

APPROVED

by Decision No. 233 of the Rector  
of Vytautas Magnus University of  
12 May 2011

## **PROCEDURE FOR ORGANIZATION OF COMPETITIONS FOR THE POSITION OF LECTURERS AND RESEARCHERS AT VYTAUTAS MAGNUS UNIVERSITY**

### **I. General provisions**

1. Procedure for organization of competitions for the position of lecturers and researchers at Vytautas Magnus University (hereinafter referred to as the Competition) has been prepared in compliance with the following documents:
  - 1.1. The principles of staff selection and evaluation approved by VMU Council.
  - 1.2. VMU Senate-approved descriptions of minimum qualification requirements for the individuals applying for the position of a VMU lecturer and researcher in the area of humanities, social, physical and biomedical sciences as well as for the position of a VMU lecturer in the area of arts; the procedure for organization of competitions for the position of lecturers and researchers at VMU.
2. The main concepts:
  - 2.1. **VMU Admissions Committee** (hereinafter referred to as the Admissions Committee), which is formed and approved by VMU Senate, shall evaluate the applicants and provide recommendations to VMU Departments, Faculty Councils and the Senate.
  - 2.2. **Evaluation of compliance with the requirements of the Competition** means a formal evaluation of compliance of the applicant's key performance indicators with minimum qualification requirements for a specific position. All works prepared and published by the applicant shall be evaluated irrespective of the institution they were prepared in and affiliated to.

### **II. Organization of the Competition**

3. A public competition for the position of a lecturer or researcher shall be announced by the Order of VMU Rector at least 3 months before the expiry of the tenure of these positions. The person employed in this position at the time shall also have a right to take part in the Competition.
4. An employee shall be notified if a public competition for the position of a lecturer or researcher is not announced.
5. Competitions shall be announced by the Rector and organized by the Personnel Department.
6. Applicants for a specific position shall provide the following documents to the Personnel Department before the date specified in the announcement about the Competition:
  - 6.1. Application to take part in the Competition;
  - 6.2. A list of published scientific works, artistic activities and other research activities, which shall be prepared and signed by the applicant according to a specific form proposed by VMU Library or by the applicant (in case the applicant is not working at VMU).
  - 6.3. Copies of higher education diplomas, academic degree diplomas, certificates of pedagogical titles.
  - 6.4. Curriculum vitae.
  - 6.5. Additional documents and information about scientific and pedagogical activity or qualification (at the applicant's discretion).
  - 6.6. Certificate on the length of service in pedagogical/scientific/artistic activities.
  - 6.7. Other additional documents specified in the announcement about the Competition.
7. The Personnel Department shall send the documents of the applicants taking part in the Competition to the Research Department, which shall prepare the lists of applicants for a specific position (these lists shall include the applicant's name and surname, scientific degree and pedagogical title, workplace, position, etc.). The Research Department shall then send these lists and the documents to the Admissions Committee.

