

DESCRIPTION OF PROCEDURE FOR SELECTION AND EMPLOYMENT OF STAFF AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Procedure for Selection and Employment of Staff at Vytautas Magnus University (hereinafter referred to as the “University”) (hereinafter referred to as the “Procedure”) shall be regulated by the Labour Code of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania, the Resolution of 21 June 2017 of the Government of the Republic of Lithuania on the “List of positions subject to competition”, the Statute of the University (hereinafter referred to as the “Statute”), and other legal acts of the Republic of Lithuania and the University regulating employment relations and the implementation of the provisions of the Procedure in matters related to working arrangements at the University.

2. The aim of the Procedure shall be to establish general provisions for the recruitment, selection and employment of staff at the University, enabling the transparent, open and fair employment of staff at the University in accordance with the principles of lawfulness, equal opportunities and diversity.

3. Employees working at the University shall have a priority right to be invited to the staff selection process.

4. The staff selection process shall aim to be objective, systematic, impartial, fair and non-discriminatory.

5. The staff selection process shall consist of the following steps:

5.1. formulating the requirements for candidates;

5.2. selecting recruitment sources;

5.3. publishing a job advertisement;

5.4. collecting curricula vitae and cover letters;

5.5. selecting and evaluating candidates;

5.6. deciding on the most suitable candidate and offering the job;

5.7. notifying candidates of selection results.

6. The rights and obligations of the University as an employer shall be exercised by the Rector of the University or the member(s) of staff authorised by him/her within the limits of his/her competence.

7. This Procedure shall not apply to the selection and employment of academic staff or in other cases determined by the Rector of the University or the internal documents of the University.

8. For the purposes of this Procedure, the following terms shall be used:

8.1. **Employer** – the University, which acquires employment rights and assumes employment obligations as well as enforces them through its bodies (administration).

8.2. **Employee** – a natural person working under an employment contract with the University in accordance with the agreed remuneration and working conditions.

8.3. **Employment contract** – a written agreement between an employee and an employer whereby the employee undertakes to work in a particular occupation, speciality, qualification, or position, or to perform certain job functions in accordance with the work procedure established in the

workplace, and the employer undertakes to provide the employee with the work specified in the employment contract, to pay the employee the agreed remuneration, and to ensure the terms and conditions of employment as laid down in the employment contract, legal provisions governing labour relations, and the collective agreement.

8.4. **Non-academic staff**– members of the non-academic community and employees of the University who ensure the administration of the University and its structural units as well as other non-academic activities necessary for the performance of administrative functions or other activities ensuring the achievement of the objectives of the University and the fulfilment of economic activity tasks.

8.5. **Staff selection** – the process of defining the requirements for a vacant position, searching for potential candidates, and selecting the most suitable candidates according to the requirements.

II. STAFF RECRUITMENT

9. Positions for which an open competition shall be organised to select an employee for a vacant position are as follows:

9.1. Rector of the University;

9.2. Vice-Rector of the University;

9.3. Director of Administration of the University;

9.4. Head of the structural unit of the University;

9.5. financial management and/or accounting staff;

9.6. staff organising and/or carrying out public procurement;

9.7. staff supervising the activities of economic entities (except for positions in the category of specialists and lower positions);

9.8. staff performing property maintenance and/or management (except for positions in the category of specialists and lower positions);

9.9. personnel administrators;

9.10. internal auditors;

9.11. lawyers;

9.12. other positions established by the Rector of the University.

10. No open competition shall be organised for the positions referred to in Clauses 9.1–9.12 in the following cases:

10.1. if in the course of the reorganisation or other structural changes of the University, a staff member who meets the qualification requirements for the position in question is transferred to it;

10.2. if a member of the staff of the University is transferred to that position from any of the other positions referred to in Clauses 9.1–9.12;

10.3. if a member of the staff of the University applies for a specific position and fulfils the specific requirements, by decision of the Rector of the University, staff selection may be carried out without a call for a public competition.

11. Staff recruitment through an open competition may include the following:

11.1. publishing the job advertisement on the University website and at least one job search website;

11.2. using staff recruitment and selection agencies to find employees;

11.3. making the job advertisement available to potential candidates who have taken part in previous selections and have agreed to receive future job offers;

11.4. other sources may also be used to publish information about the recruitment of staff.

12. Job advertisements shall be made public for at least 14 (fourteen) calendar days. In individual cases, i.e., for urgent recruitment, the time limit for making the job advertisement public may be shortened but may not be less than 5 (five) working days.

13. The job advertisement shall contain the following data and information:

13.1. job title;

13.2. a description of the functions to be performed;

13.3. qualification and specific requirements;

13.4. salary;

13.5. a list of documents to be submitted;

13.6. deadline and method for submitting documents;

13.7. method of selection procedure;

13.8. other important information related to the selection.

