

**Approved by**  
the IAPM's Academic Council  
June 24, 2015  
Minutes № 6

**Regulations on electing and hiring research and teaching staff of Private Joint-Stock  
Company Higher Education Institution Interregional Academy of Personnel Management  
(PJSC HEI IAPM)**

**1. GENERAL PROVISIONS**

1.1 Regulations on electing and hiring research and teaching staff of Private Joint-Stock Company Higher Education Institution Interregional Academy of Personnel Management (hereinafter referred to as the Regulations) are developed on the basis of the Laws of Ukraine "On Higher Education," "On Education," the order of the MES of Ukraine of 24.12.2002 № 744 "On Approval of the Regulations on Electing and Hiring Research and Teaching Staff of Higher Education Institutions of the Third and Fourth Levels of Accreditation," Labor Code of Ukraine, and Charter of PJSC HEI IAPM.

1.2 These Regulations determine the procedure for electing on a competitive basis persons to the fill vacancies of research and teaching staff (hereinafter referred to as RTS) of the Academy, namely: heads of subdepartments, full professors, associate professors, senior lecturers, and lecturers.

Persons with scientific degrees and academic titles, as well as masters, PhDs and doctors programs are elected to the positions of RTS.

1.3 A competition to fill a vacancy is announced by the Rector of the Academy (a branch director), which is formalized in the form of an order issued.

1.4 An announcement of holding the competition, its terms and conditions are published in mass media.

1.5 A procedure for holding the competition of applicants to fill vacancies of RTS is approved by the Academic Council.

1.6 Based on an order of the Rector of the Academy (a branch director), a competitive selection committee is set up consisting of a chair, secretary and committee members, a representative of the primary trade union organization and other persons if necessary.

The main functions of the competitive selection committee include:

- verification of compliance of the documents submitted by applicants with the requirements established for RTS by the Laws of Ukraine “On Education,” “On Higher Education,” job descriptions, and terms and conditions of the competition;
- submission of substantiated proposals (recommendations) as to the applicants for RTS positions to the Rector and the Academic Council.

## **2. CONDITIONS FOR HOLDING A COMPETITION**

2.1 Competition -- a special form of selecting research and teaching staff, which aims to ensure election to vacant RTS positions of the Academy from among persons who best meet the requirements of modern higher education determined by the qualification profile of respective positions.

2.2 Regulations on the competition were prepared to develop a mechanism for election to positions on a competitive basis in order to comply with current legislation on education, optimize algorithms of labor relations at the Academy, ensure the principle of autonomy of the higher education institution and improve conditions for initiative and independence of research and teaching staff of PJSC HEI IAPM taking into account individual abilities and professional skills, and strengthen joint responsibility of the administration and employees.

2.3 A decision to hold a competition subject to RTS vacancies available, namely: heads of subdepartments, full professors, associate professors, senior lecturers, lecturers is made by the Rector (branch director), which is formalized in the form of an appropriate order at the Academy (branch).

2.4 A competition is held in stages:

- 1) publication of an announcement of holding a competition;
- 2) acceptance of documents from persons wishing to take part in the competition and their preliminary consideration for compliance with the requirements of the announced competition; and
- 3) assessment of the professional level and selection of candidates.

2.5 An announcement of holding a competition to fill vacant RTS positions of the Academy and terms and conditions of its holding are published in mass media and on the official website of the Academy.

An announcement contains:

- 1) full name of the Academy (branch) with indication of its address and contact telephone numbers;
- 2) names of the positions for which the competition was announced;
- 3) requirements for applicants (scientific degree, academic title);
- 4) deadline for submission of applications and documents, their short list; and
- 5) indication of the place where to submit documents.

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

The date of publication of an announcement of competition is considered to be the first day of the announcement of competition.

2.6 A position is considered vacant following the dismissal of a RTS member on the grounds provided for by labor legislation, as well as in case of introducing a new position into the staff list of the Academy.

2.7 A competition is not announced for positions filled on a part-time basis. Division or amalgamation of subdepartments is not reason for announcing a competition and holding early election of a RTS member, except for the head of subdepartment.

2.8 The right to submit applications for participation in a competition is enjoyed by persons holding a completed tertiary education degree and their professional qualifications meet the requirements established by the Laws of Ukraine “On Education,” “On Higher Education” for RTS members, and terms and conditions of the announced competition.

2.9 The positions of head of subdepartment, full professor are filled, as a rule, by persons holding the academic title of full professor and the scientific degree of doctor of science. To fill the position of associate professor, it is necessary for an applicant to hold the academic title of associate professor or senior researcher and the scientific degree of doctor of science or PhD. As an exception, lecturers of higher education institutions without relevant degrees and titles, who have at least 10 years of experience in research and teaching work for a full professor and 5 years -- for an associate professor, textbooks, manuals, scholarly works in the subdepartment’s area of interest and teach disciplines at a high scientific-theoretical level may be allowed to compete to fill positions of full professor and associate professor. The positions of senior lecturer, lecturer and assistant lecturer are filled by persons who, as a rule, hold a scientific degree of PhD or a master’s degree. The positions of senior lecturer, lecturer where necessary may be filled by persons without a scientific degree. Those who have completed graduate training programs enjoy advantages in filling the above vacancies.

