



Alfred Nobel University

Quality Management System

APPROVED BY:

BORYS KHOLOD _____ PRESIDENT

«15» May 2019

REGULATION

on the Procedure for Holding a Competition to Fill the Vacancies for Academic Staff
II-621-001

Dnipro City, 2019

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List of signatories

Issuing subdivision: Department of Personnel Development and Electronic Document Management

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The document is agreed by:

Title	Full name	Signature	Date
Head of Quality Management Center	S. Vakarchuk		15.05.2019
Legal Adviser	Y. Smohol		15.05.2019

This document replaces the Regulation on the procedure for holding a competition to fill the vacancies for academic staff II-621-001 of 26.12.2011

The document is to be revised: every 3 years

Brought up to date				
	20...	20...	20...	20...
Date				
Signature				
Full name				

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1. PURPOSE AND SCOPE

1.1. This Regulation defines the mechanism and conditions for holding the competition to fill the vacancies for the academic staff of Alfred Nobel University.

1.2. The Competition Committee is governed by this Regulation when performing its activities.

1.3. The Regulation is not a confidential document within the University.

2. NORMATIVE DOCUMENTS REGULATING THE PROCESS OF THE COMPETITION

2.1. Education Act of Ukraine;

2.2. Higher Education Act of Ukraine»;

2.3. Act of Ukraine “On Research and Scientific and Technical Activities”;

2.4. Typical Regulation “On election and employment of academic staff members of higher educational institutions of III, IV levels of accreditation” approved by the order of the Ministry of Education and Science of Ukraine.

3. DEFINITIONS AND ABBREVIATIONS

The University – Alfred Nobel University

CC – Competition Committee

Chairman of the CC – the chairman of the Competition Committee

Members of the CC – members of the Competition Committee

AA – academic activities

ASM – academic staff members

DPDEDM – Department of Personnel Development and Electronic Document Management

AC – Academic Council of the University.

4. GENERAL PROVISIONS

4.1. Competition is a special form of selection of the academic staff members of Alfred Nobel University, which is aimed at providing the University with academic staff members who best meet the requirements of contemporary higher education.

4.2 To select candidates to fill the vacancies for academic staff members, a competition committee consisting of the chairman, deputy chairman, secretary and members is established by the order of the University’s President.

The CC includes vice rectors, heads of departments (for which the candidate is elected), Head of the Department of Science, Director of International Cooperation Department, Head of Quality Management Center, Head of the Department of Personnel Development and Electronic Document Management and Head of the University’s Trade Union Committee.

4.3. The CC’s main task is to provide the Academic Council with substantiated proposals on candidates for the relevant positions of academic staff members.

5. CONDITIONS AND PROCEDURE OF THE COMPETITION

5.1. The decision to hold the competition is made by the University’s President, which is followed by the relevant order (Appendix A).

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5.2. . Features of the competition at the University, taking into account the requirements of the Procedure of paragraph 5.3. of this Regulation, are determined by the President who appoints and dismisses academic staff members.

5.3. The competition is held on a step-by-step basis:

- publication of the University's announcement of the competition in mass media;

The announcement of the competition should contain the following information:

- name of the higher educational institution, specifying the institution's location, address and telephone number;
- names of vacancies, specifying staff vacancies, additional information on job conditions of academic staff members, etc.;
- basic requirements for candidates, which are determined by the higher educational institution;
- deadline for submission of documents (but not less than 30 calendar days from the date of announcement of the competition).
- receipt of documents from persons, who wish to take part in the competition, and their preliminary consideration for compliance with the established qualification requirements for the relevant position;
- assessment of professional level and selection of candidates.

5.4. Competition to fill the vacancies for the academic staff is held:

- for vacant positions;
- after the expiration of the period of election if the academic staff member performs his/her duties under a fixed-term agreement (contract), the term of which expires, and no agreement is reached with the President on the extension of employment for a new period.

In this case, the competition is announced two months before the expiration of the employment agreement (contract).

