

**Approved by**  
by the Academic Council of IAPM  
"24" June 2015  
Minutes No. 6

**Regulations on the election and employment of academic staff of the  
Private Joint Stock Company "Higher Educational Institution  
"Interregional Academy of Personnel Management" (PJSC "HEI  
"IAPM")**

**1. GENERAL PROVISIONS**

1.1 Regulations on the election and employment of scientific and pedagogical staff of the Private Joint Stock Company "Higher Educational Institution "Interregional Academy of Personnel Management" (hereinafter - the Regulations) is developed on the basis of the Laws of Ukraine "On Higher Education", "On Education", Order of the Ministry of Education and Science of Ukraine dated 24.12.2002 № 744 "On Approval of the Regulations on the Election and Hiring of Academic Staff of Higher Education Institutions of the Third and Fourth Accreditation Levels", the Labour Code of Ukraine, the Charter of PJSC "IAPM".

1.2 This Regulation defines the procedure for the competitive election of persons to vacant positions of scientific and pedagogical staff (hereinafter - SPs) of the Academy, namely: heads of departments, professors, associate professors, senior lecturers, lecturers.

Persons holding academic degrees and academic titles, as well as graduates of master's, postgraduate and doctoral studies shall be elected to the positions of academic staff.

1.3 The competition for filling a vacant position is announced by the Rector of the Academy (Director of the branch), and an order is issued.

1.4 The announcement of the competition, terms and conditions of its holding shall be published in the media.

1.5 The procedure for conducting the competition for vacant positions of the academic staff shall be approved by the Academic Council.

1.6 By the order of the Rector of the Academy (director of the branch), a competitive selection commission is formed consisting of the chairman, secretary and members of the commission, a representative of the primary trade union organisation and other persons, if necessary.

The main functions of the competition commission include

- verification of compliance of the documents submitted by the applicants with the requirements established for the NPD by the Laws of Ukraine "On Education", "On Higher Education", job descriptions and competition conditions;
- providing the Rector and the Academic Council with substantiated proposals (recommendations) regarding candidates for the positions of the NPP.

## **2. CONDITIONS OF THE COMPETITION**

2.1 The competition is a special form of selection of scientific and pedagogical staff, which aims to ensure the election of vacant positions of the Academy's academic staff from among the persons who best meet the requirements of modern higher education, determined by the qualification characteristics of the relevant positions

2.2 The Regulations on the competition were prepared with the aim of developing a mechanism for election to positions by competition to comply with the requirements of current legislation on education, optimising the algorithms of labour relations in the Academy, ensuring the principle of autonomy of the higher education institution and improving the conditions for initiative and independence of scientific and pedagogical staff of PJSC "IAPM" taking into account individual abilities and professional skills, strengthening the joint responsibility of the administration and employees

2.3 The decision to hold a competition in the presence of vacant positions of the academic staff, namely: heads of departments, professors, associate professors, senior lecturers, teachers is made by the rector (director of the branch), and a corresponding order is issued at the Academy (branch).

2.4 The competition is held in stages:

- 1) publication of the announcement of the competition;
- 2) acceptance of documents from persons wishing to participate in the competition and their preliminary review for compliance with the requirements of the announced competition;
- 3) assessing the professional level and selecting candidates.

2.5 The announcement of the competition for filling vacant positions of the Academy's academic staff, terms and conditions of its conduct shall be published in the mass media and on the official website of the Academy.

The announcement shall contain:

- 1) full name of the Academy (branch) with the address and contact telephone numbers;
- 2) titles of the positions for which the competition is announced;
- 3) requirements for applicants (academic degree, academic title);
- 4) deadlines for submitting applications and documents, a brief list of them;
- 5) an indication of the place where documents should be submitted.

The announcement may contain additional information that does not contradict the current legislation of Ukraine.

The date of publication of the competition announcement shall be considered the first day of the competition announcement.

2.6 The position shall be considered vacant after the dismissal of the academic staff on the grounds provided for by the labour legislation, as well as when a new position is introduced into the staff list of the Academy.

2.7 The competition is not announced for positions held on a part-time basis. The division or merger of departments is not a ground for announcing a competition and holding early elections of the academic staff, except for the head of the department.

2.8 Applications for participation in the competition may be submitted by persons who have a complete higher education and meet the requirements established for the NPD by the Laws of Ukraine "On Education", "On Higher Education" and the terms of the competition announced.

2.9 Positions of the head of the department, professor are usually filled by persons who have the academic title of professor and the degree of doctor of sciences. To fill the position of associate professor, the applicant must have the academic title of associate professor or senior researcher, the academic degree of doctor or candidate of sciences. Exceptionally, teachers of higher education institutions without relevant degrees and titles who have at least 10 years of teaching experience for a professor and 5 years for an associate professor, textbooks, manuals, scientific works in the field of the department and teach disciplines at a high scientific and theoretical level may be admitted to participate in the competition for the position of professor and associate professor. The positions of senior lecturer, lecturer and assistant are filled by persons who usually have a PhD or master's degree. The positions of senior lecturer and lecturer may also be filled by persons who do not have a scientific degree, if necessary. Graduates of postgraduate studies shall have preference in filling these vacant positions

2.10 An order of the Rector of the Academy (Director of the branch) shall be issued to change the terms of the announced competition or cancel it, and information about this shall be published in the relevant media and on the official website of the Academy.

