



**INTERNATIONAL
UNIVERSITY OF
TBILISI**

Approved by the Rectors's Order # 02-004, November 2, 2023

Employment Policy

Content

Chapter I. General Provisions	4
Article 1. Field of the Scope.....	4
Article 2. The University staff	4
Chapter II. The Academic and Invited Staff	5
Article 3. Academic/Visiting Staff Positions	5
4. Article 4. Academic staff.....	5
Article 5. The rule of holding an academic position	5
Article 6. Competition Commission	6
Article 7. Selection Criteria for Academic Positions	7
Article 8. Contestant Registration.....	10
Article 9. Competition Documentation Production Rules.....	10
Article 10. Approval of competition results.....	11
Article 11. Appealing the results of the competition	11
Article 12. Academic Staff Workload Assignment.....	11
Article 13. Academic Staff Affiliation Regulations and Rules.....	13
Article 14. Scientific staff.....	14
Article 15. The rule of occupying a scientific position	14
Article 16. Competition Commission.....	14
Article 17. Selection Procedures for Scientific Positions	15
Article 18. Contestant registration.....	16
Article 19. Competition Documentation Production Rules.....	16
Article 20. Approval of competition results.....	16
Article 21. Appealing the results of the competition	17
Article 22. Scientific Staff Workload Assignment.....	17
Article 23. Invited Staff	18
Article 24. Selection Rules for Invited Staff	18
Article 25. Commission.....	19
Article 26. Conditions for the selection of invited staff.....	20
Article 27. Contestant registration.....	20
Article 28. Regulations for the Preparation of Established Documentation	20
Article 29. Approval of Commission Work Results.....	21

Article 30. Appealing the results of the commission's work.....	21
Article 31. Invited Staff Workload Assignment.....	21
Chapter III. Administrative and support staff	22
Article 32. Administrative and support positions	22
Chapter IV. Basics of staff workload, sallary, incentives and responsibilities.....	23
Article 33. Staff workload and sallary	23
Article 34. Staff responsibilities and incentives	23
Chapter V. Final Provisions	24
Article 35. Accessibility of Regulation	24
Article 36 Transitional provisions	24

Chapter I. General Provisions

Article 1. Field of the Scope

1.1. Employment Policy regulates LLC Tbilisi International University (hereinafter referred to as the University) general rules and conditions for the recruitment, employment, workload, remuneration, incentives, and responsibilities of personnel by the University, as well as mechanisms for integration into the personnel work environment and others.

1.2. The existing regulation is in accordance with Georgia's laws, the Labor Code of Georgia, the University's statutes, and other relevant legal acts concerning higher education in Georgia.

Article 2. The University staff

2.1. The university staff includes:

- a) Academic personnel;
- b) Invited Staff;
- c) Scientific (if any);
- d) Administrative staff;
- e) Support staff.

2.2. Recruitment and employment of personnel will occur within the framework of a systematic and strategic approach, ensuring the rational utilization of professional potential. This approach aims to uphold the principle of efficient management that guarantees effective university administration through the necessary human resources.

2.3. The recruitment of personnel in the service is based on in compliance with the principles of transparency and objectivity that guarantees the selection of qualified candidates for the respective positions based on knowledge and skills, and the appointment of competent staff with the necessary qualifications and abilities.

2.4. The management of personnel involves the systematic implementation of principles related to systematization, equal opportunities, respect for human rights and interests, integration and teamwork, group unity, horizontal collaboration, legal and social responsibility, extended career perspectives, anticipation of decisions, employee participation in decision-making, orientation towards professional potential development, maintaining a balance between leadership and subordination interests, and ensuring the effective functioning of university structural units. This approach ensures the university's structural units' coordinated work, professional development of employees.

2.5. In the context of the new employee integration and efficient engagement in the work process within the organizational structure, a mechanism operates at the university to ensure effective participation. This mechanism anticipates the following procedures:

- a) The Department of Educational and Administrative Affairs, either the head or a specialist, familiarizes new personnel with the university's operational regulations within the department, provides information about the structural units and their activities within the university, elaborates on the university's internal regulations, in

accordance with the respective structural unit's responsibilities, through work contracts, employment agreements, and other activities, imposing rights and responsibilities upon them.

b) Employment contracts are formalized with the new personnel.

c) The Department of Educational and Administrative Affairs designates a team responsible for compliance with the established requirements.

d) The leader/representatives of the respective structural unit contemplate its functions, creating working conditions, and developing specific work rules for the content and complexity of the work, relying on the necessary materials, data, information, and inventory management.

