

Unofficial translation
MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
THE SALYMBEKOV UNIVERSITY” INSTITUTION



REGULATIONS ON FILLING VACANT POSITIONS OF TEACHING STAFF

Bishkek 2019

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1. General Provisions

1. The Regulation on the procedure for filling positions of the teaching staff (hereinafter referred to as the Regulation) was created on the basis of the Labor Code of the Kyrgyz Republic, the Law of the Kyrgyz Republic on Education, the Regulations on the procedure for filling positions of the teaching staff of higher educational institutions and other regulatory legal acts of the Kyrgyz Republic of the Republic and regulates the procedure for filling the positions of the teaching staff of the Salymbekov University Institution (hereinafter referred to as the University).
2. The teaching staff includes: assistants, lecturers, senior lecturers, associate professors, professors, heads of departments, deans of faculties, who on a contract-competitive basis, occupy this position in the prescribed way.
3. The purpose of the competition is to select the teaching staff for the vacant positions with appropriate theoretical and professional training, capable to provide teaching process, conduct of relevant research disciplines at the proper theoretical, methodological level.
4. Vacancies of the teaching staff of the University: professors, associate professors, senior lecturers, lecturers and assistants - are filled on a competitive basis for up to 5 years.
5. To fill the vacant positions of the teaching staff of the University: deans of faculties, heads of departments, professors, associate professors, teachers without relevant scientific degrees can be admitted, having at least 10 years of scientific and pedagogical work experience - for a professor, and 5 years - for an associate professor, published scientific papers, teaching aids and leading lectures at the proper scientific, theoretical and methodological level.
6. Specialists of the appropriate qualification who have the scientific degree of doctor of science or the academic title of professor may participate in the competition for filling the vacant positions of a professor.
7. Specialists of appropriate qualification who have the academic degree of Candidate of Sciences or the academic title of Associate Professor may participate in the competition for filling the vacant positions of Associate Professor.
8. The competition for filling vacant positions of a senior lecturer may be attended by specialists of appropriate qualifications who have a PhD degree or higher education and scientific and pedagogical work experience in higher educational institutions for at least 5 years.
9. The competition for filling the vacant positions of a teacher, assistant can be attended by specialists with a PhD degree or higher education and scientific and pedagogical work experience at the university for at least 1 year.
10. The procedure for holding the competition is determined in accordance with the Labor Code of the Kyrgyz Republic and these Regulations.
11. The position of the head of the department of the University is elective. The head of the department is elected on a competitive basis at a meeting of the Academic Council of the University from among specialists of the relevant profile and qualifications with an academic degree (by secret ballot), and is appointed by order of the rector for a period of up to 5 years.
12. The position of the dean of the faculty of the University is elective. The dean of the faculty is elected on a competitive basis at a general meeting of the faculty of the faculty from among

specialists with a scientific degree of the relevant profile and qualification (by secret ballot), and is appointed by order of the rector for a period of up to 5 years.

13. The rector has the right to conclude an employment contract for a period of one academic year without a competition with certain categories of persons for vacant positions of the teaching staff. The categories of persons with whom an EMPLOYMENT contract is concluded for one academic year include:

- practitioners working directly in production, who want to combine teaching with their main job;
- teachers working on an hourly basis;

teachers of retirement age;

- teachers after parental leave up to 3 years.

14. The contract concluded with the teaching staff for one academic year is terminated at the end of the academic year due to the expiration of its validity.

15. Subject to the proper performance of their professional duties, at the request of the head of the department, the dean of the faculty (the head of the structural educational division), the Rector of the University can renew the contract for a new academic year.

2. The procedure for filling vacant positions of the teaching staff

16. At the end of the current academic year, the Rector of the University approves the schedule for the competition for filling vacancies for the upcoming academic year: heads of departments, professors, associate professors, senior lecturers, lecturers, assistants, whose term of office expires in the upcoming academic year. This schedule is brought to the attention of the heads of the relevant structural educational units, as well as persons who are to be re-elected for a new term of work.

17. The competition is announced in the media or on the official website of the University according to the schedule approved by the University for the re-election of heads of departments, professors, associate professors, senior lecturers and lecturers, assistants, whose term of office expires in the upcoming academic year.

18. The decision to announce a competition for filling vacancies provided by the staff list of the University in the amount of a full or part-time staff unit is made by the Rector of the University.