5.5. The competition is not announced for the following positions:

- positions held by pregnant women and women who are on maternity leave and care for a child up to the age of 3 years; single mothers with a child under 14 years of age or/ and a disabled child;
- temporarily free positions in connection with: the transfer of employees, who held them, to doctoral programs, to the positions of researchers in order to complete a doctoral dissertation, to an internship;
- part-time positions.

The positions of assistants and teachers are filled by graduates of PhD programs out of competition in the year of graduation from the PhD programs. After expiration of a three-year period of holding the above-mentioned positions by the graduates of PhD programs, employment relations with these graduates may be extended under the conditions of the contract (employment contract).

In exceptional cases, the University's President has the right to appoint persons to the positions of academic staff members under a fixed-term employment contract until the election by competition, but for a period not longer than the end of the current academic year. Persons, who are not selected by competition before the end of the academic year, are to be dismissed according to the existing legislation.

5.6. The issue of filling the position of the head of the newly created department or by merging the departments is decided by the University's Academic Council without announcing a competition. In this case, one of the heads of the merging departments is elected by secret ballot.

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5.7. When the department is divided, its head is appointed to the position of the head of one of the newly created departments by the order of the University's President. The position of the head of the department of the other department is filled by a competition.

The duties of the head of the department, where this position is vacant, before the competition, are entrusted by order of the University's President to one of the leading teachers of the department.

5.8. Requirements for participation in the competition to fill the vacancies for ASM:

- **assistant or teacher** – persons who, as a rule, have a PhD's or Master's degree, correspond to the courses to be taught according to the department's specialization;

- **senior lecturer** - persons who, as a rule, have a PhD's or Master's degree, correspond to the courses to be taught according to the department's specialization and have at least three-year experience in academic activities at higher educational institutions;

- **associate professor** - persons who, as a rule, have a PhD's or Doctor of Science's degree, academic rank of associate professor or senior researcher, correspond to the courses to be taught according to the department's specialization and have at least five-year experience in academic activities at higher educational institutions. As an exception, a candidate, who does not have an academic degree, may apply for the position if his/her research and scientific-methodological achievements are important and if he/she has at least 8-year experience as an ASM;

- **professor** - persons who, as a rule, have a Doctor of Science's degree, academic rank of professor, correspond to the courses to be taught according to the department's specialization and have at least ten-year experience in academic activities at higher educational institutions, are the authors of textbooks, study guides, other academic papers; deliver academic courses at a high scientific-methodological level; train academic staff. As an exception, persons with a PhD's degree, who, according to the department's specialization, have the academic rank of associate professor and at least ten-year experience in teaching at higher educational institutions, are the authors of textbooks, study guides, other academic papers, including academic papers with the stamp of the Ministry of Education and Science (or the preceding agency "Ministry of Education and Science, the Youth and Sports of Ukraine"), deliver academic courses at a high scientific-methodological level; train academic staff, are eligible for the competition;

- **head of a department** – persons who, as a rule, have the academic rank of professor or associate professor and PhD's or Doctor of Science's degree, have at least five-year experience in academic activities at higher educational institutions, as well as correspond to the courses to be taught according to the department's specialization;

5.9. If the department is reorganized (merged, divided, annexed), vacancies are filled according to the established Procedure.

5.10. Receipt and consideration of documents for participation in the competition:

Persons, who wish to take part in the competition, submit the following documents to the University's CC:

- application for participation in the competition addressed to the University's President (Appendix B);

- completed personnel record card (Appendix Г);

- two 4 x 6 cm photos;

- copies of documents on education, academic degree, academic rank, which are notarized or legalized in another manner prescribed by law;

- a copy of Ukrainian citizen passport and copy of individual tax number;

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- list of academic papers (Appendix Д) indicating the candidate's professional level;
- information on the training of academic staff.

To take part in the competition, persons who work at the University and apply for an extension of employment, submit an application and list of academic papers addressed to the President. In addition, at least two months before the expiration of the employment agreement (contract), they report to the department on their research, pedagogical and methodological activities which they performed during the employment agreement (contract). The department's decision on the assessment of these persons' activities and recommendations to the University's President on the extension of their employment for a new period is made by simple majority of votes of regular teachers and researchers of the department.