2.11 In some cases, if it is impossible to ensure the educational process with the available staff members, vacant positions of the academic staff may be filled under an employment contract until the competitive filling of these positions in the current academic year.

2.12 Employment contracts concluded with the academic staff before the adoption of the Law "On Higher Education" and which have not expired are considered valid.

2.13. If the term of the employment agreement (contract) expires and an agreement is reached to extend the employment relationship for a new term, the competition is not announced and the employment agreement (contract) is concluded with such an employee for a term of 1 to 5 years, and with a person of pre-retirement age - until he/she reaches retirement age, by agreement of the parties.

2.14. Two months before the end of the employment agreement (contract), the SPP is obliged to apply to the Rector of the Academy for the extension or non-extension of the employment relationship with him/her. Failure to submit such an application within the specified period will be considered a refusal of the SPP to renew the employment agreement (contract).

### **3. ACCEPTANCE AND CONSIDERATION OF DOCUMENTS FOR PARTICIPATION IN THE COMPETITION**

3.1 The documents from the persons wishing to participate in the competition and their preliminary review shall be carried out by the competition commission.

3.2 The candidate for the position of the NPD shall submit the following documents to the secretary of the commission:

1) a handwritten application to the Rector for participation in the competition (Appendix 1);

2) a completed personnel record sheet and a handwritten curriculum vitae;

3) two 4 x 6 cm photographs;

4) copies of documents on education, academic degree, academic title, certified in accordance with the procedure established by law;

5) a copy of the passport of a citizen of Ukraine;

6) a list of scientific papers that demonstrate the professional level of the applicant;

7) materials on advanced training (internship), retraining, diplomas, certificates, certificates and other documents required by the current legislation of Ukraine.

The applicant shall submit the originals of documents on education, academic degree, academic title in person.

3.3 In case the candidate for the vacant position of the academic staff is a full-time academic staff of the Academy or worked in the position on a part-time basis, he/she may submit documents according to the shortened list:

- 1) a handwritten application to the Rector for participation in the competition (Appendix 1);
- 2) a list of scientific works since the last election;
- 3) copies of materials on advanced training (internship), retraining;
- 4) a report for the previous period of work.

3.4 Upon receipt of the application and documents, the applicant shall be acquainted with this Regulation, professional and qualification requirements for the position, and shall be informed of the place and date of the meeting of the competitive selection committee, at which the documents of the applicants for the position will be considered, and of the date of the meeting of the Academic Council, at which the election will be held by competition.

3.5 Based on the results of the consideration of the candidate's documents, the commission shall decide on the candidate's compliance (or non-compliance) with the competition conditions.

3.6 If the person who submitted the application does not meet the requirements of the announced competition, he/she shall not be allowed to participate in it and shall receive a written refusal from the competition commission.

A person who has submitted an application for participation in the competition for filling a vacant position of a research and teaching staff member but does not meet the requirements established by the Laws of Ukraine "On Education", "On Higher Education", and the Academy's Charter shall not be allowed to participate in the competition, and such person shall receive a written refusal.

3.7 Unmotivated refusal to participate in the competitive selection is not allowed.

3.8 The submitted documents and materials of the competitive selection committee shall be stored in the Academy's HR Department.

#### **4. ASSESSMENT OF PROFESSIONAL LEVEL AND SELECTION OF CANDIDATES**

4.1 After the deadline for accepting documents, the secretary of the commission shall submit the package of documents of the applicants for consideration by the commission. If the applicant's documents comply with the terms of the announced competition, the Commission shall submit these documents for further consideration to the Chairman of the Academic Council of the Academy (branch) or Institute, for further review by the Director of the Institute, Head of the relevant Department, and obtaining the opinion of the Department based on the results of the open class.

4.2 Candidatures of applicants for vacant positions of lecturer, senior lecturer, associate professor, professor are preliminarily discussed at a meeting of the relevant department. To assess the level of professional qualification of the candidate, the department may offer him/her to give trial lectures and conduct practical classes.

4.3 For a newly established department, candidates are discussed at a meeting of the Academic Council of the Institute (branch). The meeting of the department, at which candidates for the vacant position of the head of the department are discussed, is held by the director of the institute or the vice-rector responsible for the competition.