19. The announcement of the competition for filling the vacant positions of the teaching staff of the University shall indicate:

- full name of the vacant position;
- requirements for the participants of the competition;
- a list of documents required for participation in the competition;
- deadline for submission of documents;
- address, place of receipt of documents and contact numbers.

20. The deadline for submission of documents is one month from the date of publication of the announcement of the competition in the media.

21. The following documents are submitted for participation in the competition:

- application addressed to the rector;

- a completed personal sheet for personnel records with a photograph;
- resume / CV, characteristics - recommendations from the previous place of work;
- a list of published scientific papers and inventions, as well as teaching aids, in the prescribed form;
- copies of documents: on education, academic titles and degrees, advanced training, employment record, certificates of awards and other documents certified by a notary or personnel service at the place of work;
- certificate of the presence or absence of information about the commission of a criminal offense by a person.

22. Documents of applicants for vacant positions are accepted by the Department of HR and records management of the University. The Department of HR and office work and persons authorized by the head or rector of the University conduct a preliminary examination of documents and a conversation with applicants.

23. The applicant is not allowed to the competition in the event of: - non-compliance of the submitted documents with the requirements for the relevant position;

— non-submission of the established documents; - violation of the established deadlines for the receipt of the application.

24. In the event of a change in the date of the competitive selection, applicants will be notified in advance.

25. The organization and control over the process of selection and hiring of all employees, including teaching staff, is carried out by the Department of HR and office work and / or persons authorized by the management or the Rector of the University.

26. Persons applying for vacancies should send their applications to the HR and Records Department. A department specialist reviews them for compliance with the minimum requirements indicated in the ad.

26. The decision to consider at the meeting of the department the admission of a candidate for work is made on the basis of the results of the interview in the Department of HR and office work. In the case of teaching in a foreign language, the candidate must pass an interview / test for knowledge of a foreign language. The level of knowledge of a foreign language is determined by the University or, under an agreement with the University, another organization operating in the required field.

27. Documents of persons submitted for filling vacancies, after interviews, are considered at a meeting of the relevant department.

28. The meeting of the department to discuss the candidacy for the position of the head of the department is held by the dean of the faculty or a person authorized by the leadership of the University.

29. When considering at a meeting of the department, the persons who submitted documents for the competition submit a written report on the educational, educational, methodological, scientific work for the period preceding the competition.

30. At the meeting of the department, for each candidate, a conclusion is adopted with a recommendation by open voting or by a majority vote of full-time teachers and researchers of the department, which is submitted for consideration by the competitive commission of the University within three working days after the meeting of the department.

31. The dean of the faculty, the head of the structural educational unit, who are not members of this department, do not participate in the voting when making the conclusion of the department on candidates for the position of head of the department.

32. When merging, separating the department and the newly organized department, the execution of the duties of the heads of the department, by order of the Rector of the University, is assigned to one of the leading specialists of the department, until the election of the heads of the department in the prescribed manner.

34. For a preliminary analysis of the documents submitted for the competition and preparation of recommendations for consideration by the Academic Council, the Rector of the University forms a competition commission for one academic year.

35. The chairman of the competition commission is a person authorized by the President and Rector. The competition commission includes representatives of structural educational units, departments and faculties, the educational and methodological department and the Department of HR and office work (secretary), as well as trade union and public organizations.

36. The decision of the competition commission is drawn up in a protocol containing a brief reasoned conclusion for each candidate, and signed by the chairman and secretary of the competition commission.

37. Election by competition of persons who have not previously worked in full-time teaching positions should be preceded by their work during the year at the University on the terms of full-time part-time work or hourly pay.

38. Candidates who graduated from a university, postgraduate and doctoral studies in a given academic year fill the positions of the teaching staff without participating in the competition. In three years, these positions are filled on a competitive basis in accordance with these Regulations.

39. The rector has the right to dismiss teachers who have passed through the competition for 5 years, due to the reduction in subsequent academic years (semesters) of the workload of the department.

3. Competition procedure

40. Elections for the competitive replacement of vacant positions of the teaching staff are held at the Academic Council of the University of by confidential voting.

41. Heads of departments, professors and associate professors are elected by the Academic Council of the University at the meeting.

42. The list of the Scientific participants of the competition council with the indication of the last name, first name at the University and patronymic, 10 days before the academic degree and title, length of service, title of the position held.

43. At a meeting of the academic council for each candidate, before the secret ballot, the conclusion of the department and the decision of the competition commission with relevant recommendations are announced.