Chapter II. The Academic and Invited Staff

Article 3. Academic/Visiting Staff Positions

3.1 The rules and regulations for the responsibilities and duties of academic and administrative personnel, as well as their workload, are determined by the university provision in accordance with the current legislation and other relevant legal acts.

4. Article 4. Academic staff

4.1. The academic staff consists of a Professor, an Associate Professor, an Assistant Professor and an Assistant.

4.2. Academic personnel (professors, associate professors, and assistant professors) actively participate in the educational process and engage in scientific research. They conduct and guide research activities, while assistants or associate professors may also oversee instructional (group/practical/laboratory work) and actively contribute to the ongoing educational process within their respective academic units.

4.3. The position of academic personnel may be affiliated with or not affiliated with the university.

Article 5. The rule of holding an academic position

5.1. The selection of academic personnel is carried out through an open competition, adhering to principles of fairness, transparency, and merit-based competition, which includes considerations of expertise, competence, and judicial competition principles

5.2. The university rector announces a competition, upon which issue an individual administrative-legal act regarding the authority of the position

5.3. The announcement of the competition will be posted on the university's website for public awareness and accessibility, including the objectives of public recognition and availability. Prior to the deadline for receiving

applications, relevant information about the registration deadlines for participants, competition rules, required documents, and the announcement date of the competition results will be available on the university's public job portal at least 1 month before. The announcement may also contain additional information.

Article 6. Competition Commission

6.1. With the aim of conducting the competition, a competition commission will be established by the order of the rector.

6.2. The number of members of the commission will be determined by an odd number, and it cannot be less than three.

6.3. The commission includes representatives responsible for the areas on which the competition is announced. The commission should include:

a) Head of the Quality Management Department;

b) Commission Member - Head of the human resource management service (Commission Member).

6.4 It is possible to appoint an invited person as the chairman of the commission. The commission may include a representative of the students' self-government.

6.5 Other representatives of the public may also be invited to the commission.

6.6 A commission member cannot actively participate in the competition.

6.7 The commission's work is managed and supervised by the chairman appointed by the rector's order. The chairman of the commission has the authority to record the decisions of the commission, make decisions, resolve disputes, and exercise other rights granted by the relevant legislation related to the competition process.

6.8. The chairperson of the commission determines the commission's rules of procedure, establishes minutes of the session, carries out actions, and exercises other rights related to the competition process.

6.9. The competition commission makes decisions on disputes. The decision of the competition commission is legitimate if it is supported by the majority of its members.

6.10. The commission reviews the documented information of the contestant (meaning its relevance to the requested criteria, qualification requirements) and decides on the issue of transferring the case for open discussion during the competition tour with a clear majority of affirmative votes.

6.11. In the discussion tour, the contestant is evaluated based on the following criteria:

Professional skills - 20 points;

Professional experience - 10 points;

Logical thinking ability - 10 points;

Communication and presentation manner - 10 points.

The maximum total score for evaluation is 50 points.

In the case of equal scores obtained by contestants, priority may be given to a specific contestant based on the consideration of the following factors:

- Syllabus of the training course submitted for competition;
- Academic-pedagogical work experience;
- Number of scientific publications (monographs, articles, research papers, etc.) and/or intellectual contributions/patents obtained in the last 5 years;
- Participation in scientific conferences, grant programs, and international training programs;
- Knowledge of foreign language(s) (knowledge of English is mandatory in the case of an English-language program).

6.12. The commission makes decisions regarding the contestants through open discussion, which is reflected in the minutes of the commission session.

6.13. If the number of registered candidates for announced vacancies does not create a competition, the commission has the right to make a decision only after the completion of the first stage. After the completion of the second stage, the commission shall make a decision regarding the selection of candidates for academic positions.

Article 7. Selection Criteria for Academic Positions

7.1. To qualify for the position of an **Academic Professor**, the following qualification requirements are established: a doctoral degree or equivalent academic qualification, and a minimum of 6 years of experience in scientific-pedagogical work (in the case of a foreign language program, proficiency in the language of instruction not lower than B2 level is required). Who will be elected for a period of 6 years.