4.4 Based on the results of consideration of applications and documents for each candidate participating in the competition, the department or the Academic Council of the institute makes a reasoned decision by a majority vote of the full-time research staff, draws up an extract from the minutes of the meeting and sends it to the Secretary of the Academic Council of the Academy (branch) or institute for competitive selection by secret ballot. If the votes of the persons participating in the voting on the nature of the recommendations are equally divided, a second vote is not held and the opinion of both parties is presented in the conclusion.

4.5 A negative conclusion of the department cannot be a ground for refusing to consider the candidate's candidacy by the Academic Council of the Institute, Academy (branch).

4.6 Applicants have the right to be present at the meeting of the Department, the Academic Council of the Institute, Academy (branch) during the preliminary discussion of their candidacies and during the secret ballot procedure.

## **5. CONDUCTING THE PROCEDURE OF ELECTION BY COMPETITION AT A MEETING OF THE ACADEMIC COUNCIL**

5.1 The election of lecturers, senior lecturers, associate professors is held by secret ballot at a meeting of the Academic Council of the relevant institute. The election of heads

of departments, professors is conducted by the Academic Council of the Academy (branch).

Before voting on each candidate, the conclusions of the department are announced and the candidates are discussed.

The names of all participants of the competition for this position shall be entered into one ballot for secret voting.

5.2 The decision of the Academic Council during the competition shall be considered valid if at least 2/3 of the members of the Academic Council took part in the voting. An applicant who has received more than 50% of the votes of the present members of the Academic Council shall be deemed elected.

If the votes are equally divided during the competition in which two or more candidates participated, a second vote shall be held at the same meeting of the Academic Board. If the same result is established for the second time, the competition shall be deemed to have failed.

5.3 If no application is submitted during the competition for the respective position, or none of the candidates receives a majority of votes of the present members of the Academic Council, the competition is also considered to have failed.

5.4 An extract from the minutes of the meeting of the Academic Council of the Academy (branch), institute shall be attached to the candidate's competition file.

5.5 The decision of the Academic Council after its adoption is approved by the order of the rector (director of the branch). The decision of the Academic Council of the Academy (institute, branch) is the basis for concluding an employment contract with the selected person and issuing an order of the rector on his/her employment.

5.6 The decision of the Academic Council is final if it does not contradict the legislation and this Regulation. In case of violations of this Regulation, the Rector cancels the decision of the Academic Council and issues an order.

5.7 Upon completion of the election procedure, the full package of documents of the candidate for the position of the academic staff member, as well as the conclusion of the department, the recommendation of the Academic Council, an extract from the minutes of the meeting of the Academic Council, the minutes of the meeting of the counting commission with the results of voting for the candidates shall be transferred to the HR Department of the Academy for further execution of the fixed-term employment agreement (contract). Ballot papers for secret voting shall be kept by the Academic Council for the period specified by the current legislation of Ukraine.

5.8 In accordance with the current legislation of Ukraine, upon successful completion of the competition, the fixed-term employment agreement (contract) shall be concluded with the academic staff. The term of the fixed-term employment agreement (contract) may be set by agreement of the parties, but not more than for five years. Each party has the right to make proposals regarding the term of the contract.

5.9 Labour disputes between the parties shall be considered in accordance with the procedure established by the current legislation.

## **6. PECULIARITIES OF THE COMPETITION FOR HEADS OF DEPARTMENTS**

6.1 The position of the Head of the Department may be applied for by a researcher who has a scientific degree and/or an academic (honorary) title in accordance with the profile of the Department. Other requirements for applicants for the vacant position of the Head of the Department are determined by the job descriptions of the Heads of the Departments.

6.2 The Head of the Department shall be elected on a competitive basis by secret ballot by the Academic Council of the Academy, taking into account the proposals of the Institute's and Department's staff. A candidate for election to the position of the Head of the Department shall present a report and a programme of development of the Department to the staff of the Department and the Academic Council of the relevant Institute (branch), which shall make proposals for the candidate for election of the SPP to this position. The meeting of the Department, where the candidates for the position of the Head of the Department are discussed, is held by the Vice-Rector or Director of the Institute.

6.3 The Rector of the Academy (director of the branch) concludes a contract with the head of the department.

6.4 The head of the department may not hold this position for more than two terms.

6.5. The Rector of the Academy (Director of the branch) shall appoint an acting Head of the Department for the period until the elections are held, but not longer than until the end of the current academic year. This rule also applies to cases where a new department is formed by merging two or more departments of the Academy or by dividing an existing department.



To the Rector of PJSC "IAPM"  
Podolyaka A.M.

\_\_\_\_\_  
\_\_\_\_\_  
(position, name)

Application

*Please allow me to participate in the competition for the*  
*вакантної посади\** \_\_\_\_\_  
(lecturer, senior lecturer, associate professor, professor, head of department)

" \_\_\_\_ " \_\_\_\_\_ 20\_\_ р.

(Date) (Signature) (Initials, surname)

\* it is obligatory to indicate the unit - department, institute, name of a separate structural unit

\*\* the application must be written by the applicant personally