



# Regulation for the Competition to Hold Academic Positions in Georgian American University

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- necessary. Following the election of the Chair, the President of the University shall delegate the authority to chair the meeting to the Chair.
- 5.4 The chairperson of the commission shall nominate the candidate for the secretary of the commission upon his / her election. The Secretary shall be elected by open ballot by a majority vote of the members present at the meeting. Repeat voting is held if necessary;
- 5.5 The Secretary of the Commission draws up the minutes of the meeting, which are signed by the Chairman and the Secretary. All minutes shall be attached to the meeting with the signatures of the members;
- 5.6 The competition for the positions of Professor, Associate Professor, Assistant Professor, and Assistant is held separately. The competition for the vacancy for an academic position can be transferred to another vacancy for an academic position with his / her consent
- 5.7 The Commission shall review the applications submitted by the bidders and the attached documents to determine their compliance with the list of requirements approved by presidential order. The results of the review of the applications, the comments of the members of the commission are reflected in the minutes.
- 5.8 If necessary, the Commission may request the bidder to submit an additional or amended document within two days, but it is not allowed to change the existing document. An additional or amended document shall be submitted to the Secretary of the Commission. He enters this information in the registration journal and confirms it by signing.
- 5.9 The minutes of the protocol of the meeting of the competition commission shall reflect which bidder's application and documents meet the requirements approved by the order of the President, i.e. who will participate in the competition, as well as who and why was refused to participate in the competition. The commission will display the list of participants in the competition in a visible place of the University.
- 5.10 The competition commission is authorized, if necessary, to invite an expert who does not take part in the decision-making and / or interview the contestant. The competition commission is also authorized to make a decision regarding the conduct of the demonstration lecture by the contestant.
- 5.11 The final session of the competition commission is held in accordance with the date set by the order of the President and is dedicated to discussing the results of the competition and making a decision.
- 5.12 The decision is made by the commission by open voting at the session. The decision will be considered adopted if it is supported by more than half of the commission members. The decision of the competition commission is recorded in the relevant protocol.
- 5.13 The Competition Commission evaluates the data of the contestants and gives preference according to the following criteria:
- First criterion: number of scientific papers and their relevance to the vacancy profile;
  - The second criterion: the duration of the pedagogical experience and its relevance to the job profile;
  - Third criterion: participation in scientific conferences;
  - . Fourth Criterion: Participation in scientific grant projects and / or other scientific activities.

5.14 The protocol of the decision made at the final session of the competition commission, according to the results of the competition, shall be submitted to the President for approval the next day of the session.

5.15 The tender documents are kept with the responsible person until the end of the competition.

5.16 Upon receipt of the Rector's order on graduation and appointment to academic positions, competition materials shall be kept at the University for one year.

6.1 The progress and results of the competition may be appealed in accordance with applicable law.