7.2. To qualify for the position of an **Associate Professor**, the following qualification requirements are established: a doctoral degree or equivalent academic qualification, and a minimum of 3 years of experience in scientific-pedagogical work (in the case of a foreign language program, proficiency in the language of instruction not lower than B2 level is required). Who will be elected for a term of 3 years.

7.3. To qualify for the position of an **Assistant Professor**, the following qualification requirements are established: a doctoral degree or equivalent academic qualification, and a minimum of 3 years of experience in scientific-pedagogical work (in the case of a foreign language program, proficiency in the language of instruction not lower than B2 level is required). Who will be elected for a term of 3 years.

7.4. To qualify for the position of an **Assistant**, the following qualification requirements are established: a doctoral degree (or equivalent) with academic excellence or a doctoral candidate. (Proficiency in the language of instruction not lower than B2 level is required in the case of a foreign language program). Who will be elected for a term of 3 years.

7.5. Additional qualification requirements for positions related to medical specialties (one-level medical English-language educational program)

1. In clinical disciplines:

a) requirements:

Possession of a relevant specialization certificate.

b) experience:

a) For a professor: Pedagogical experience - a minimum of 6 years in total, Clinical experience - a minimum of the last 9 years.

b) For an associate professor: Pedagogical experience - a minimum of 3 years in total, Clinical experience - a minimum of the last 5 years.

c) For an assistant professor: Clinical experience - a minimum of the last 3 years.

d) For an assistant - a doctoral candidate in clinical specialization.

2. Requests submitted in English language proficiency:

- Study with an English-language program, a minimum of 3 years of experience;

or

- Conducting practical medical training in the language of the program in an active clinic for a minimum of 1 year outside the country;

or

- Conducting research or practical work in the field of biomedical sciences in English language in an international setting for a minimum of 1 year during the course of studies;

or

- Completion of an English-language program or completion of a program after obtaining an English-language diploma, as evidenced by the relevant documentation;

or

- A globally recognized certificate of knowledge in the English language, at least at the B2 level, (from IELTS, TOEFL, Cambridge English, UNICert, EnglishScore, or equivalent).

7.6 Additional qualifications for dental professionals: (for the one-level English-language education program of dentistry)

1. In fundamental/biomedical, preclinical, and clinical disciplines:

a) requirements:

- Possession of a relevant specialization certificate;

b) Pedagogical and Clinical Experience:

- Professor - Pedagogical experience: a total of at least 6 years, Clinical experience: a total of at least 9 years;
- Associate Professor - Pedagogical experience: a total of at least 3 years, Clinical experience: a total of at least 5 years;
- Assistant Professor - Clinical experience: a total of at least 3 years;
- Assistant - Doctoral student in a clinical specialty: Clinical experience of at least 3 years.

c) Program with at least 3 years of experience in teaching in the language specified.

or

Conducting practical medical training in the language of the program in an active clinic for a minimum of 1 year outside the country.

or

Conducting research or practical work in the field of biomedical sciences in English language in an international setting for a minimum of 1 year during the course of studies;

or

Completion of an English-language program or completion of a program after obtaining an English-language diploma, as evidenced by the relevant documentation;

or

A globally recognized certificate confirming knowledge of the language of the program at a minimum B2 level

or

Language proficiency certification at the B2 level according to the internal university regulations, with the inclusion of relevant specialists based on the decision of the educational institution.

7.7. University has the right to select qualified personnel based on professional qualifications. In such cases, an individual's qualification may be confirmed through professional examinations, specialized preparations, and/or publications. The necessary competence is considered to be possessed by an individual who has successfully completed the program and has the required knowledge and skills for the implementation of the acquired competence.

7.8. Additionally, it is possible to request affiliation as an option.

Article 8. Contestant Registration

8.1 The list of documents to be submitted for the competition commission by the contestant is determined by the rector's order. It may include:

- Application
- Copy of identity document
- CV (resume) in Georgian and English, printed and electronic versions
- Copies of academic qualification document/documents

- Documents on education/qualification obtained abroad (If any) must be accompanied by a notarized Georgian translation and the recognition statement issued by the National Center for Educational Quality Enhancement.

- syllabus/syllabi (up to 3) in both printed and electronic formats;

- A list of works, publications, and monographs published in the last 10 years or copies;

- Certification document for proficiency in a foreign language (corresponding to the language of study in the program);

- Notice issued by the Service Agency of the Ministry of Internal Affairs on the “Prevention of Sexual and Gender-based Violence and Protection of the Rights of Victims.”