44. The surname, name and patronymic of all those participating in the competition for filling vacant positions of the teaching staff are entered in one ballot for secret voting in alphabetical order.

In alternative elections, the names of all those participating in the competition for this position are entered on one ballot for secret ballot in alphabetical order, in which it is customary to put a mark opposite the name of the selected candidate or "against all" in the column "Voting results". Ballot papers that contain more than one mark or the absence of any mark in the column "Voting results" are considered spoiled and invalid.

43. Candidates participating in the competition for filling vacant positions of the teaching staff may attend a meeting of the Academic Council.

44. To organize voting, the academic council, before the start of voting, elects a counting commission consisting of at least three members of the academic council. The Counting Commission announces the voting results for each candidate.

45. The protocol of the counting commission is approved by an open vote of the members of the academic council and is attached to the competition materials.

46. The decision of the Academic Council during the competition is considered valid if at least two thirds of its members are present at it.

47. An elected candidate is considered to have received more than half of the votes from among the members of the Academic Council present at the meeting.

48. If during the competition, in which two or more candidates participated, no one received more than half of the votes, then a second vote is taken at the same meeting of the Academic Council. The ballot paper for the second round includes two candidates who received the majority of votes in the first round. The candidate who receives a simple majority of votes in the second round is considered elected.

49. In the absence of applications for the competition, it is considered not to have taken place.

50. If, as a result of the competition, no candidates meeting the requirements were selected, the rector may decide to hold a second competition.

Persons who have not been elected by competition to positions previously held by them or who have not submitted applications for participation in the competition are released from work in a higher educational institution after the end of the semester due to the expiration of the election period with an entry in the work book: "Released due to the expiration of the term election"

51. Each participant of the competition is informed about the results of the competition in writing within a month from the date of its completion.

52. Decisions on the results of the competition are drawn up by order of the rector. A copy of the order is handed over to the person elected to the relevant position.

4. Grounds for termination of the contract with the teaching staff

55. Persons who have not been elected by competition to positions previously held by them, as well as those who have not submitted applications for participation in the competition, are released from work at the University after the end of the next semester, due to the expiration of the election period.

56. Early termination of an employment contract at the initiative of the Rector is allowed in the following cases:

- downsizing (reduction of the teaching load) after the end of the academic year, with a warning to the teacher about the dismissal personally, on receipt, no later than 1 month in advance;
- recognition of the teacher by the relevant medical institution as inappropriate for the position held for health reasons (prolonged illness for more than 4 months, without a break), preventing the continuation of work;
- violation by the teacher of the terms of the contract (non-compliance with the Charter of the University, violation of internal regulations, failure to comply with the individual work plan, untimely notification of the administration about the impossibility for good reasons to perform the work stipulated by the contract, or work according to the approved schedule of training sessions);
- on other grounds provided for by the Labor Code of the Kyrgyz Republic.

57. The head of the University is given the right to bring to the decision of the Academic Council of the University the issue of inconsistency of the teaching staff with the position held.

About the position occupied 58. The decision of the position of the issue on the academic council should be preceded by the university on compliance with the verification of its pedagogical work by the commission, the employee approved by the rector.

59. The release of a teacher for non-compliance on the basis of the decision of the academic council is allowed in case of unsatisfactory lectures, practical and seminars, low-level scientific, methodological and educational work.

60. The head of the department may be relieved of his post by the decision of the Academic Council of the University in view of the unsatisfactory performance of his duties in managing the department.

61. The dismissal of members of the faculty of the University who have committed immoral offenses that are incompatible with the continuation of this work is carried out by order of the Rector by decision of the Ethics and Monitoring Council and / or with the consent of the trade union organization or the labor collective of the University.

5. Content of the employment contract

62. The employment contract concluded with members of the teaching staff and the management of the University indicates the position of the member of the teaching staff, the name of the department, the parties concluding the contract, the type of employment contract, the working hours and the terms of payment for work.

63. Responsibilities of the teacher: ensuring compliance with the requirements of the individual plan, the Charter of the University, internal regulations, timely notification of the administration about the impossibility for good reasons to perform the work stipulated by the contract.

64. The rights of the teacher: the choice of methods and means of teaching, the requirements for the quality of student training, the use of equipment, laboratories, sources of information in the manner established by the University.

65. Responsibilities of the administration: creating conditions stipulated by the contract, timely informing about changes in the educational process, ensuring conditions and protecting labor safety.

THE REVIEW AND APPROVAL SHEET

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