2.10 An order of the Rector of the Academy (branch director) is issued on changes in the terms and conditions of an announced competition or its cancellation, about which information is posted in relevant mass media and on the official website of the Academy.

2.11 In individual cases, if it is found impossible to ensure the educational process with available regular staff members, vacant RTS positions may be filled under an employment agreement until competitive filling of such positions is held in the current academic year.

2.12 Employment agreements concluded with RTS members before the passage of the Law “On Higher Education” and which have not expired are deemed valid.

2.13. If the employment agreements (contract) of a RTS member expires and an agreement is reached to renew the employment relations, the competition is not announced and an employment agreement (contract) is concluded with such an employee for a period of 1 to 5 years, and with a preretirement person -- up to reaching the age limit, with the consent of the parties.

2.14. Two months prior to termination of the employment agreement (contract), a RTS member is bound to apply to the Rector of the Academy for continuation or non-continuation of employment relations with him/her. Failure to submit such an application within the specified time limit will be considered a refusal of the RTS member to renew the employment agreement (contract).

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

3.1 Acceptance of documents from persons wishing to take part in a competition and their preliminary consideration is carried out by a competition committee.

3.2 An applicant for a RTS member position submits the following documents to the secretary of the committee:

- 1) a handwritten application to participate in the competition addressed to the Rector (Annex 1);
- 2) a completed personnel record card and a handwritten autobiography;
- 3) two photos measuring 4 x 6 cm;
- 4) copies of documents confirming education, scientific degree, academic title certified according to the procedure established by legislation;
- 5) a copy of the passport of a citizen of Ukraine;
- 6) a list of scientific papers that indicate the professional level of the applicant; and
- 7) materials on advanced training (internship), retraining, diplomas, certificates, records, and other documents provided for by current legislation of Ukraine.

The applicant personally provides original documents confirming education, the scientific degree, and academic title.

3.3 In the event that an applicant for a vacant RTS member position is a regular RTS member of the Academy or worked in a position in addition to another job, he/she may submit the following documents for the competition required by a short list:

- 1) a handwritten application to participate in the competition addressed to the Rector (Annex 1);
- 2) a list of scientific papers since the last election;
- 3) copies of materials on advanced training (internship), retraining; and
- 4) report on the previous employment period.

3.4 When submitting the application and documents, the applicant is acquainted with these Regulations, professional qualification requirements for the position, as well as informed of the place and date of the meeting of the competitive selection committee, which will consider the documents of applicants for the position, and the date of the meeting of the Academic Council at which there will be an election on a competitive basis.

3.5 Based on the results of consideration of documents, the committee decides on conformity (or nonconformity) of the applicant with the terms and conditions of the competition.

3.6 If a person who submitted an application does not meet the requirements of the announced competition he/she is not allowed to participate in it with the competition committee sending him/her a denial letter.

A person who has applied to participate in a competition to fill a vacant RTS member position but does not meet the requirements established by the Laws of Ukraine “On Education,” “On Higher Education,” and the Charter of the Academy, is not allowed to participate in the competition of which such a person receives a denial letter.

3.7 Ungrounded denial of participation in competitive selection is not allowed.

3.8 The submitted documents and materials of the competitive selection committee are kept at the Human Resources Department of the Academy.

#### **4. ASSESSMENT OF THE PROFESSIONAL LEVEL AND SELECTION OF APPLICANTS**

4.1 After the deadline for acceptance of documents, the secretary of the committee hands the set of documents of the applicants for consideration by the committee. In case of compliance of the applicant’s documents with the terms and conditions of the announced competition the committee submits these documents for further consideration by the Chair of the Academic Council of the Academy (its branch) or an institute, for further examination by the director of an

institute, head of a relevant subdepartment, receiving an opinion of the subdepartment based on the results of a conducted demonstration lesson.

4.2 Candidacies of the applicants for filling vacant positions of lecturer, senior lecturer, associate professor, full professor are preliminarily discussed at a meeting of a relevant subdepartment. To assess the level of professional qualification of an applicant, the subdepartment may invite him/her to deliver test lectures and hold practical classes.

4.3 In case of a newly created subdepartment, candidacies are discussed at a meeting of the Academic Council of an institute (branch). The meeting of the subdepartment which discusses the applicants for a vacant position of head of the subdepartment is held by the director of the institute or the vice-rector responsible for holding the competition.