- Other additional information/documentation (if any).

Article 9. Competition Documentation Production Rules

9.1. The participant registers with the Competition Commission for the inclusion of materials determined by the participant. The declared competition, which includes the assessment of specified documents, must be registered in the registration journal of incoming letters.

9.2. The documentation prepared by the participants will be submitted to the responsible body of the Competition Commission by the Receipt-Release Act.

9.3. After the completion of the competition, the documentation of the selected candidate (determined by the university authorities) will be kept in his personal file, while the documents of other candidates will either be returned to them (at their request) or will be kept for a period of one month and then destroyed.

Article 10. Approval of competition results

10.1 The university rector approves the protocol made by the competition commission regarding the delivery of order through the issuance of instructions.

Article 11. Appealing the results of the competition

11.1. In case of the existence of claims from the participants of the competition, the Committee has the right to consider the dispute or appoint a discussion on the specified issue regarding the complaint or contested decision.

11.2. The decision related to the participant's complaint will be obtained through the protocol record of the Competition Commission.

11.3. The decision of the Competition Commission may be subject to appeal to the university rector, or in court, in accordance with the legislation of Georgia.

Article 12. Academic Staff Workload Assignment

12.1. The work of Academic Staff includes:

Main educational work (work that involves spending hours in class during the academic week/semester):

- Auditory (lecture, group work, practical, laboratory) activity;
- Preparation for the exam: 2 variants - 0.25 hours;
- Exam correction: 10 points - 1 hour;
- Preparation for auditory work and evaluation of auditory work results - 5 hours in the academic week;
- Input of assessments into the electronic program - 0.5 hours in the academic week;
- Supervision of seminar/project and other student activities - 5 hours for one project;
- Professional internship supervision - 3 hours in the academic week;
- Supervision of bachelor's and master's (if any) theses (within the program, during the academic week)/review - 4 hours (maximum for supervision of 5 theses);
- Consulting work (academic) - 1 hour in the academic week (for the goals of one academic course).

b) Additional educational activities (work that involves spending hours in class during the academic semester/year):

- Preparation/update of one syllabus - 30 hours/10 hours;
- Supervision of educational leadership/co-leadership practice - 300 hours per academic year;
- Leadership/co-leadership of an educational program - 200 hours per academic year; preparation for a student conference - 10 hours;
- Supervision of an individual project conducted by students - 30 hours.

c) Scientific-research activities (work that involves spending hours individually based on units):

- Preparation and publication of a scientific article - 60-80 hours;
- Preparation and publication of a monograph/monograph - 800-1000/1000-1200 hours;
- Preparation and participation in a successful grant project/application - 100/50 hours;
- Presentation at a scientific conference - 50 hours;
- Authorship of a book/manual - 80/60 hours;
- Research/invention - 500 hours;

- Other scientific-research activities.

The monitoring of the mentioned activities, when they are conducted under the university's name, falls under the purview of the Ethics Committee, with the hours specified in each specific case.

d) Other professional activities (e.g.,

- Membership in university management collegiate bodies - 12 hours per semester;
- Committee memberships (examination, conference/academic/bachelor's, master's (in case of existence) thesis defense, competition) - 4 hours per each meeting;
- Clinical/laboratory supervision - 12 hours per week;
- Editorship of a scientific journal - 80 hours per academic year;
- Membership in an editorial board - 50 hours per academic year;
- Organization/Participation in Scientific Conferences - 30 hours for each conference;
- Translation of Scientific Papers - 30-600 hours per each paper, depending on the number of pages;
- Public lectures/training and other presentations - The duration will be counted factually based on the actual presentation time (1 hour = 1 astronomical hour);
- Other scientific-research activities aimed at promoting educational or scientific-research work - Evaluation will be conducted in hours for each specific case.

12.2. Academic staff weekly load includes:

Professor's educational load comprises a minimum of 4 hours of lectures and 2 hours of consultations per week or may be determined in agreement with external parties.

Associate Professor's educational load includes a minimum of 6 hours of lectures and 2 hours of consultations per week or may be determined in agreement with external parties.

Assistant Professor's educational load comprises a minimum of 8 hours of lectures and 2 hours of consultations per week or may be determined in agreement with external parties.