5.11. Unmotivated refusal regarding the eligibility for the competition and requirements for information and documents, the submission of which is not provided by the existing legislation, are prohibited.

5.12. Refusal to accept the application for participation in the competition is allowed in cases of violation of the deadlines for submission of documents.

If the person, who submitted the application, does not meet the established requirements, he/she is not allowed to participate in the competition, about which he/she receives a written refusal from the CC. The decision to deny the opportunity to participate in the competition may be appealed in the manner prescribed by law.

5.13. Persons, whose documents do not meet the established requirements, are not allowed to take part in the competition by the decision of the Chairman of the CC, about which they are informed by the Department of Personnel Development and Electronic Document Management with the relevant substantiation.

5.14. If the documents meet the conditions of the announced competition, after the deadline for acceptance of documents, the CC submits these documents for further consideration to the relevant department.

To assess the professional level of candidates, the department invites them to deliver trial open lectures, hold practical sessions, seminars, etc. Trial classes are held openly. The results are recorded in the form of the summary of the open class (Appendix E)

5.15. Candidates for vacancies of assistant, teacher, senior lecturer, associate professor, professor, and head of a department are preliminarily discussed at the meeting of the relevant department.

The meeting of the department, where the candidates for the position of head of the department are discussed, is held by the Vice Rector for Quality Assurance in Higher Education.

Based on the results of consideration of applications, documents and results of trial classes for each candidate participating in the competition, the department makes a reasoned decision by secret or open ballot – by simple majority of votes of regular academic staff members and sends this decision to the CC. Candidates have the right to be present at the department's meeting during the discussion of their candidacies.

A negative conclusion of the department may not be a reason to refuse the candidate to consider his/her candidacy by the University's Academic Council.

5.16 Conclusions of the department on professional and personal characteristics of candidates and the relevant recommendations are recorded in the minutes of the department (extract) and submitted to the CC for consideration (Appendix E).

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5.17. After the deadline for submission of applications within two weeks, the CC considers the materials received from the participants in the competition, makes a reasoned decision in writing for each candidacy and reports on this decision to the University's Academic Council. The decision of the CC is taken by open ballot by simple majority of votes. If the votes are evenly distributed, the decision, for which the Chairman of the CC voted, is made.

5.18. When voting for the positions of academic staff members, the Academic Council should take into account the following professional characteristics of the candidates:

- availability and level of academic degree (PhD, Doctor of Science);
- availability and level of academic rank (associate professor, professor, senior researcher);
- number of published academic papers (monographs and articles published in specialized journals), copyright certificates and patents, textbooks, study guides, including materials with the stamp of the Ministry of Education and Science, registered inventions, the number of trained academic staff members:
- quality of lecture, practical session or seminar;
- academic experience (in years).

5.19. The CC disseminates the information on the candidates and the department's reasoned conclusion at the meeting of the Academic Council. After that, the candidates are discussed. Candidates for a vacant position have the right to be present at such a meeting of the Academic Council. If necessary, they may be provided with the opportunity to express their opinions by the Academic Council's decision.

5.22. During the voting, the decision of the University's Academic Council is considered to be valid if at least 2/3 of the Academic Council's members took part in the voting. The candidate, who received more than 50% of the votes from the present members of the Academic Council, is considered to be elected.

The surnames of all candidates for the relevant position are registered in one ballot paper for secret ballot (Appendix K). Each member of the Academic Council has the right to vote for only one candidate. In all other voting options, the ballot papers are considered to be invalid.

If during the competition, in which two or more candidates took part, the votes were divided equally, a repeated voting is held at the same meeting of the Academic Council. If the same result is achieved, the competition is considered to be failed and is announced again.

If no application is submitted for the relevant position during the competition or none of the candidates received the majority of votes from the present members of the Academic Council, the competition is also considered to be failed and is announced again.

5.20. Extracts from the minutes of the meeting of the University's Academic Council (Appendix M) and the minutes of the Counting Board (Appendix JI) are attached to the competition cases of candidates.

5.21. If the provisions of this Procedure are violated, the University's President cancels the Academic Council's decision by the relevant order.