8. The applicants for the position of a lecturer or researcher shall be evaluated by the Admissions Committee in compliance with the following documents: the descriptions of minimum qualification requirements for the individuals applying for the position of a VMU lecturer and researcher in the area of humanities, social, physical and biomedical sciences as well as for the position of a VMU lecturer in the area of arts; the procedure for organization of competitions for the position of lecturers and researchers at VMU; and the Rules of Procedure. The Admissions Committee shall perform the following functions:
  - 9.1. examine and evaluate whether the applicants meet the minimum qualification requirements for the position of a lecturer and researcher.
  - 9.2. examine and evaluate whether the applicants meet other requirements specified in the announcement about the Competition for a specific position.
  - 9.3. In case there is more than one applicant to the open position, the Admissions Committee shall make a priority queue of competing applicants and shall consider scientific publications / artistic production evaluated by scores in compliance with the methodology for the assessment of scientific publications and artistic production, applied at VMU; fulfilment of applied works; participation in educational activities and dissemination of scientific research activities within the last five years. The topics of the research developed in the Department in which the Competition has been announced shall be also taken into consideration.
9. The Admissions Committee shall hold a meeting after the deadline for the submission of documents.
10. The meetings of the Admissions Committee shall be summoned and organized by the chairperson of the Admissions Committee.
11. Decisions made by the Admissions Committee shall be deemed valid if at least 2/3 of the members of the Committee participate therein. The final decision shall be made by the Admissions Committee by open voting: the decisions shall be deemed valid if at least half of the members of the Admissions Committee attending the meeting vote in favor.
12. After the meeting, the Admissions Committee shall send the decisions of the meeting (a copy of the minutes or the extracts of the minutes) to the Personnel Department, which shall:
  - 12.1. notify the applicants who, according to the decision of the Admissions Committee, do not meet the minimum qualification requirements and therefore cannot further participate in the Competition for a specific position by sending them an e-mail at the address which was specified in the application to take part in the Competition.
  - 12.2. send the decisions of the Admissions Committee (a copy of the minutes or the extracts of the minutes) to the Departments, Faculty Councils and the Senate.
13. In case a person participating in the Competition disagrees with the decisions of the Admissions Committee, he/she may appeal to VMU Rector within 2 days after the adoption of the decisions by the Admissions Committee. The appeal shall be examined within 5 working days from the date of the submission of the appeal.
14. The Appeal Committee shall examine whether the Rules of Procedure of the Admissions Committee, VMU Statute and other VMU requirements related to the Competition have not been violated during the meeting of the Admissions Committee. A person who has submitted the appeal shall have a right to express his/her opinion in the meeting of the Appeal Committee.
15. The Departments shall consider the applicants who in accordance with the decision of the Admissions Committee meet the minimum qualification requirements for the position of a lecturer and researcher and provide their opinion to the Faculty Councils:
  - 15.1. The head of the Department shall organize a meeting, which shall be open to all the applicants. The meeting shall be deemed valid if at least 2/3 of the employees of the Department who have taken the position by means of Competition participate therein. Decisions shall be deemed valid if more than half of the employees of the Department who have taken the position by means of Competition vote in favour. An employee of the Department, who participates in the Competition, shall have no right to vote for the applicants seeking for the same position.

- 15.2. In case there is an appeal regarding the decisions of the Admissions Committee, the meeting of the Department shall be organized after the receipt of the decision of the Appeal Committee.
- 15.3. Applicants taking part in the joint discussion shall acquaint the members of the meeting of the Department with the results of their scientific works or artistic activities, the courses and lectures already taught or planned as well as the results of other academic and research activities. Applicants for the first tenure to take the position of a professor or chief researcher shall present a public lecture or research report.
- 15.4. Decisions of the Department meeting (a copy of the minutes or the extracts of the minutes) on the suitability of applicants to take a specific position shall be added to the documents of the applicant and shall be sent to the Faculty Council.
16. After receiving the conclusions of the Departments, the Faculty Councils shall consider the applicants who in accordance with the decision of the Admissions Committee meet the minimum qualification requirements for the position of lecturers and researchers:
  - 16.1. The chairperson of the Faculty Council shall organize an open meeting of the Faculty Council, which shall be open to all the applicants. Decisions shall be made by voting and shall be deemed valid if at least 2/3 of the members of the Faculty Council participate therein. A member of the Council who participates in the Competition shall have no right to vote for the applicants seeking for the same position.
  - 16.2. The Faculty Councils shall become acquainted with the documents of each applicant as well as the decisions of the Admissions Committee and the decisions of Department meetings.
17. Decisions of the Faculty Council meeting (a copy of the minutes or the extracts of the minutes) on the suitability of applicants to take the position of a professor, associate professor, chief and senior researchers shall be submitted to the Senate.
18. The Competition for the position of a lecturer, assistant, researcher and senior researcher shall be organized and employees from the applicants shall be elected by secret voting by the Faculty Councils:
  - 18.1. Elections shall be held in the open meeting of the Faculty Council. In case there is an appeal regarding the decisions of the Admissions Committee, the Competition shall be organized after the receipt of the decision of the Appeal Committee. Applicants shall have a right to participate and express their opinion in the meeting.
  - 18.2. The secretary of the Faculty Council shall notify the applicants about the date, time and venue of the meeting of the Faculty Council by sending them an e-mail at the address which was specified in the application to take part in the Competition.
  - 18.3. The Faculty Council shall make a decision by secret voting in compliance with the following procedure:
    - 18.3.1. A secret ballot paper shall include the number of positions with the same qualification requirements and all the applicants for these positions.
    - 18.3.2. A ballot paper shall be deemed valid if the number of positively marked applicants does not exceed the number of available positions in the Competition.
    - 18.3.3. The applicant shall be recognized as the winner of the Competition if he/she obtains the largest number of votes, but no less than half of the votes of the members of the Faculty Council attending the meeting.
    - 18.3.4. If vacant positions and unsuccessful applicants remain after the first voting round, the voting shall be repeated once. The vacant positions and the unsuccessful applicants for those positions shall be added to the new ballot paper.
    - 18.3.5. If the applicants who have obtained the largest number of votes have an equal number of votes but the number of the elects has to be lower, a second ballot shall be held. During the second ballot, only the applicants who have obtained an equal number of votes shall be written on the ballot paper. In the second ballot, only the applicants who have obtained the largest number of votes, but no less than half of the votes of the members of the Faculty Council, shall be considered to be elected.