Assistant's educational load includes a minimum of 10 hours of seminar/practical sessions or other uploads per week or may be determined in agreement with external parties.

12.3. In the case of continuous administrative/task-related duties, academic staff's weekly auditorium load should not exceed 3 hours.

12.4. Academic personnel have the right to combine academic tenure and/or another position within the educational institution if their workload does not exceed 20 contact hours per week or as defined by the regulations of higher education institutions.

12.5. Additional conditions for workload may be determined by the Board of University.

12.6. The weekly workload of personnel should not exceed the limit set by labor legislation.

Article 13. Academic Staff Affiliation Regulations and Rules

13.1. Affiliation implies a formal agreement in writing between the university and academic personnel, by which an individual with an academic position aligns themselves with the university. The affiliated person actively participates in the university's educational and research processes; within the university, they conduct primary educational, research, and scientific activities, and their research, findings, and academic publications are attributed to the university's name. They are actively involved in the university's educational, research, and other significant activities, and their active participation is recognized in decision-making processes related to important educational and scientific issues. They provide consultations actively to students, and they contribute to the academic and research processes within the university.

- a) Educational activity encompasses the auditing of academic materials, preparation of educational/testing materials, examination of assignments, updating and improvement of the syllabus for educational courses, and other activities essential for the effective management of the educational process.
- b) Scientific-research activity involves the preparation and publication of scientific articles, the creation and presentation of lectures and monographs, editing of scientific works, reviewing, translation, preparation and implementation of grant projects, conducting and participating in research, involving students in research activities, mentoring them, participation in scientific conferences, involvement in the organization of scientific conferences, and other activities that confirm active participation in scientific work.
- c) Consultative work involves providing consultations to students on educational and scientific matters.
- d) Participation in decision-making involves recognizing participation in the work of school and university management bodies, temporary collegial bodies (committees) in the process of decision-making and participation in decision-making in matters related to the university's management policy, as well as other activities that are necessary for the university's management policy.

13.2. In the case of selecting an academic position, the individual confirms their affiliation with the university through a written agreement on employment related to the corresponding position, or rejects affiliation with the university.

13.3. The workload for affiliated academic personnel during the academic year is intended to be distributed as follows:

- For professors: 500 hours
- For associate professors: 550 hours
- For assistant professors: 600 hours
- For assistants: 650 hours

13.4 In the context of affiliation, affiliated academic personnel have the right to combine academic position and/or the position of a lecturer with another position in a different educational institution, provided that their workload does not exceed 12 contact hours per week in the specified other educational institution.

Article 14. Scientific staff

From the objectives of the university, scientific personnel can be derived:

14.1. Scientific personnel consists of individuals engaged in science.

14.2. Scientific personnel are categorized into: the main scientific collaborator, senior scientific collaborator, and scientific collaborator.

Article 15. The rule of occupying a scientific position

15.1. The selection of scientific personnel is carried out through an open competition, which adheres to the principles of transparency, fairness, and the principles of a lawful competition.

15.2. The competition is announced by the university's rector, who issues an individual administrative-legal act in this regard.

15.3. The announcement of the competition, information on public awareness and accessibility, and the submission of documents for receiving grants will be available on the university's website and on the announcement site before the expiration of the deadline. The announcement will specify the registration deadlines for competition participants, competition rules, the list of required documents, and the date of announcing the competition results. The announcement may also contain additional information.

Article 16. Competition Commission

16.1. With the aim of conducting the competition, a Competition Commission will be established by the order of the rector.

16.2. The number of commission members shall be determined by an odd number and may not be less than three.

16.3. The following individuals, who are responsible for the announced competition, shall be included in the commission:

- a) Head of the Quality Management Department;
- b) Secretary of the commission- Head of the Personnel Management Service.

The commission has the right to appoint a responsible person from the nominated candidates based on the necessary regulations.

16.4. The commission carries out its activities and reports to the head of the competition commission, who is appointed by the rector. The head of the commission: signs the decisions of the commission, bears responsibility for the proceedings, executes the functions prescribed by law related to the competition, and exercises other rights granted by the relevant legislation.

16.5. The commission member interprets the regulations of the commission, makes decisions, executes sanctions, and carries out other rights related to the competition.

A member of the commission cannot participate in the competition at the same time.

