

## DESCRIPTION OF THE PROCEDURE FOR ORGANIZING THE SELECTION OF INVITED SCIENTISTS AT VYTAUTAS MAGNUS UNIVERSITY

### I. GENERAL PROVISIONS

1. Description (hereinafter - the Description) of the procedure for organizing the selection of invited scientists at Vytautas Magnus University (hereinafter - Vytautas Magnus University or the University) is intended for selection of the most suitable persons for the junior researcher, researcher, senior researcher and chief researcher, depending on their performance in research, scientific production and activity results and potential in scientific research projects.
2. The objectives of organizing the selection of invited scientists at Vytautas Magnus University are the following:
  - 2.1. to encourage researchers to carry out interdisciplinary research, to seek foreign partners, to prepare applications for international projects;
  - 2.2. encourage researchers to publish in top international journals, to participate in international projects, international expert activities, to organize international events;
  - 2.3. promote scientists for their achievements and motivate them to join the development of VMU in accordance with the principles of transparency, justice, clarity and open public.
3. Lecturers, scientists and researchers of Vytautas Magnus University may participate in the selection procedure of invited scientists of VMU.
4. Definitions used in the description:
  - 4.1. **Selection Commission** - a commission approved by the order of Rector, consisting of the faculty or the staff of the dean's office (dean, vice-deans, heads of departments) and clusters managers / directors of institutes.
  - 4.2. **Admission Commission** - a VMU Admission Commission formed and approved in accordance with the procedure established by the Senate, which evaluates and nominates candidates for the positions of lecturers and researchers, as well as gives recommendations to the Rector, departments / institutes, faculty councils and the Senate.
  - 4.3. **Assessment of compliance with the selection requirements** - formal evaluation of the candidate performance indicators with VMU for the last 5 years and the work plan for the period of the new contract. Evaluation Criteria:
    - 4.3.1. novelty and relevance of ongoing research;
    - 4.3.2. internationality of research and other significant scientific activities;
    - 4.3.3. the importance of publications, ongoing research projects, submitted research project applications, performed R&D contracts from legal persons;
    - 4.3.4. the significance of planned activities;
    - 4.3.5. evaluation of reports on the work performed by researcher for the previous work period (if a work plan has been drawn up for this position);
    - 4.3.6. compliance with the minimum qualification requirements for the last 5 years of the position applied under qualification requirements in the fields of humanities, social sciences, natural sciences, technology and agricultural sciences (art. 12.2.5, 13.2.5 and 14.1) for competing teachers and researchers

(additional criterion to be assessed by the Admissions Committee).

## **II. ORGANIZATION OF THE SELECTION**

5. Selections for the position of invited scientists are announced by the Rector and are organized by the Science and Art Division of the Department of Science and Innovation (hereinafter - the Science and Art Department).

6. Persons are appointed to the position of invited scientists at Vytautas Magnus University for 1 or 2 years period.

7. At least 3 months before the beginning of the current academic year, Rector announces by order the selection for the position of invited scientists.

8. Candidates shall submit the following documents to Science and Arts Department by the date specified in the notice for selection procedure:

8.1. application for participation in selection procedure on behalf of the Rector (Annex 1);

8.2. scientific publications list for the last 5 years, registered in the database of VMU library (Department of Science and Arts assists in generating the list of publications);

8.3. a list of planned activities according to the submitted form (Annex 2);

8.4. a report on the scientific activities carried out for the previous period in accordance with the form provided (if a work plan has been drawn up for this position) (Annex 3);

8.5. additional documents and materials on scientific and pedagogical activities, or qualifications (at candidate's discretion).

9. The Department of Science and Arts prepares lists of candidates by departments and positions and forward them to Selection Commissions.

10. The chairman of Selection Commission shall hold a meeting open to all candidates and a joint discussion is taking place. Decisions are taken by vote. Member of Commission participating in the selection procedure shall not vote.

11. The Selection Commission shall consider candidates for the position of invited scientists having regard to objectives and criteria listed in paragraphs 2 and 4.3 of this Description and gives its opinion to Admission Commission.

12. Selection Commission:

12.1. assesses the relevance and importance of the research topics submitted by the candidate;

12.2. assesses the suitability of each candidate for the position and provides conclusions for each candidate: to be appointed (yes / no), the position offered, workload proposed and proposed time period for position (1 or 2 years);

12.3. submits conclusions on the candidates (art. 12.1 and 12.2) to Admission Commission.

13. Admission Commission meeting is organized by the Chairman of the Admission Commission after the deadline for submission of documents and receipt of conclusions of Selection Commission.

14. Admission Commission:

14.1. additionally assesses the candidates' compliance with the qualification requirements for the last 5 years (art. 12.2.5, 13.2.5 and 14.1) for teachers and researchers seeking position by public tender procedure;

14.2. based on findings of Selection Commission and compliance with the qualification requirements for position - provides recommendation assessments of candidates and research groups to the Rector.

15. At the end of the meeting, the Science and Arts Department forwards all documents and minutes of the meeting of the Admission Commission to Rector, who decides on the appointment of candidates to positions of researchers.

16. The Human Resources Department informs the candidates about the decisions of Rector on the appointment of researchers to positions.

### **III. FINAL PROVISIONS**

17. Candidates appointed by the decision of Rector to hold the position of scientists shall apply to Staff Management Division of the Human Resources Department no later than 14 days before the start of work (September 1 of the current year).

18. Remuneration coefficient of staff appointed to the position of invited scientists is determined in accordance with VMU methodology for determining the salary coefficient of invited lecturers, researchers and concertmasters.