

APPROVED
by Decision No. SEN-N-5
of 28 February 2024
of Vytautas Magnus University
Senate

DESCRIPTION OF PROCEDURE FOR ORGANISING OPEN COMPETITIONS FOR POSITIONS OF TEACHING AND RESEARCH STAFF AT VYTAUTAS MAGNUS UNIVERSITY

CHAPTER 1 GENERAL PROVISIONS

1. The Description of Procedure for Organising Open Competitions for Positions of Teaching and Research Staff at Vytautas Magnus University (hereinafter referred to as the “Description”) shall regulate the requirements and procedures for organising open competitions for the positions of teaching and research staff at Vytautas Magnus University (hereinafter referred to as the “University”).

2. This Description has been prepared in compliance with the Law on Higher Education and Research of the Republic of Lithuania, the Labour Code of the Republic of Lithuania, the Description of Mandatory Competences for the Career Stages of Researchers in Research and Higher Education Institutions approved by the Order No. V-352 of 29 June 2023 of the Chairperson of the Research Council of Lithuania (hereinafter referred to as the “RCL”) (hereinafter referred to as the “Requirements for Mandatory Competences for the Stages of Researchers”), the University Statute (hereinafter referred to as the “Statute”), the principles of selection and evaluation of the University staff approved by the Council of the University, the Description of the Minimum Qualification Requirements for Teaching and Research Staff Working in the Field of Humanities at Vytautas Magnus University, the Description of the Minimum Qualification Requirements for Teaching and Research Staff Working in the Field of Social Sciences at Vytautas Magnus University, the Description of the Minimum Qualification Requirements for Teaching and Research Staff Working in the Fields of Natural Sciences, Technological Sciences and Agricultural Sciences at Vytautas Magnus University, and the Description of the Minimum Qualification Requirements for Teaching Staff Working in the Fields of Stage and Screen Arts and Visual Arts at Vytautas Magnus University approved by the University Senate (hereinafter referred to as “Qualification Requirements for Staff”).

3. Appointment to the positions of the lecturer, senior lecturer, assistant, associate professor, professor, research worker, senior research worker, and chief research worker shall be made through an open competition for a term of 5 years at a minimum of 0.25 FTE. The candidate for a position to be taken up through an open competition has to possess the mandatory competences for the career stages of researchers related to the position, meet the qualification requirements for the position, and comply with other terms and conditions of the competition.

CHAPTER 2 PROCEDURE FOR ORGANISING THE COMPETITION

4. Competitions for the positions of teaching and research staff shall be announced by the Rector of the University at least 6 months before the anticipated start of work.

5. At least one month before the announcement of the competition for the positions of teaching and research staff, the Human Resources Department (hereinafter referred to as the “HRD”) of the University shall initiate the preparation and approval of the lists of the open competitive positions.

6. The open competitive positions of teaching and researcher staff offered by the faculties and institutes, the competition calendar, and other documents related to the

announcement of the competition shall be approved by the order of the Rector of the University.

7. The open competitive positions shall be publicly announced on the websites of the University and the RCL. The competition for the positions of the professor, associate professor, chief research worker, and senior research worker shall be international and shall be additionally announced in the international media. Competition announcements shall be available for up to 30 calendar days.

8. The competition announcement shall specify the title of the position, the academic unit in which the position is open for competition, the topics (specialisation), the qualification requirements for the position, the mandatory competences for the career stages of researchers and other necessary competences, the working time rate (FTE), the documents to be submitted, and any other additional information relevant to the competition or the requirements for the position. In addition to all other documents, the applicant shall submit an activity plan for a period of 5 years.

9. The announced competition for one or more positions may be cancelled for objective, unforeseeable circumstances, upon the reasoned proposal from the head of the academic unit and by the Rector's decision at the stage of the announcement of the competition, at the latest before the expiry of the validity period of the announcement of the competition. If there are persons who have submitted documents prior to the cancellation of the competition for the position(s), the HRD shall inform these persons of the cancellation of the competition no later than within 5 working days of the Rector's decision.

10. The competition for the positions of teaching and research staff shall be organised in the following stages:

10.1. announcement of the positions and the terms and conditions of the competition;

10.2. submission of documents by persons participating in the competition in accordance with the procedure set out in the competition announcement;

10.3. assessment of the compliance of the persons participating in the competition with the qualification requirements for the positions and other terms and conditions of the competition for the positions of teaching and research staff (hereinafter referred to as the "Terms and Conditions of the Competition") by the admission commission of the University (hereinafter referred to as the "Admission Commission");

10.4. ranking in order of priority of the competing candidates who meet the Terms and Conditions of the Competition by the Admission Commission;

10.5. consideration of the candidates who meet the Terms and Conditions of the Competition by the academic unit in which the position is open for competition;

10.6. selection of staff from among the candidates who meet the Terms and Conditions of the competition by the academic department or the Senate.

11. The Admission Commission shall be set up and approved by the Senate. At least 1/3 of the members of the Admission Commission shall be non-employees of the University. When a competition for the positions of the chief research worker or professor is held, the Admission Commission must include at least one international expert.

12. When considering the candidates, the Admission Commission shall be guided by the Description of Mandatory Competences for the Career Stages of Researchers, the principles governing the selection and evaluation of the University staff, the Qualification Requirements for the Positions, and this Description, shall comply with the principles of ethics set out in the Code of Ethics of the University, and shall ensure the objectivity, fairness, and confidentiality of the assessment process as well as respect for the candidates and full cooperation.