16.6. The competition commission makes decisions by an open vote, with the decision being valid if it receives the majority of votes from the members. The decision is considered accepted with a simple majority of the votes cast by the commission members.

16.7. The commission reviews the submitted documentation of the contestant (including their correspondence with the requested qualifications) and resolves issues related to the participant's eligibility by an open vote, with the decision being made by a simple majority of the votes cast by the commission members.

16.8. In the interview

The contestant is evaluated based on the following criteria:

- Professional skills - 20 points;
- Ability to convey - 10 points;
- Logical thinking ability - 10 points;
- Manner of behavior and speech - 10 points.

The maximum total score for evaluation is 50

16.9. In the case of a tie in the acquisition of equal scores by contestants, the following factors may be considered to give priority to a specific contestant:

- Experience in scientific-research work;
- The number of scientific publications (monographs, articles, dissertations) and/or the quantity of intellectual property/patents registered in the last 5 years;
- Participation in scientific conferences, grant programs, and international training programs;
- Proficiency in foreign language(s).

16.10. The commission makes a decision regarding the contestant as a result of voting, which is reflected in the protocol of the commission session.

Article 17. Selection Procedures for Scientific Positions

17.1. The main scientific employee position may be filled by an individual with a doctoral or academically qualified person associated with the doctorate, who has at least 6 years of experience in scientific-research work. The appointment is made for a term of 5 years.

17.2. The position of a higher scientific employee may be filled by an individual with a doctoral or academically qualified person associated with the doctorate, who has at least 3 published works in a local/international journal with a high impact factor. The appointment is made for a term of 3 years.

17.3. The position of a scientific employee may be filled by an individual with a master's degree or an academically qualified person associated with the master's degree, who has at least 1 published work in a local/international journal. The appointment is made for a term of 3 years.

Article 18. Contestant registration

18.1 The evaluator for the competition commission is determined by the contestant under the directive of the rector. It may include:

- Statement in the name of the competition commission;
- Resume (CV) - with confirmed signature.
- List of scientific works (over the last 10 years, indicating the years);
- Copies of qualification documents;
- Information about the applicant's scientific-research work in the relevant field
- Dissertation topic information (title, focus - in which field it is specialized)
- A copy of the identity card;
- Other information.

Article 19. Competition Documentation Production Rules

19.1. In the registration of the competition commission, the materials determined by the contestant should be submitted. The competition announcement, which includes the overview of specified documents, must be registered in the registration journal of incoming letters.

19.2. The documentation prepared by the contestants will be handed over and recorded in the activity log of the competition commission responsible.

19.3. After completing the competition, the documentation of the selected candidate (specified by the University Provision) will be reviewed in their personal file. For other candidates, the documents will either be returned upon their request (if they wish) or disposed of after one month.

Article 20. Approval of competition results

20.1 The university rector approves the protocol of the competition commission regarding the competition results through the issuance of an order.

Article 21. Appealing the results of the competition

21.1 In case of claims from the participants of the competition, the commission has the authority to review and make decisions on the identified issue or appeal related to the competition results.

21.2 The decision related to the contestant's complaint will be communicated through protocol document from the competition commission.

21.3 The decision of the competition commission may be subject to appeal to the university rectors, or to the court, in accordance with the legislation of Georgia.

Article 22. Scientific Staff Workload Assignment

22.1. The workload of scientific staff may include:

a) Scientific-research activities (research that involves several units over hours)

- Preparation and publication of scientific articles - 60-80 hours (at least 2 articles in the academic year);
- Preparation and publication of a monograph/monograph section - 800-1000/1000-1200 hours (minimum 1 publication in 3 years);
- Successful grant project preparation/Participation in project preparation - 100/50 hours (at least 1 project per year);
- Presentation at scientific conferences - 50 hours (minimum 1 presentation per year);
- Co-Authorship of a book/journal - 80/60 hours;
- Invention/Patent - 500 hours;
- Other scientific-research activities.
- The assessment of these activities, when carried out in the name of the university, is subject to ethical committee evaluation in hours on a case-by-case basis.

b) Main educational activities, the implementation of which is measured in hours per unit of work during the study week/semester:

- Auditorium (lecture, group work, practical/laboratory) activity; Preparation for the exam: 2 options - 0.25 hours;
- Exam correction: 10 assignments - 1 hour;
- Preparation and evaluation of academic work results for academic work: 5 hours per study week;
- Introduction of assessments in the electronic program: 0.5 hours per study week;
- Supervision of reference thesis - supervision of one assignment - 5 hours; for bachelor's and master's (in the case of the presence of a degree) supervision of thesis (in the context of the study week)/review - 4 hours;
- Consultation work (educational) - 1 hour per study week for one educational course's objectives.

c) Additional educational activities, the implementation of which is measured in hours per unit of work during the study week/semester:

- Preparation/update of the educational course - 70 hours/30 hours;
- Preparation/update of the syllabus - 30 hours/10 hours;
- Membership in the commission for conference/bachelor's/master's assignments - 10 hours; preparation for student conference - 10 hours;
- Supervision of a research project conducted by students - 20 hours.
-

d) Other work-related activities (e.g.)

- Membership in university governing collegial bodies - 12 hours per semester;
- Membership in the competition commission - 4 hours per each case;
- Editorial work for a scientific journal - 80 hours per academic year;

- Leadership/membership in the organizing group of a scientific conference - 30/20 hours for each conference;
- Translation of scientific papers - 30-600 hours, depending on the number of pages for each paper;
- Public lectures/training and other presentations - hours will be counted based on the actual duration (1 hour = 1 astronomical hour);
- Other educational or scientific research-related work carried out for the purpose of establishing the goals of educational or scientific research activity.

22.2. Weekly academic (including consulting) uploading for scientific personnel may not exceed a maximum of 6 hours, or may be determined by mutual agreement of the parties involved.

22.3. Additional conditions for work uploading may be determined by the University Board.

Article 23. Invited Staff

3.1. The personnel recruited will include specialists with relevant qualifications to participate in the educational and/or scientific-research process and/or to manage this process

Article 24. Selection Rules for Invited Staff

24.1. Recruitment of Invited Staff (hiring/selection/promotion) will be carried out prior to the start of each new semester or as needed, initiated by the management of the Human Resources Service of the Educational Program of the University, in consultation with the school's decision-making body. The Invited Staff will be chosen through a competition, based on the documented qualification approval and discussed with the program leaders/coordinators and the school's deans.

24.2. The dean of the main educational unit (school) of the university is responsible for preparing and submitting for discussion at the school's board the issue of recruiting personnel in the service of the school, in accordance with the regulations of the school's day-to-day activities. Participation in the discussion of the matter will be facilitated by the program leader.

24.3. In order to achieve the objectives of the university's educational program implementation, the Rector of the university issues a directive to establish a Special Commission of the main educational unit (school) of the university on issues related to the recruitment and workload of recruited personnel, (including non-competitive cases), and to discuss the results of the conducted competition on the Competition Commission established according to the competition rules in case of competitive recruitment. The employment contract with the recruited personnel is formed in accordance with the legislation of Georgia through mutual agreement based on the signed contract.

24.4. When recruiting Invited Staff, it is possible to announce a competition if necessary. The rules and stages of the competition are determined by an individual administrative act of the Rector. In this case, the selection of recruited personnel is carried out by a commission created by the order of the university's Rector, following the evaluation of the documentation prepared by the tenderers as determined by the university's Rector through a competitive process.

24.5. The announcement regarding current vacancies, public awareness, and accessibility goals will be posted on the university's website until at least 2 weeks before the deadline for receiving budgets. The announcement will indicate the deadlines for the registration of candidates, terms, required documents, and the date of the commission's decision. The announcement may also include other information.

Article 25. Commission

25.1. The number of commission members shall be determined by an odd number and shall not be less than three.

25.2. The commission will be formed based on the schools, and the following shall enter:

- a) The chairperson of the commission - the leader of the educational program;
- b) School dean;
- c) Commission member - representative of the human resources management service.

In the composition of the commission, it is possible for individuals who are directly related to the subject(s) of the competition to participate as representatives of the competition announcers.

A commission member cannot participate in the competition at the same time.

25.3. The commission's work is managed and supervised by the chairperson of the commission. The chairperson of the commission has the following responsibilities: presides over meetings, records the decisions of the commission, ensures the effective operation of the commission.

25.4. The commission member defines the commission's rules of procedure, carries out disciplinary actions, implements decisions, related to the technical management of the commission's work for the purpose of achieving its goals.