5.22. Features of participation in the competition to fill the vacant position of the director of the University's branch (separate structural subdivision):

- The position of the director of the branch may be held, as a rule, by the persons who have the academic rank of professor or a Doctor of Science's degree (as an exception, the academic rank of associate professor or a PhD's degree) and at least five-year experience in academic activities at higher educational institutions of the third and/or fourth level of accreditation.

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- The director of the institute (branch) reports on his/her activity to the general meeting of the staff of the institute (branch) two months before the expiration of the contract. The decision of the meeting on the assessment of his/her activity and recommendations to the President on the extension of his/her employment for a new period is taken by simple majority of votes of the meeting.

5.22.1. Directors of the University's branches (separate structural subdivisions) are elected by the general meeting of the staff. Meetings are considered to be valid if they are attended by at least 60% of the regular staff of the branch (at the time of the meeting), where 3/4 of this staff represent the academic staff.

5.22.2. The general meeting selects and recommends to the President those candidates for the position of director, who received at least 30 percent of the votes from the total number of persons who participated in the meeting.

5.22.3. The director of the branch is elected by secret ballot. Before voting for each candidate, the CC's proposal is announced and discussed in the presence of the candidates, for which each of them is provided with the opportunity to present his/her program regarding the vision of the branch development.

The surnames of all candidates for the position of the director are registered in one ballot paper for secret ballot. Each member of the meeting has the right to vote for only one candidate. In all other voting options, the ballot papers are considered to be invalid.

Competitive election is also held even if there is only one candidate to fill the vacant position of the director of the branch.

5.22.4. If none of the candidates for the position of the director of the branch receives the required number of votes in the first round (30% of the total number of persons who took part in the meeting), the second round of elections is held. No more than two candidates from among those, who received the largest number of votes in the first round, are eligible for the voting in the second round. If in the second round of elections none of the candidates for the position of the director gained 30% of the votes, the competition is announced again.

5.22.5. If, as a result of a repeated competition, none of the candidates receives 30% of the votes, the President appoints an acting director of the branch under the conditions of the contract for a period not exceeding two years before the new elections.

5.22.6. If the staff's meeting submits to the President for approval one candidate, who received more than 30% of the votes, the President may not appoint a recommended candidate. In this case he/she submits a reasoned objection to the general meeting.

5.22.7. The director of the branch may be dismissed by the President on the grounds specified by the employment legislation, as well as for violation of the University's statute and the conditions of the contract.

5.22.8. The submitted documents and materials of the CC are stored at the Department of Personnel Development and Electronic Document Management and are archived in the prescribed manner after the end of the current year.

6. POWERS AND RESPONSIBILITIES COMPETITION COMMITTEE

6.1. The Chairman of the CC performs the following:

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organizes activity on creating appropriate conditions for the competition, explains the purpose and objectives of the competition to academic staff members and bears responsibility for creating a positive climate during the competition.

The Chairman (Deputy Chairman) of the CC is obliged:

- to distribute functional duties among the CC's members and to monitor the fulfillment of these duties;

- to take part in the preparation and holding of the CC's meetings;
- to control the correctness of the documentation;
- to set the date of the CC's meetings, etc.;
- to monitor the implementation of the schedule of the CC's meetings;

The Deputy Chairman of the CC performs the duties of the Chairman of the CC in case of his/her absence.

6.2. Secretary of the CC is responsible for:

the organization and technical activities on the preparation and holding of the competition.

The Secretary is obliged:

- to perform outreach activities on filling in documents;
- to receive and register applications of candidates who stand in elections;
- to bear responsibility for formalization of:
 - o electronic registration log of persons who stand in elections (Appendix B),
 - o minutes of the CC's meetings (Appendix I),
 - o electronic registration log of the minutes of the CC's meetings (Appendix Ж),
 - o orders on the announcement and holding of the competition (Appendix A);
- to invite the CC's members on the CC's meetings;
- to control the formalization of documents;
- to collect materials on the competition;
- to make academic staff members (who stand in elections) aware of the Regulation;
- to prepare draft minutes of the CC's meetings;
- to prepare submissions to the University's Academic Council;
- to prepare draft orders based on the results of the competition;
- to archive the files of candidates after the completion of the competition.