14. Within a maximum of 5 (five) working days after the closing date of the job advertisement, a member of the staff responsible for staff selection shall select the candidates who meet relevant requirements.

15. In the event of any doubt as to the veracity of the information provided by the candidate or the candidate's compliance with the requirements set out in the job description, the responsible member of the staff of the Human Resources Department (hereinafter referred to as the "HRD") shall ask the candidate, within a specified time limit, to clarify his/her documents/information and/or additionally submit a copy(ies) of the document(s) supporting the information or the candidate's compliance with the requirement(s).

16. If the candidate fails to clarify and/or submit additional documents/copies of documents within the specified time limit, he/she shall be deemed not to meet the requirements set out in the job description and shall be excluded from the selection process; the candidate shall be notified thereof by email to the email address he/she provided.

III. SELECTION AND APPOINTMENT TO THE POSITIONS SUBJECT TO EXCEPTIONAL APPOINTMENT REQUIREMENTS

17. The procedure for the selection and appointment to the positions set out in Clauses 9.1–9.2 of this Procedure as well as to the positions of the Chancellors of the Agriculture Academy and the Education Academy of the University (hereafter collectively referred to as the "Academies"), the heads of academic units, and the Director of the Botanical Garden shall be governed by the Statute of the University.

18. The Rector shall be elected, appointed and dismissed by the Council in accordance with its established procedure.

18.1. The Council shall announce an open competition for the position of the Rector. The Rector shall be deemed elected if at least seven (7) members of the Council have voted for him/her.

18.2. To be eligible to become the Rector, a person shall be of an irreproachable reputation, have pedagogical and managerial experience, and hold a doctoral degree in science or art or be an established artist.

18.3. The Rector's term of office shall be 5 (five) years. The same person may be elected as the Rector for not more than two consecutive terms of office and not earlier than 5 (five) years after the expiry of his/her last term of office that was second in succession.

18.4. The employment contract shall be signed for a term of office by the elected Rector and the Chairperson of the Council, or another person authorised by the Council acting on behalf of the University.

19. Candidates for the positions of Vice-Rectors shall be scientists/scholars upon the recommendation of the Rector and approved by the Council.

19.1. The time period of Vice-Rectors' powers shall be the same as the time period of Rector's powers.

20. The Council of the University shall appoint and dismiss the Chancellors of the Academies.

20.1. The Councils of the Academies shall nominate candidates to the positions of the Chancellors of the Academies from the body of scientists/scholars or established artists of the Academies and submit the nominations of the candidates to the Rector.

20.2. The Rector shall approve the nominations of the candidates to the positions of the Chancellors of the Academies and submit them to the Council for appointment.

20.3. Should the candidates be not approved by the Council, the Rector shall nominate another candidate.

21. The nomination of the Head of the University academic unit from the body of scientists/scholars or established artists shall be approved and rejected by the Senate on the recommendation of the Rector.

21.1. Should the candidate be not approved by the Senate, the Rector shall nominate another candidate.

21.2. The Head of the University academic unit shall be dismissed from office upon the expiry of the term of office of the Rector.

22. The Head of the University academic unit may delegate part of his/her functions to his/her deputies.

22.1. The nomination of the Deputy from the body of teachers or research workers of the University academic unit shall be approved and rejected by the Rector on the recommendation of the Head of the University academic unit.

22.2. The term of office of the Deputy shall expire upon the expiry of the term of office of the Head of the University academic unit.

23. The nomination of the Director of the Botanical Garden from the body of scientists shall be approved and rejected by the Senate on the recommendation of the Rector.

23.1. The Director of the Botanical Garden shall be dismissed from office upon the expiry of the term of office of the Rector.

IV. SELECTION PROCESS FOR OTHER STAFF

24. Unless the Rector of the University decides otherwise, the staff selection process shall be coordinated at the University by the HRD, which shall perform the following functions:

24.1. prepare and submit the job advertisement;

24.2. manage the database of candidates;

24.3. carry out the initial selection of candidates who meet the requirements;

24.4. interview candidates together with the selecting head of the structural unit;

24.5. inform candidates about the selection results;

24.6. advise heads of structural units on staff selection issues;

24.7. collect and store selection documentation.

25. For the purpose of selection, a Selection Board (hereinafter referred to as “the Board”) shall be formed by the order of the Rector of the University or the member of staff authorised by him/her, and a chairperson and a secretary shall be appointed, who shall keep the minutes of the selection process and shall not be a member of the Board. The Board shall be composed of at least three (3) members and shall include a member of the staff of the HRD, the immediate manager of the prospective member of the staff (or his/her representative), and, if necessary, a member of the staff of the Legal Unit.

