative and support staff to be submitted with the purpose of holding a vacant position:

- A copy of the document confirming education;
- A copy of identity document,
- Picture 3x4;
- CV