6.3. Requirements for the CC's members:

- to have a higher education;
- to have at least five-year experience in academic activities;
- to be aware of the legal framework of the competition;
- to be familiar with the problems of the development of education system;
- to master the forms and methods of retrieving, analyzing and summarizing information.

**7. THE PROCEDURE FOR CONCLUDING (TERMINATING)
THE EMPLOYMENT AGREEMENT (CONTRACT)**

7.1. The Academic Council's decision on the election of an academic staff member for the position (Appendix H) is the basis for concluding an employment agreement (contract) with the elected person (except for the director of the branch) and issuing the order of the University's President on appointment to the relevant position.

7.2. The results of voting at the general meeting of the branch's staff are the basis for concluding an employment agreement (contract) with the director of the branch.

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7.3. According to the legislation of Ukraine, the contract is concluded in writing and signed by the University's President and the person appointed to the position of academic staff member.

7.4. The contract is concluded for a period of 1 to 5 years. The specific period of the contract is determined by agreement between the parties.

The contract is drawn up in two copies which have equal legal force and are kept by each party of the contract. With the consent of the employee, a copy of the contract concluded with him/her is handed over to the trade union committee or other body authorized by the employee to represent his/her interests in order to monitor the fulfillment of the conditions of the contract.

7.5. The contract has its validity and includes rights, obligations and responsibilities of the parties for non-fulfillment with its conditions; conditions of payment and organization of work; additional, in comparison with the legislation, conditions of termination of employment; social and living and other conditions required for the performance of the duties of an academic staff member, taking into account the specificity of the University.

The contract's conditions that worsen the position of the academic staff member in comparison with the existing legislation, agreements and local regulations of the University are considered invalid.

7.6. Remuneration of academic staff members, which is determined in the contract, should be established in direct dependence on the field level, the consequences of educational, research, methodological, production, economic and commercial activities of the University. In addition, the amount of the official salary of the academic staff member may not be lower than the amount of the minimum official salary provided for this position by the Resolution of the Cabinet of Ministers of Ukraine.

7.7. The contract may specify the conditions and procedure for encouragement, as well as indicators, by which the remuneration for academic staff members is set, according to the local regulations of the University.

7.8. By agreement of the parties, the contract may include the conditions of providing the employee and his/her family members with accommodation or paying the costs for renting accommodation.

7.9. If the contract provides for moving to work in another location, the parties determine the guarantees and compensation paid in amounts not lower than those provided by the existing legislation.

7.10. If the parties do not or improperly fulfill the obligations set in the contract, the contract may be terminated earlier under the condition that the relevant party is notified two weeks before the date of termination.

7.11. Employment relationship with academic staff members may be terminated only on the relevant grounds and in the manner prescribed by the labor legislation.

7.12. If the academic staff member has not been elected for a new period on the competitive basis, the employment relationship with him/her is terminated due to the expiration of the employment agreement (contract).

7.13. Persons, who do not wish to participate in the competition for a new period, are dismissed due to the expiration of the employment agreement (contract).

7.14. A fixed-term employment agreement (contract) may be terminated before the expiration of the term on the grounds provided for by the legislation. Dismissal in such cases is conducted by the order of the University's President in accordance with the existing labor

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legislation.

7.15. Dismissal of academic staff members due to staff reduction is allowed only at the end of the academic year.

7.16. Labor disputes on the dismissal of academic staff members from the University are resolved according to the existing legislation.

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APPENDICES

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Appendix A
Order on the announcement of the competition

No. ____ of _____

Dnipro City

**On holding the competitive selection
to fill the vacancies of academic staff
members**

In pursuance of the Acts of Ukraine “On Education” and “On Higher Education” and based on the Regulation on the Election and Employment of Academic Staff Members of Higher Educational Institutions of the Third and Fourth Levels of Accreditation No. 744, which is approved by the order of the Ministry of Education and Science of Ukraine of 24 December 2002, **I HEREBY ORDER:**

1. To hold the competition to fill the vacancies of the University’s academic staff members.
2. To approve the composition of the Competition Committee (Appendix No. 1).
3. To publish an announcement of the competition till _____.
4. The Competition Committee to summarize and submit the materials of the competition to the Academic Council for them to make the decision till _____.
5. I reserve the right to control the implementation of this order for myself.