26. If any member of the Board cannot participate in the work of the Board for important reasons, the Board shall be able to carry out its work if more than half of its members are present.

27. Persons who are candidates’ parents (adoptive parents), children (adopted children), brothers (stepbrothers), sisters (stepsisters), grandparents, grandchildren, spouses (cohabitants,

partners) shall not eligible for appointment as members of the Board as well as the parents (adoptive parents), children (adopted children), brothers (stepbrothers), sisters (stepsisters), grandparents and grandchildren of the candidates' spouses (cohabitants, partners) and the spouses (cohabitants, partners) of the said persons. Persons whose impartiality is called into question due to other circumstances may also not be appointed as members of the Board.

28. Candidates shall be notified of the date, time and place of the selection by email to the email addresses provided by them at least one working day before the date of the selection meeting.

29. The selection process shall consist of the following:

29.1. evaluation of the documents submitted by candidates;

29.2. determination of the compliance of candidates with specific requirements;

29.3. conducting selection interviews with all candidates who meet the specific requirements;

29.3.1. during the selection interviews, candidates' general competences and subject-specific abilities, attitude to work and working relationships as well as their compliance with specific requirements shall be assessed;

29.3.2. during the selection process, candidates shall be asked the same questions orally and, if necessary, follow-up questions based on their answers, data or other information provided by the candidates. It may also include a written or oral practical task and a test of proficiency in a foreign language required by the job description. The questions, tasks and answers submitted shall not be made public;

29.4. During the selection process, each member of the Board shall score the candidates' suitability for the position individually on a scale from 1 to 10 points. The lowest point shall be 1, and the highest point shall be 10. After assessing the suitability of each candidate for the position of the member of the staff, the member of the Board shall fill in the Individual Assessment Table for Selection (Annex 1 to the Procedure);

29.5. the candidate with the highest number of points, but not less than 6 points, shall win the selection. If several candidates receive the same highest number of points (but not less than 6 points), the member of the Board who is the immediate manager of the prospective member of the staff (or his/her representative) shall select the candidate;

29.6. in the event of the candidate's refusal, the second-placed candidate shall be considered the winner of the selection in accordance with the conditions set out in Clause 30.5 of the Procedure;

29.7. each candidate who has taken part in the selection interview shall be informed of the results of his/her selection interview by email within 10 (ten) working days.

30. The Board shall declare that the selection process has not taken place in the following cases:

30.1. if no person has submitted his/her documents to participate in the selection within the set time limit;

30.2. if none of the persons who have applied for the selection meets the established requirements;

30.3. if no candidate has come to the selection meeting;

30.4. if no candidate who has participated in the selection meeting receives the minimum number of points specified in Clause 30.5 of the Procedure.

31. Candidates who have not been selected for interviews or who have received a negative response after one of the selection rounds shall have the right to submit a written request for information on the reasons for the rejection within a maximum of 3 (three) working days. Information about the results of other candidates shall not be disclosed.

32. The final decision on the employment of the selected candidate shall be taken by the Rector of the University or the member of staff authorised by him/her before the deadline specified in Clause 30.7 of the Procedure.

33. An employment contract shall be concluded with the selected candidate in accordance with the rules of procedure of the University and the provisions of the Labour Code of the Republic of Lithuania.

V. PROCESSING AND STORAGE OF PERSONAL DATA

34. The data of candidates who submit their curricula vitae to the University directly by email or through job advertisement portals shall be processed for the purpose of selecting candidates for the job position in accordance with the internal documents of the University and the legal acts of the Republic of Lithuania regulating the protection of personal data.

35. The University shall process only those personal data of the candidates that are related to their qualifications, professional competences and subject-specific abilities.

36. After the period of selection for a particular position has expired, the data sent by the candidates shall be destroyed, except for the cases specified in Clause 11.3 of this Procedure, when the written consent of the candidate to process his/her personal data for a longer period of time has been received.

VI. FINAL PROVISIONS

37. The Procedure as well as amendments and/or additions thereto shall be approved by the decision of the Council of the University.

38. Decisions taken on the selection of staff may be appealed in accordance with the procedure laid down by the legal acts of the Republic of Lithuania.

39. Responsible employees of the University and candidates for staff selection shall be liable for any violations of this Procedure in accordance with the procedure established by the legal acts of the Republic of Lithuania.

(The form of the Individual Assessment Table for Selection)

INDIVIDUAL ASSESSMENT TABLE FOR SELECTION

No.	Candidate's name and surname	Evaluation scores for	
		the interview	the practical assignment

Member of the Board

(signature)

(name and surname)