

KROK UNIVERSITY
PROCEDURE FOR COMPETITIVE SELECTION AND APPOINTMENT OF
ACADEMIC AND TEACHING STAFF AT KROK UNIVERSITY

*Translated into English from the official version
and approved by the Rector of KROK University on November 09, 2020*

1. GENERAL PROVISIONS

- 1.1. This Procedure has been developed in accordance with the Law of Ukraine "On Higher Education" dated July 1, 2014, No. 1556-VII (hereinafter referred to as the Law), the Labor Code of Ukraine, the University Charter, and other regulatory legal acts.
- 1.2. This Procedure defines the procedures for competitive selection and appointment through competition for filling vacant academic positions at KROK University, namely: heads of departments, professors, associate professors, senior lecturers, and lecturers.
- 1.3. Academic positions at the University are filled as follows:
 - 1.3.1. Through competitive selection:
Heads of departments;
Professors;
Associate professors;
Senior lecturers;
Lecturers.
 - 1.3.2. Through appointment by competition and secret voting:
Heads of departments.
- 1.4. Competitive selection for academic positions and appointment through competition (hereinafter referred to as the competition) is conducted in the following cases:
when a position becomes vacant;
for positions temporarily filled by rector's order prior to the competition;
when a new position is introduced into the staffing schedule;
upon expiration of the employment contract, if the academic staff member is employed under a fixed-term employment contract.
- 1.5. If an academic staff member has been appointed to a position under a fixed-term employment contract prior to the competition, they may apply to participate in the competition for the same position no earlier than three months after the appointment and no later than three months before the expiration of the contract.
- 1.6. Announcements of competitive selection for the positions listed in clause 1.3.1 must be made no later than two months after the position becomes vacant.
- 1.7. Announcements of appointment through competition for the position of head of department must be made no later than three months before the expiration of the employment contract.
- 1.8. The competition is not announced for positions:
held by pregnant women and women on maternity leave;
held by women on childcare leave until the child reaches the age of three;
held by single mothers with a child under 14 years of age and/or a child with a disability;
held by trainee lecturers and assistants;

- temporarily vacant under circumstances provided by law (long-term internships, mobilization, conscription for military service, contract-based military service, temporary incapacity, etc.).
- 1.9. The University may conduct a competition for filling vacant part-time academic positions. A competition is mandatory for part-time heads of departments.
 - 1.10. Academic positions may be filled without competition by postgraduate (doctoral) program graduates in the year of graduation for a term of three years.
 - 1.11. In exceptional cases, the rector has the right to appoint individuals to academic positions under a fixed-term employment contract prior to the competition, but for a term not exceeding the current academic year. In the absence of a competition, such employees must be dismissed in accordance with applicable legislation.
 - 1.12. Academic staff may be appointed by rector's order to positions vacated due to contract expiration (including dismissal of an employee whose competitive replacement procedure was not completed) to perform the duties of the absent employee until the position is filled through competition during the current academic year.
 - 1.13. If a lecturer, senior lecturer, or associate professor meets the requirements for a higher academic position (senior lecturer, associate professor, professor), they may be promoted with a mandatory competition announcement at the end of the current academic year.
 - 1.14. The term of the employment contract is generally from 1 to 5 years and is determined based on the candidate's qualifications, performance results, the University's development strategy, financial condition, and applicable legislation. An exception is the contract term for the position of head of department, which, according to the Law, is set at five years.

2. ANNOUNCEMENT OF THE COMPETITION AND DOCUMENT SUBMISSION

- 2.1. The competition is announced by the Rector of the University, who issues an order specifying:
 - the start date of the competition and the composition of the selection committee;
 - the deadlines for preparing documents for participation in the competition;
 - tasks for heads of departments regarding the preparation of materials and organization of the competition.
- 2.2. The competition is conducted in stages:
 - publication of the announcement;
 - acceptance of documents by the University's HR department;
 - evaluation of candidates' professional level by the departments;
 - review of submitted documents by the selection committee for compliance with the established qualification requirements for the position;
 - meeting of the University Academic Council on the matter.