PRESIDENT

Agreed by:
Legal Adviser

B. KHOLOD

Prepared by:
Head of the DPDEDM

Read and understood by:
Head of the DPDEDM
All members of the CC

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Continuation sheet of the Appendix A

Appendix 1

APPROVED BY

BORYS KHOLOD _____ PRESIDENT

« » _____

**Composition of the Committee
On the Competitive Selection
to Fill the Vacancies
of Academic Staff Members**

Chairman of the Committee:

_____ – position;

Members of the Committee:

_____ – position;
 _____ – position;
 _____ – position;
 _____ – position;
 _____ – position;
 _____ – position;
 _____ – position;
 _____ – position;
 _____ – position.

Sample

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Appendix B
Application form for participation in the competition

**TO BORYS KHOLOD, PRESIDENT
OF ALFRED NOBEL UNIVERSITY**

Full name _____

 Academic degree _____
 Academic rank _____
 Position _____
 Department _____

APPLICATION

I request to allow me to take part in the competition to fill the vacancies of academic staff members for the position of _____ at the Department of _____ for 201____-201____ academic year.

" _____ " _____ 201____
 date of completion

_____ personal signature

Agreed by:

Chairman of the Competition Committee _____

Vice Rectors _____

Head of Department _____

DPDEDM (Secretary of the CC) The academic experience as of _____

is _____

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Appendix B
Registration log for applications of candidates

No.	Number of the individual's record file	Full name	Department	Vacant position	Year
1.					
2.					
3.					
4.					
5.					

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Appendix F
Form of the personnel record card



Alfred Nobel University

competition

Code according to the USREOU (United State Register of Enterprises and Organizations of Ukraine) 20201672

APPROVED BY
the order of the State Statistics Committee and
Ministry of Defense of Ukraine
No. 495/656 _____ of 25.12.2009

Date of completion	Employee ID	Individual Identification Number	Gender (male, female)	Type of employment (primary employment, secondary employment)

EMPLOYEE DATA CARD

I. GENERAL INFORMATION

1. Full name _____
2. Date of birth "_____" "_____" 201____ 3. Citizenship _____
4. Education (basic general secondary, complete general-secondary, vocational, incomplete higher, basic higher, complete higher) _____

Name of the educational institution	Diploma (certificate), series, number	Year of graduation
Specialty (profession) according to the diploma (certificate)	Qualification according to the diploma (certificate)	Form of study (full-time, evening-time, extramural)

5. Postgraduate professional training: PhD studies postgraduate studies in a military college,
postdoctoral studies (tick where appropriate with "x")

Name of the educational, research institution	Diploma, number, date of issue	Year of graduation	Academic degree, academic rank

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Continuation sheet of the Appendix Γ

6. The last place of employment _____ position (profession) _____

7. Work experience as of "___"___20___ Total _____ days _____ months _____ years, which gives the right for a long-service bonus _____ days _____ months _____ years

8. Date of and reason for dismissal (staff reduction; on his/her own volition, absence from work and other violations, inaptitude to the position held, etc.) "___" _____ 20___

9. Information on receiving a pension (if available, please, specify the type of retirement pension payments according to the existing legislation) _____

10. Marital status _____

Family members	Full name	Year of birth

11. Actual place of residence (region, city/town, district, street, No. of the house, apartment, telephone number, postal code) _____

12. Place of residence under state registration _____
 _____ Passport: series _____ No. _____,
 issued by _____

Date of issue _____

Employee's signature _____ "___" _____ 20___
 (date)

Appendix Д
Form of the list of academic papers

No.	Name	Publishing office, journal (name, No., year), or No. of authorship certificate	Number of printed sheets	Surnames of co-authors
1	2	3	4	5

Author _____ (signature) _____ (full name)

Head of Department _____ (signature) _____ (full name)