4.4 Based on the results of consideration of applications, documents for each candidacy participating in the competition, a subdepartment or the Academic Council of an institute makes a reasoned decision by a majority vote of the regular RTS members, formalizes it in an excerpt from the minutes of a meeting and sends it to the Secretary of the Academic Council of the Academy (its branch) or an institute for holding competitive selection by secret ballot. If the votes of the persons who took part in voting on the nature of recommendations are divided equally, a repeat vote is not held and the views of both parties are stated in the opinion.

4.5 An adverse opinion of the subdepartment may not give occasion to refuse an applicant to consider deny his/her candidacy by the Academic Council of an institute, the Academy (its branch).

4.6 Applicants are entitled to attend the meeting of a subdepartment, the Academic Council of an institute, the Academy (its branch) during preliminary discussion of their candidacies and in the course of conducting the balloting procedure.

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

5.1 Lecturers, senior lecturers, associate professors are elected by secret ballot at a meeting of the Academic Council of a relevant institute. Heads of subdepartments, full professors are elected by the Academic Council of the Academy (its branch).

Before voting on each candidacy, the conclusions of the subdepartment are announced and the candidacies discussed.

The names of all competitioners for a given position are put on one ballot paper for secret voting.

5.2 The decision of the Academic Council during a competition is deemed valid if at least 2/3 of the membership of the Academic Council took part in voting. The applicant who won more than 50% of votes of the members of the Academic Council present is considered as elected.

If during a competition, in which two or more applicants took part, the votes were divided equally, a second ballot is held at the same meeting of the Academic Council. If the same result is established a second time, the competition is deemed to have failed.

5.3 If no application has been submitted during the competition for a relevant position or none of the applicants has received a majority of votes of the members of the Academic Council present the competition is also deemed to have failed.

5.4 An excerpt from the minutes of the meeting of the Academic Council of the Academy (its branch), an institute is attached to the competitive file of an applicant.

5.5 The decision of the Academic Council after its adoption is approved by order of the Rector (branch director). The decision of the Academic Council of the Academy (institute, branch) serves as a basis for concluding an employment agreement with the elected person and issuing an order of the Rector to hire him/her.

5.6 The decision of the Academic Council is final if it does not contradict legislation and these Regulations. In the event that violations of these Regulations are revealed the Rector cancels the decision of the Academic Council issuing an order thereon.

5.7 Upon completion of the election procedure, the full set of documents of the elected to a RTS member position, as well as the conclusion of the subdepartment, the recommendation of the Academic Council, an excerpt from the minutes of the Academic Council's meeting, the minutes of the counting board's meeting with the results of voting for the candidacies of the applicants are passed to the HR Department of the Academy for further execution of a fixed-term employment agreement (contract). Ballot papers for secret voting are kept at the Academic Council for a period determined by current legislation of Ukraine.

5.8 In accordance with current legislation of Ukraine, when hiring a RTS member after successful completion of the competition, a fixed-term employment agreement (contract) is concluded. The term of a fixed-term employment agreement (contract) may be set after consultation between the parties, but no more than for five years. Each of the parties has the right to make proposals on the contract term.

5.9 Labor disputes between the parties are considered according to the procedure set by current legislation.

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

6.1 A RTS member who holds a scientific degree and/or academic (honorary) title in accordance with the profile of the subdepartment may apply for the position of head of subdepartment. Other requirements for applicants for the vacancy of head of subdepartment are determined by job descriptions for heads of subdepartments.

6.2 A head of subdepartment is elected by secret ballot by the Academic Council of the Academy, taking into account the proposals of the employees of an institute, subdepartment. An applicant for the position of head of subdepartment presents a report and a program of development of the subdepartment to the staff of the subdepartment and the Academic Council of an institute (branch), who make proposals on the candidacy for election of the RTS member for this position. The meeting of the subdepartment, which discusses the candidacies of the applicants for the position of head of the subdepartment, is moderated by the Vice-Rector or director of the institute.

6.3 The rector of the Academy (director of the branch) concludes a contract with a head of subdepartment.

6.4 A head of subdepartment may not hold this position for more than two terms.

6.5. The Rector of the Academy (director of the branch), when setting up a new subdepartment, appoints an acting head of subdepartment for the period until the election but no longer than the end of the current academic year. This provision also applies to cases when a new subdepartment is established by merging two or more subdepartments of the Academy or by dividing the already existing subdepartment.



To the Rector of the PJSC HEI IAPM

\_\_\_\_\_  
\_\_\_\_\_

(position, full name)

Application

*Please allow me to participate in the competition to fill the vacant position of\**

\_\_\_\_\_  
(lecturer, senior lecturer, associate professor, full professor, head of department)

\_\_\_\_\_, 20\_\_

(Date)

(Signature)

(Initial, last name)

\* make sure to indicate the subunit -- subdepartment, institute, name of a standalone structural unit

\*\* the application is written by the applicant personally