

APPROVED by
Decision No. 4-3
of Vytautas Magnus University
Council
on 8 November 2010

PROCEDURE FOR ORGANISATION OF EXTRAORDINARY CERTIFICATION OF VYTAUTAS MAGNUS UNIVERSITY TEACHERS AND RESEARCHERS

1. Extraordinary certification is a non-periodical evaluation of the compliance of the University teaching and research staff with minimum qualification requirements for the position or activities.
2. The Procedure for organisation of extraordinary certification at Vytautas Magnus University shall regulate the procedures for organising and announcing an extraordinary certification of university teachers and researchers.
3. The Procedure has been established in accordance with the Description of procedures for organisation of certification of Vytautas Magnus University teachers and researchers and descriptions of minimum qualification requirements for the position of teachers and researchers.
4. If necessary, extraordinary certification of teaching and research staff shall be announced not earlier than after one year after undertaking the respective position. An employee shall be certified no more than once a year.
5. The certification of teachers and researchers shall be organised by the Certification Committee approved by Vytautas Magnus University Senate.
6. Vytautas Magnus University Certification Committee shall consist of at least 9 members. The term of office of the Certification Committee member shall be 5 years. The Certification Committee members shall be appointed in accordance with the following requirements:
 - 6.1. at least 2/3 of the Certification Committee members shall be researchers who meet minimum requirements for the position of a professor (a chief researcher) or an associate professor (a senior researcher);
 - 6.2. at least one third of the Certification Committee members shall be persons from other institutions;
 - 6.3. at least one representative of Student Representative Council shall be a member of the Certification Committee.
7. The meeting of the Certification Committee shall be deemed valid if attended by at least 2/3 of its members. Decisions shall be deemed valid if more than half of attending members vote in favour. The meeting of the Certification Committee shall be chaired by the Chairman elected at the first meeting.
8. A teacher or a researcher shall be notified about the prospective extraordinary certification no later than 2 months in advance.
9. Extraordinary certification of a teacher or researcher shall be announced by Vytautas Magnus University Rector following a reasoned application of the head of the University unit, the vice-rector for research or the vice-rector for studies. The certification shall be organised by the Certification Committee.

10. Upon the announcement of extraordinary certification, no later than within 15 days an employee shall submit to the Research Council a list of publications, didactical tools and other scientific works performed during the term of office.
 11. The date of the meeting of the Certification Committee shall be announced by the Chairman of the Certification Committee.
 12. During the meeting, the Certification Committee shall assess if the University teaching and research staff follow minimum qualification requirements set by Vytautas Magnus University during their term of office and submit recommendations to the Rector on the certification of employees and the award of a new salary coefficient and/or bonus.
 13. In exceptional cases, the Certification Committee shall have the right to apply to the unit in which the person under certification works to receive its conclusions on the research and teaching activities of the employee.
 14. A decision on the certification of a teacher or a researcher and the award of a new coefficient and/or bonus shall be made by the Rector.
 15. A non-certified person shall be dismissed from the position.
 16. If a teacher or researcher does not agree with the conclusions of the Certification Committee regarding his/her compliance with minimum qualification requirements set by Vytautas Magnus University during the term of office, he/she shall be entitled to submit an appeal to the University Rector within 3 days after the certification. The appeal shall be considered within one week after its submission. The Appeal Committee shall be formed by the Rector.
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