- 18.4. The secretary of the Faculty Council shall send the decisions of the Faculty Council meeting (a copy of the minutes or the extracts of the minutes) as well as the documents of the applicants, the decisions of the Admissions Committee, the Department and the Council to the Personnel Department. The Personnel Department shall notify the applicants about the results of the Competition by sending them an e-mail at the address which was specified in the application to take part in the Competition.
19. The Competition for the position of a professor, associate professor, chief and senior researcher shall be organized and employees from the applicants shall be elected by secret voting by the Senate.
20. The secretary of the Senate shall send the decisions of the meeting of the Senate (a copy of the minutes or the extracts of the minutes) as well as the documents of the applicants, the decisions of the Admissions Committee, the Departments and the Councils to the Personnel Department. The Personnel Department shall notify the applicants of the Competition about the decisions of the Senate by sending them an e-mail at the address which was specified in the application to take part in the Competition.
21. In case a person taking part in the Competition disagrees with the results of the Competition, he/she may appeal to VMU Rector within 3 days after the Competition. The appeal shall be examined within one week from the date of the submission of the appeal.
22. In case 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.
23. The Appeal Committee shall examine whether the procedure of the Competition, VMU Statute and other requirements related to the Competition have not been violated during the Competition for the positions of lecturers and researchers.

### **III. Final provisions**

24. Applicants who have won the Competition shall submit applications to the Personnel Department no later than 14 days before the start of their work in a specific position.
25. A fixed-term employment contract for 5 years shall be signed with the person who has submitted the application to take the position and has won the Competition.
26. A contract of an indefinite duration shall be concluded between Vytautas Magnus University and the person who has won the Competition for the same position of a lecturer or researcher for the second time in a row after the effect of the Law on Science and Studies of the Republic of Lithuania on 12 May 2009 (*Official Gazette*, 2009, No. 54-2140). That person shall undergo a certification process every 5 years under the procedure approved by VMU Senate. An uncertified person shall be dismissed. Persons seeking higher positions of a lecturer or researcher shall be admitted by public competition.
27. A contract of an indefinite duration shall be concluded between Vytautas Magnus University and the person who has won the Competition for the same position of a professor for the second time in a row before the effect of the Law on Science and Studies of the Republic of Lithuania on 12 May 2009 (*Official Gazette*, 2009, No. 54-2140). That person shall undergo a certification process every 5 years under the procedure approved by VMU Council. An uncertified person shall be dismissed.