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Appendix E
Summary (results of the open class)
1 variant

SUMMARY of the open class (lecture)

Teacher _____

Course _____

Date of delivery _____

Students of _____ year of study _____ group,

Number of students (according to the list): _____ students present _____

Assessment of individual components of the class:

1. Compliance with the program and steering document ¹

2. Up-to-dateness and relevance of the material

3. Logic of addressing issues

4. Practical usefulness

5. Use of equipment _____
(please, specify)

6. Availability and quality of supportive notes of the lecture

7. Articulation

8. Assessment of the lecturer's oratory skills

(The lecture is delivered by using the prepared text or is delivered freely without addressing to the prepared text, skills to draw the attention of the audience or to bring back the attention in case of loss, ability to use attractive and relevant examples, jokes, etc.)

9. Lecturer's behavior during the lecture

(static or dynamic, cheerfulness, etc.)

10. The lecturer's ability to make the lecture interactive
(setting and discussing issues with students, holding short quizzes during the lecture, etc.)

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11. Lecturer's emotionality

12. Were active teaching methods used?

Which ones (please, specify)? Their assessment.

1) _____

2) _____

3) _____

4) _____

13. External attention of students

14. Students' work activity (for example, asking questions to the lecturer, keeping notes, etc.)

15. General impression of the efficiency of teaching methods

Total assessment of the lecture with the definition of the main advantages and disadvantages:

Full name and signature of the official, who attended the class

Note.

The more cells are filled, the higher mark is:
 five filled cells are equal to the mark "excellent",
 four filled cells are equal to the mark "good" and so on.

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2 variant

SUMMARY of the open class (lecture)

Teacher _____

Course _____

Date of delivery _____

Students of _____ year of study _____ group,

Number of students (according to the list): _____ students present _____

Assessment of individual components of the class:

1. Logic of addressing issues 1

2. The level of explanation that the teacher makes
(argumentation, intelligibility, articulation, etc.)

3. Practical usefulness of the issues addressed

4. Availability and efficiency of the use of:
- tests/ quizzes _____

(availability)

- case studies _____

(availability)

- sums _____

(availability)

- other active teaching methods (business or
role play, students' presentation, team or
paired activity, etc.) _____

(please, specify)

5. Use and efficiency of equipment
for teaching _____

(please, specify)

6. Teacher's behavior during the class
(static or dynamic, passive or active,
cheerfulness, emotionality, etc.) _____

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7. *General assessment of the teacher's pedagogical skills (availability of skills to ensure students' performance and draw students' attention, congruent behavior in case of misunderstandings, conflicts, etc.)*

8. *The teacher's skills to organize students' independent work in the classroom (for example, individual work, paired work and work in small groups)*

9. *The teacher's ability to use various methods, techniques and forms of work during one class*

10. *Teacher's organizational skills*

11. *External attention of students and the teacher's skills to encourage this attention*

12. *Students' performance, participation in all kinds of activity and the teacher's skills to encourage this performance*

13. *General impression of the efficiency of teaching methods*

Total assessment of the lecture with the definition of the main advantages and disadvantages:

Full name and signature of the official, who attended the class _____

Note. **The more cells are filled, the higher mark is:
five filled cells are equal to the mark "excellent",
four filled cells are equal to the mark "good" and so on.**

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Appendix €
Extract from the minutes of the department's meeting

EXTRACT
from the minutes No. ____ of the meeting of the department _____
of Alfred Nobel University
of « _____ » _____ 20__

AGENDA

1. On the participation in the competition to fill the vacant position of _____
of the candidate (full name) _____;
2. Discussion of the open class (full name) _____

Persons present:

1. _____
2. _____
3. _____
4. _____

Full names and positions of the persons present

CONTRIBUTORS:

SPEAKERS:

**BE IT HEREBY RESOLVED THAT: (assessment of the open class,
recommendations)**

Head of Department

Secretary

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Appendix Ж
Minutes of the CC's meeting

MINUTES No. ____
of the Competition Committee's meeting

Dnipro City

« ____ » _____

The Competition Committee's meeting to fill the vacancies of the academic staff members was attended by _____ persons (members of the CC):

Chairman of the CC:

Members of the CC:

AGENDA

To consider the cases of candidates for vacant positions of the academic staff members of Alfred Nobel University and to submit documents to the Academic Council for it to make the decision.

