

APPROVED  
by Decision No. 3-11 of the  
Senate of Vytautas Magnus  
University of 9 March 2011

## **DESCRIPTION OF PROCEDURE FOR ORGANIZATION OF CERTIFICATION OF TEACHERS AND RESEARCHERS AT VYTAUTAS MAGNUS UNIVERSITY**

1. This description has been prepared in compliance with the Law on Science and Studies of the Republic of Lithuania (*Official Gazette*, 2009, No. 54-2140) and the Senate of Vytautas Magnus University (hereinafter referred to as VMU).
2. The procedure of certification of teachers and researchers shall be organized in compliance with the following documents: VMU Senate-approved descriptions of minimum qualification requirements for the individuals applying for the position of a VMU teacher and researcher in the area of humanities, social, physical and biomedical sciences as well as for the position of a VMU teacher in the area of arts; the principles of staff selection and evaluation approved by VMU Council; the procedure for the organization of extraordinary certification of VMU teachers and researchers; and the procedure for certification of teachers and researchers at VMU approved by the Order of the Rector of VMU.
3. Certification of teachers and researchers shall be carried out by the Certification Committee composed and approved by VMU Senate.
4. VMU Certification Committee shall consist of at least 9 members. The tenure of the member of the Committee shall be 5 years. The members of the Committee shall be appointed in accordance with the following requirements:
  - 4.1. at least 2/3 of the members of the Certification Committee shall be researchers complying with minimum qualification requirements for a professor (chief researcher) or an associate professor (senior researcher);
  - 4.2. at least 1/3 of the members of the Certification Committee shall be persons employed by other institutions;
  - 4.3. The Certification Committee shall include at least one representative of Students' Representative Council.
5. The date of the meeting of the Certification Committee shall be announced by the chairperson of the Certification Committee.
6. The meeting of the Certification Committee shall be deemed valid if at least 2/3 of the members of the Certification Committee participate therein. Decisions of the Certification Committee shall be deemed valid if more than half of the attending members vote in favor. The meeting of the Certification Committee shall be chaired by the chairperson elected at the first meeting.
7. Compliance with minimum qualification requirements set by VMU for persons taking the position of a teacher or researcher in accordance with permanent employment contract shall be evaluated by certification of such a person at the end of his/her tenure, i.e. every five years. Ordinary certification shall be organised at least 3 months before the end of five-year tenure of a teacher or researcher (this period shall exclude July and August). Ordinary certification shall be announced by the Rector.
8. Scientific, didactical and other works published by a person undergoing certification shall be evaluated at the time of certification.
9. The Certification Committee shall have a right to appeal to a university unit which employs a person undergoing certification and ask to provide conclusions about scientific and pedagogical activities of this employee.

10. Extraordinary certification of a VMU teacher or researcher may be organized under the procedure established by VMU Council.
  11. Extraordinary certification of a teacher or researcher may be announced no earlier than one year after he/she has taken the appropriate position. Researcher or teacher can be certified not more than once annually.
  12. Teacher or researcher shall be notified about extraordinary certification at least 2 months before certification.
  13. Decision about certification of a teacher or researcher shall be announced by the Rector of VMU.
  14. Uncertified person shall be dismissed.
  15. In the event an employee disagrees with the results of the certification, he/she may appeal to VMU Rector within 3 days after the certification. The appeal shall be examined within one week from the date of the submission of the appeal.
  16. In the event VMU Rector receives the appeal, he/she shall form the Appeal Committee consisting of at least three members. The person shall be notified in advance about the time and date of the meeting of the Committee and shall have the right to express his/her opinion in the meeting. Decisions of the Appeal Committee shall be deemed valid if more than half of the members of the Appeal Committee vote in favor.
  17. The Appeal Committee shall examine whether the procedure of certification, VMU Statute and other VMU requirements related to certification have not been violated during the certification process.
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