13. The Admission Commission shall carry out its functions by holding meetings at which decisions shall be taken. At its first meeting, the Admission Commission shall elect a chairperson, who shall convene and chair the meetings, examine in advance the documents received and to be presented at the meeting of the Admission Commission, and ensure that they are ready for the meetings, or delegate this task to other members of the Admission Commission. If necessary, the chairperson of the Admission Commission shall invite independent experts to provide their opinions. In the absence of the chairperson of the Admission Commission, he/she

shall be replaced by a member of the Admission Commission elected by the Admission Commission.

14. At the meetings of the Admission Commission, a secretary shall be elected to take the minutes. The minutes shall specify the participants, the issues discussed, the speakers, and the voting results. The minutes of the meeting shall be signed by the chairperson and the secretary of that meeting.

15. Members of the Admission Commission shall be obliged to examine the documents received in advance, to express their personal opinion on the issue under discussion during the meeting, and to carry out any other tasks assigned by the chairperson of the Admission Commission.

16. The decisions of the Admission Commission shall be deemed valid provided that at least 2/3 of its members are present at the meetings. The Admission Commission shall take its decisions regarding the candidates participating in the competition by open vote. Decisions shall be deemed to have been adopted when more than half of the members of the Admission Commission present at the meeting have voted for them.

17. Members of the Admission Commission who are unable to attend the meeting of the Admission Commission may submit their opinion on the issues under discussion in advance in writing or by email, but this shall not be considered as voting. The opinions of the members of the Admission Commission who do not attend the meeting shall be read out at the meeting.

18. An electronic survey may be organised to examine procedural and other issues related to the organisation of the competition. A decision shall be taken if more than half of the members of the Admission Commission respond in favour of the question under consideration.

19. The final decision on the compliance of the participants in the competition with the Terms and Conditions of the Competition shall be taken by the Admission Commission by open vote in accordance with clause 16 of the Description:

19.1. the person participating in the competition meets the Terms and Conditions of the Competition for the position in the academic unit in which the position is open for competition (hereinafter referred to as the "Candidate"), and it is proposed that he/she be allowed to participate in the next stage of the competition for the positions of teaching and research staff;

19.2. the person participating in the competition does not meet the Terms and Conditions of the Competition for the position in the academic unit in which the position is open for competition and is therefore ineligible to participate in the next stage of the competition for the positions of teaching and research staff.

20. The HRD shall notify the participants who do not comply with the Terms and Conditions of the Competition of the decision of the Admission Commission on their non-compliance with the Terms and Conditions of the Competition.

21. If the person participating in the competition disagrees with the decision of the Admission Commission regarding his/her non-compliance with the Terms and Conditions of the Competition, he/she may submit an appeal to the Rector of the University within 3 working days after the submission of the conclusions of the Admission Commission. The appeal shall be considered within 5 working days of its submission.

22. Upon receipt of the appeal, the Rector of the University shall set up the Appeal Committee of at least three members. Decisions of the Appeal Committee shall be deemed valid if more than half of the members of the Appeal Committee vote for them.

23. The Appeals Commission shall examine whether no violations of the Rules of Procedure of the Admission Commission, the Statute, or any other requirements in force at the University in relation to the competition were committed during the meeting of the Admission Commission.

24. In determining the order of priority of competing candidates, the Admission Commission shall take into account the candidates' research publications (artistic production), their engagement in applied work, their participation in educational and research (art) dissemination activities throughout their lifetime and over the last 5 years, and the topics of their research (specialisation) being developed in the academic unit in which the position is open for

competition. The Admission Commission shall take the final decision on the order of priority of the competing Candidates by open vote in accordance with clause 16 of the Description.

25. The Admission Commission shall notify the academic units in which the positions are open for competition of the results of the assessment of the candidates' compliance with the Terms and Conditions of the Competition and of the order of priority of the competing candidates.

26. Upon the decision of the Admission Commission, the candidates who meets the Terms and Conditions of the Competition shall be considered by the Council of the academic unit (at the faculty or the research institute) in which the position is open for competition, taking into account the candidates' activity plans for a period of 5 years. If the position open for competition is in the department, the department shall give its opinion on the candidates to the Council of the faculty.

27. The candidates shall have the right to present their academic activities and their activity plan for a period of 5 years at the meeting of the department, the Council of the faculty or the Council of the research institute at which the candidates are considered.

28. The Council of the faculty or research institute shall select the staff members for the positions of the lecturer, senior lecturer, assistant, and research worker from the candidates by secret vote.

29. The Council of the faculty or research institute shall submit to the Senate its opinion on the candidates for the positions of the professor, associate professor, chief research worker, and senior research worker.

30. Taking into account the opinion of the Council of the faculty or research institute on the candidates, the Senate shall select by secret vote the staff members from among the candidates for the positions of the professor, associate professor, and chief research worker.

31. If a person who has participated in the competition as the Candidate who has met the Terms and Conditions of the Competition disagrees with the final results of the competition, he/she may submit an appeal to the Rector of the University within 3 working days after the competition. The appeal shall be considered within 5 working days of its submission.

32. Upon receipt of the appeal, the Rector of the University shall set up the Appeal Committee of at least three members. The appellant shall be informed in advance of the date and place of the meeting of the Appeal Committee and shall have the right to speak at the meeting. Decisions of the Appeal Committee shall be deemed valid if more than half of the members of the Appeal Committee vote for them.

33. The Appeals Commission shall examine whether no violations of the procedure for organising the competition, the Statute, or any other requirements in force at the University in relation to the competition were committed during the course of the competition for the positions of teaching and research staff.

34. The successful candidate shall be employed on a fixed-term contract for a period of 5 years and shall have his/her activity plan approved by the academic unit in which he/she is employed for the same period in line with the activity plans and priorities of that unit.