



The Rules of Hire For an Academic and Scientific Positions

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"Approved"

Georgian Aviation University
Rector, Professor

_____ from S. Tepnadze
_____ 2019
resolution AND _____

Georgian Aviation University The rules of hire for an Academic and the Scientific positions.

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I. Changes

1. Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

Collected:	Approved by:
Quality Assurance Service	Rector
Date:	Date:

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II. History of change

+ Change	Reasons for Change	Modified Pages	Date	Initiator of change
1	The change is caused by the approval of the certification rules	3,4,5,10	12/27/2019	David Tepnadze



2 Document Control

- Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

List of the documents to send

organization	format	Copy number
Quality Assurance Service	Printed	Base copy
Quality Assurance Service	electronic	Electronic version

3 General provisions


- This rule defines the basic principles, procedures, and conditions for open competition (hereinafter referred to as the contest) and selection of vacancies for the selection of Academic and Scientific personnel at the Georgian Aviation University (hereinafter referred to as the University).

4 The essence and principles of an open contest

- The essence of the open contest includes the selection of a candidate for a vacant academic position at the university, by determining certain conditions and meeting the criteria.
- The main principles of the competition are other principles recognized by law, equality before the law, economy and efficiency, impartiality, equal access to services, responsibility, transparency, and openness.

5 The purpose and objectives of the open competition

- The purpose of the open competition is to select the best candidate based on the requirements for a vacant academic and scientific position.
- The objectives of the competition are:
 - Ensuring equal access to vacant positions at the university;
 - Ensuring transparency of the selection process for candidates for vacant positions and their institutions at the university;
 - The selection of the best candidates for vacant positions by determining compliance with basic, special, and additional qualification requirements is based on an assessment of qualifications, skills, professional experience, and motivation.

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6 Contest announce

1. Open contest at the university is announced on the recommendation of the Dean of the faculty or on the initiative of the rector of the university.
2. The competition is announced by order of the Rector with the date and rules of public publication of the competition (for review in a public place on the employment site and/or in the print media and on the university website): Competitive academic positions indicating the number of vacancies; Requirements for participants, documents submitted by participants; Information about the conditions of the contest; Rules for informing interested persons; Dates of the announcement of the stages of the contest, the results of the contest; Contact Information.
3. Information about the tender is published no less than 1 month before the receipt of the tender documentation in accordance with this rule.

7 Terms of election to an academic position

1. In accordance with the Law of Georgia "On Higher Education", the university can hold academic positions both on an academic and professional basis.
 1. A person with a doctoral degree or an equivalent scientific degree, having at least 6 years of experience in scientific and pedagogical work, special professional and/or scientific achievements and having published scientific articles and/or publications over the past 10 years, can be elected to the post of professor. A person is elected to the post of professor for life.
 2. An associate professor may be elected as a person with a doctoral degree or an equivalent scientific degree with at least 3 years of experience in scientific and pedagogical work, special professional and/or scientific achievements, and published scientific papers and/or publications over the past 10 years. A person is elected to the position of assistant professor for life.
 3. A person with a doctoral degree or equivalent academic degree who has at least 2 years of experience in the relevant field can be elected to the position of assistant professor. A person is elected to the position of assistant professor for a period of 4 years.
 4. A doctoral candidate may be elected as an assistant. A person is elected to the position of assistant for a period of 4 years.
 5. Qualified staff with a professional-grade may be selected for an academic position. In this case, his / her qualifications must be confirmed by professional experience, special training, and/or published publications.
 6. A citizen of Georgia or a foreign state may hold a scientific position in accordance with the law and this rule.
 7. Taking into account the requirements of the legislation of Georgia, the University is authorized to determine and/or indicate the conditions and procedures for choosing a position for each competition.

8 Terms of election to a scientific position




1. Scientific positions at the university may be filled in accordance with Section 372 of the Law of Georgia on Higher Education.
2. A person with a doctoral degree or equivalent academic degree, having at least 6 years of experience in scientific research, may be selected for the position of Chief Scientific Officer with special scientific achievements. A person will be elected to the post of chief scientific officer for life.
3. A person with a doctoral degree or an equivalent academic degree may be elected to a leading scientific position for a term of 4 years.
4. A person with a master's degree or equivalent academic degree may be elected to the position of researcher for a period of 4 years.
5. A person with a doctorate or equivalent degree can be selected as a graduate student.
- 6.
7. Taking into account the requirements of the legislation of Georgia, the University is authorized to determine and determine additional conditions and procedures for each competition.
8. The chief researcher undergoes certification once every 5 years, the rules of which are approved by the Council.

9 Contest commission

1. The university creates a standing competition committee for the selection of teachers.
2. The commission includes Deputy Rector for Science, Deputy Rector for Education, Head of Quality Assurance Department, Head of Department, Human Resources Manager, Dean of the corresponding faculty.
3. Before each contest, an additional member/members are added to the Standing Committee, whom the Rector invites to issue an order.
4. The chairman of the competitive commission is the deputy rector for science.
5. The activities of the Commission are organized by the Secretary of the Commission, whose functions are performed by the personnel manager.
6. The commission is authorized if a simple majority is present at it.
7. The decision of the commission is recorded in the protocol.
8. The staffing rules of the competitive commission established by this article may be changed by the order of the rector in connection with specific needs.

10 Documents for the Contest

1. A person participating in the tender is obliged to ensure the authenticity of the documents submitted to the tender and the accuracy of the information provided.
1. The University reserves the right to verify the accuracy of the information and documents provided.

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2. The person participating in the competition must submit:

2.1. Resume / resume;

2.2. Copy of identity card;

2.3. Copy of diploma confirming qualification (in case of quality protected abroad, documents required for authentication)

2.4. Act of scientific and pedagogical activity

2.5. List of published scientific papers/publications;

2.6. Documents confirming participation in scientific conferences over the past 5 years (if any);

2.7. In case of participation in the English language program or component implementation, documentation confirming competence in learning English (in the absence of such documentation, the language competence of the candidate will be checked after the presentation is submitted to the Competition Commission);

2.8. Relevant course / curriculum / programs.

11 Stages of the Contest

1. The competition for the selection of teaching staff includes four main stages:

1.1. The application and documentation are submitted and compliance with the requirements is determined within 5 working days;

1.2. The consideration of the application and relevant documents by the members of the tender commission is allotted no more than 5 working days;

1.3. 10 working days are devoted to interviews with contestants;


1.4. Final results will be announced within 2 weeks after the decision of the commission.

12 Results of the Contest

1. Based on the selection and consideration of the submitted documents, the Commission decides to transfer the candidate to the next stage, about which the applicant receives written notice.

2. The evaluation of the candidate by the Commission should be objective, impartial, consistent, and equally apply to all candidates at all stages of the competition. In the event of a conflict of interest, a member of the commission must declare evasion.

3. The substantiated result of the candidate's assessment by the commission is reflected in the minutes of the commission's meeting, which is signed by the chairman of the meeting and members present in the commission. A member of the commission has the right to attach his dissenting opinion to the protocol, about which an appropriate entry is made in the protocol.

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4. After the selection of a candidate by the Commission, the decision is passed to the rector of the University with the aim of issuing an individual legal act.

13 Certification

1. Certification means periodically checking the professional skills and qualifications of the employee and determining compliance with the requirements of the position.

1. Employees undergo certification every 5 years after taking office.

2. The employees subject to certification are the professor, associate professor, and the main scientific employee.

3. The requirements and procedures for certification are regulated by the certification act of the Georgian Aviation University.