- 2.3. The announcement of the competition, its terms and conditions are published on the University's website, and, by decision of the Rector, in mass media.
- 2.4. The announcement must include:
the full name of the University with its location;
the titles of the positions for which the competition is announced;
the main requirements for candidates;
information on the deadline for submitting documents;
the address for document submission;
contact information.
- 2.5. Any changes to the competition conditions or its cancellation are formalized by an order of the Rector, and the information is posted on the official University website.
- 2.6. Within one month from the date of publication of the competition announcement, the University's HR department accepts applications and required documents from candidates.
- 2.7. A candidate for the respective position must familiarize themselves with this Procedure at the University's HR department and submit the following documents:
an application for participation in the competition (signed personally) (Appendix 1);
a personal data sheet (for candidates not employed at the University);
copies of documents confirming higher education, academic degree, academic title, honorary titles, certified as required (for candidates not employed at the University);
copies of documents confirming the level of scientific and professional activity in accordance with the Licensing Conditions for educational activities approved by the Cabinet of Ministers of Ukraine (for candidates not employed at the University);
a CV (for candidates not employed at the University);
a copy of the candidate's employment record book, certified by the HR department at the primary place of employment with the date of certification indicated (for candidates not employed at the University);
a copy of the Ukrainian citizen's passport (pages 1, 2, and 11) (for candidates not employed at the University).
- 2.8. After the deadline specified in the competition conditions, applications for participation are no longer accepted.
- 2.9. Applications are registered in the logbook of incoming, outgoing, and internal documents of the HR department.

3. BASIC QUALIFICATION REQUIREMENTS FOR CANDIDATES FOR ACADEMIC POSITIONS

- 3.1. Individuals may participate in the competition for vacant academic positions if they meet the following requirements:
- 3.1.1. For the position of Head of Department or Professor:

hold a Doctor of Sciences and/or PhD (Candidate of Sciences) degree in the relevant field;

hold the academic title of Professor or Associate Professor;

have at least 5 years of academic and teaching experience;

have published textbooks, teaching aids, other scientific works, and publications in scientometric databases;

teach academic disciplines at a high scientific-methodological and theoretical level; supervise academic staff training.

3.1.2. For the position of Associate Professor:

hold a Doctor of Sciences or PhD (Candidate of Sciences) degree in the relevant field;

hold the academic title of Professor or Associate Professor;

have at least 3 years of academic and teaching experience;

have published teaching materials used in the educational process and scientific publications, including those in scientometric databases;

teach academic disciplines at a high scientific-methodological and theoretical level.

3.1.3. For the position of Senior Lecturer:

hold a PhD (Candidate of Sciences) degree or higher education in the relevant field;

have at least 3 years of academic and teaching experience;

have published teaching and scientific works in the relevant field;

teach academic disciplines at a high scientific-methodological and theoretical level.

3.1.4. For the position of Lecturer:

hold a full higher education degree at the Master's level in the relevant field;

have at least 2 years of academic and teaching experience (exceptions may be made for candidates without experience);

have published teaching and scientific works in the relevant field.

4. ASSESSMENT OF PROFESSIONAL QUALIFICATION BY THE DEPARTMENT

4.1. The candidacies of applicants for the positions of Head of Department, Professor, Associate Professor, Senior Lecturer, and Lecturer are preliminarily discussed at a meeting of the relevant department in the presence of the candidates, to assess the compliance of their professional knowledge, skills, and personal qualities with the requirements of the position. The meeting to discuss candidates for the position of Head of Department is conducted by the Vice-Rector (on behalf of the Rector).

4.2. To assess the candidate's professional qualifications, the department may invite them to deliver trial lectures, practical classes, or demonstration sessions.

4.3. The department makes a reasoned decision regarding each candidate's compliance with the professional knowledge, skills, and personal qualities required for the position by a simple majority vote of full-time academic staff (those employed on a permanent basis at the University), either by secret or open ballot.

- 4.4. An excerpt from the minutes of the department meeting with substantiated conclusions regarding the candidates is submitted to the secretary of the selection committee (Appendix 2).
- 4.5. Candidates must be informed of the department's conclusions.
- 4.6. A negative conclusion from the department cannot serve as grounds for rejecting a candidate's consideration by the University Academic Council.
- 4.7. The department meeting must take place no later than two weeks after the deadline for document submission by candidates.