Issue: On the consideration of the cases of candidates for vacant positions of the academic staff members of Alfred Nobel University and on submission of documents to the Academic Council for it to make the decision.

Contributor: information from the Head of the Department of Personnel Development and Electronic Document Management O. Ruban on the submitted applications of candidates, as well as on adhering to the Regulation on the procedure for filling the vacant positions of academic staff members and the CC's requirements.

_____ applications were submitted for participation in the competition, namely:

1. _____
2. _____
3. _____;

Speakers: _____

Speakers: _____

Be it hereby resolved that:

1. Based on the submitted documents, to propose to the Academic Council the candidates for the following vacant positions of the academic staff members:

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Continuation sheet of the Appendix Ж

1. _____
2. _____
3. _____

3. To appoint _____ as the person responsible for preparing the submission to the Academic Council

4. To complete the preparation of the decision within 5 working days.

The persons who voted as follows: FOR - ____; AGAINST - ____; ABSTAIN – ____.

The decision was made unanimously.

After that, the meeting of the Competition Committee to fill the vacancies of academic staff members was declared closed.

Chairman

Secretary

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Appendix II
Registration log for the CC's minutes

No.	Reference number of the minutes	Year of the competition

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Appendix K
Ballot paper for secret ballot

BALLOT PAPER
for secret ballot regarding the competitive selection for the position

Academic Council Meeting

Alfred Nobel University
Date of the Academic Council's meeting

Full name

The position for which he/she is elected

Results of the ballot
FOR <input type="checkbox"/> AGAINST <input type="checkbox"/>

Note: Each member of the Academic Council has the right to vote for only one candidate. One should tick or next to the name of the candidate who is elected.

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**Appendix JI
Minutes of the Counting Board**

MINUTES

**of the meeting of the counting board
regarding the results of the secret ballot
for filling the vacant position of _____**

Elected by the Academic Council of Alfred Nobel University at the meeting _____, The counting board consists of:

1.

2.

3.

(full names of the members of the counting board)

The meeting was attended by _____ of _____ members of the Academic Council. The Academic Council was approved on « _____ », order No. _____

_____ stood in elections for filling the vacant position of _____

Ballot papers distributed: _____. The number of ballots in the ballot box: _____

Results of balloting:

“For” _____

“Against” _____

“The number of invalid ballot papers” _____

Members of the counting board:

(signatures)	(full names)

I AUTHENTICATE the signatures of the members of the counting board:

Academic Secretary _____

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Appendix M
Extract from the minutes of the Academic Council

EXTRACT FROM THE MINUTES No. _____
of the meeting of the Academic Council of Alfred Nobel University
of « _____ » _____ 20__

Persons present:

**Chairman of the
Academic Council**

Academic Secretary

**Members of the
Academic Council:**

Sample

AGENDA

Issue. **Filling vacant positions of academic staff members.**

Reporter: _____ full name

CONTRIBUTORS:

SPEAKERS:

**BE IT HEREBY RESOLVED THAT: (assessment of the open class,
recommendations)**

Filling the following vacant positions of academic staff members on the basis of the submitted documents:

1. _____
2. _____
3. _____
4. _____

Full names and positions

Chairman of the Academic Council

Academic Secretary

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Appendix H
Order on the results of the competition

ORDER

No. _____ – K of _____

Dnipro City

**On the extension of the
employment contract**

According to the Academic Council's decision of _____, minutes
No. _____ and the Competition Committee's decision of _____, minutes No.
_____; **I HEREBY ORDER:**

To extend the employment contract from (date) _____ for the
teachers, who have been selected through the competition, and conclude with them the
relevant contracts, namely:

- _____;
- _____;
- _____.

To set salary according to the payroll schedule and conditions of the contract.

Grounds: the decision of the Academic Council and the Competition Committee.

PRESIDENT

B. KHOLOD