5. MEETING OF THE SELECTION COMMITTEE

- 5.1. The selection committee meeting is held after the document submission period ends and the department's decision is received. The candidate may attend the committee meeting.
 - 5.2. The committee's decision is valid if at least two-thirds of its members are present. Each candidate is voted on separately. Decisions are made by open vote with a simple majority. In the event of a tie, the decision supported by the Chair of the selection committee prevails.
 - 5.3. The committee's decision is recorded in the meeting minutes, which are signed by all committee members.
 - 5.4. A positive decision by the selection committee regarding the positions of Professor, Associate Professor, Senior Lecturer, or Lecturer serves as grounds for signing an employment contract with the candidate.
 - 5.5. An excerpt from the selection committee's minutes regarding the position of Head of Department (Appendix 3), along with the candidates' submitted documents and the department's meeting minutes, are forwarded to the University Academic Council via the Academic Secretary.
- A negative decision by the selection committee cannot serve as grounds for rejecting a candidate's consideration by the University Academic Council.

6. MEETING OF THE UNIVERSITY ACADEMIC COUNCIL

- 6.1. The University Academic Council (hereinafter referred to as the Council) elects Heads of Departments by secret ballot. Before voting on each candidate, excerpts from the minutes of the selection committee and the department are announced. The necessity of the candidate's presence at the meeting is determined by the Chair of the Council.
- 6.2. At the beginning of the Council meeting to consider competition matters, a counting commission is elected by open vote. The commission verifies the availability of ballots and distributes them to Council members against signature. Unused ballots are marked accordingly. Before voting, the commission seals the ballot box. Council members personally place their ballots in the box.

- 6.3. Each Council member may vote for only one candidate. Otherwise, the ballot is considered invalid.
- 6.4. The counting commission opens the ballot box in a separate room, determines the voting results, and completes the voting protocol.
- 6.5. The Council's decision is valid if at least two-thirds of its members participate in the vote.
- 6.6. A decision is considered positive if the candidate receives more than 50% of the votes of the Council members present.
- 6.7. The competition procedure is conducted even if there is only one candidate for the position of Head of Department.
- 6.8. If two or more candidates participate in the competition and the votes are evenly split, a repeat vote is held at the same Council meeting. If the result is repeated, the competition is considered invalid and must be re-announced.
- 6.9. If no applications are submitted for the position or none of the candidates receive more than 50% of the votes, the competition is also considered invalid and must be re-announced.
- 6.10. The timing of the re-announcement of the competition is determined based on the need to ensure the continuity of the educational process, but no later than the end of the current academic year.
- 6.11. A positive decision by the Council serves as grounds for signing an employment contract with the candidate.

Appendix 1

To the Rector of KROK University

(position surname, initials of the applicant)

APPLICATION¹

I ask you to allow me to participate in the competition for the position
_____ of the department _____.
(position title) (department name)

I attach to the application:

- a personal personnel record sheet on a sheet of 1 note;
- a copy of a higher education diploma on a sheet of 1 note;
- a copy of a diploma on the award of a scientific degree on a sheet of 1 note;
- a copy of a certificate on the award of an academic title on a sheet of 1 note;
- a list of scientific works and inventions over the past five years on a sheet of 1 note;
- materials on advanced training or internships during the last five years on a sheet of 1 note;
- autobiography on _ sheets of 1 note;
- copy of work record book on a sheet of 1 note;
- copy of passport of a citizen of Ukraine on a sheet of 1 note;

date

signature

¹ application only for applicants who do not work at the University

KROK University

EXCERPT FROM MINUTES No. _____
MEETING OF THE DEPARTMENT OF

(name of the department)
dated “__” _____ 20__

HEARD:

Issue regarding the recommendation for employment through a competitive selection process

(surname, first name, patronymic, academic degree, academic title of the candidate for the position)

SPEAKERS:

(remarks and recommendations expressed during the speeches)

RESOLVED:

To (not) recommend (surname, initials of the candidate)
for the position of _____ for a period of _____
years.
(voting results)

Head of Department

Signature surname, initials

Secretary of Department

Signature surname, initials

KROK University

EXCERPT FROM MINUTES

MEETING OF THE COMPETITION COMMISSION No. ____ dated ____ 20 ____

HEARD:

Issue regarding the selection of academic and teaching staff through a competitive process

(head of department, professor, associate professor)

(surname, first name, patronymic of the candidate for the position)

SPEAKERS:

(remarks and recommendations expressed by members of the competition commission)

RESOLVED:

To (not) recommend to the Academic Council of the University to appoint to the position of _____ for a period of _____ years.

Chairperson of the Competition Commission *Signature surname, initials*Secretary of the Competition Commission *Signature surname, initials*Members of the Competition Commission *Signature surname, initials*
Signature surname, initials
Signature surname, initials
Signature surname, initials