25.5. The commission makes decisions on disciplinary matters by an open vote. The decision is valid if it is supported by the majority of members. The decision is taken by an undisputed majority of the votes cast.

25.6. The commission reviews the documentation submitted by the candidates and evaluates it based on the following criteria:

Pedagogical competence - 10 points

Scientific-research competence - 10 points

Professional work competence - 10 points

Syllabus of the educational course - 10 points

Knowledge of foreign language(s) - 10 points

The maximum total score is 50, while the minimum passing score is 26.

25.7. In case of a tie in the acquisition of equal scores by the competitors, the right to decide rests with the chairperson of the commission.

25.8. The commission's decision is recorded in the protocol of the commission's disciplinary action.

Article 26. Conditions for the selection of invited staff

26.1. For the position of the invited staff, a person with at least 1 year of relevant qualification may be selected. The relevant qualification is considered for an individual who has completed a program and possesses necessary competencies demonstrated by academic/research excellence and/or professional experience (minimum 3 years of practice) and/or special preparation and/or publications.

Article 27. Contestant registration

27.1 The list of documents to be submitted by the contestant to the commission is determined by the order of the rector. It may include:

- Statement on behalf of the commission;
- Resume (CV) - with confirmed signature;
- List of scientific works (over the last 10 years, indicating the years);
- Copies of documents confirming qualification (for doctoral students - certificate issued from doctoral studies);
- Information confirming pedagogical/scientific-research/professional work in the relevant field;
- Copy of ID card;
- Other information.

Article 28. Regulations for the Preparation of Established Documentation

28.1. The commission records in the registration the materials submitted by the contestant, as defined by the contestant. The declaration, which includes the list of fixed documents, must be filed in the registration journal.

28.2. The documentation submitted by the contestants for receiving-evaluation will be handed over to the chairperson of the commission through an official act.

28.3. The documentation of the selected contestant (as specified by the University's regulations) will be kept in his personal file, while the documents of other contestants will be returned within 1 month or may be disposed of after 1 month, depending on their preference.

Article 29. Approval of Commission Work Results

29.1 The university rector approves the protocol of the competition commission regarding the competition results through the issuance of an order.

Article 30. Appealing the results of the commission's work

30.1. In the case of a contestant's complaint, the commission has the right to review and make a decision on the complaint or the disputed issue.

30.2. A decision related to the contestant's complaint will be communicated to the commission through the protocol.

30.3. The commission's decision may be subject to appeal to the university's rectors or, to the court, in accordance with the laws of Georgia.

Article 31. Invited Staff Workload Assignment

31.1 The workload of invited staff may include teaching and/or scientific research activities.

31.2. The working hours related to educational activities may include:

- Auditory work (lecture, group work, practical/laboratory) - 1 hour per week;
- Preparation for the exam: 2 variants - 0.25 hours;
- Exam correction: 10 grading sheets - 1 hour;
- Preparation for and evaluation of auditory work, and examination results in the e-assessment system - 5 hours per educational week;
- Introduction of assessments into the e-assessment program - 0.5 hours per educational week;
- Supervision of graduation/master's theses (within the program, during the development of the educational week)/review - 4 hours;
- Consultation work (educational) - 1 hour per educational week (for the objectives of one educational course);
- Preparation/update of the educational course - 70 hours/30 hours;
- Preparation/update of the syllabus - 30 hours/10 hours;
- Academic program management/coordination of educational activities - 300 hours;
- Leadership/coordination of the academic program - 200 hours;
- Preparation for a student conference - 10 hours;
- Supervision of a research project conducted by students - 20 hours.

31.3. Scientific-research activities may include:

- Preparation and publication of a scientific article - 60-80 hours;
- Preparation and publication of a monograph - 800-1000/1000-1200 hours;
- Preparation and participation in a successful grant project/submission to a grant project - 100/50 hours;
- Participation in a scientific conference - 50 hours;
- Co-Authorship of a book/compilation - 80/60 hours;
- Invention/patent - 500 hours;
- Other scientific-research activities.

The accountability for the mentioned activities, when conducted under the university's name, falls under the jurisdiction of the Ethics Committee, measured in hours for each specific case.

31.4. The invited staff, in the context of work-related agreements, may engage in other professional or scientific-research activities with the aim of promoting educational or scientific-research work. For example:

- Membership in commissions (exam, conference/contest committees) - 4 hours for each specific case;
- Organizational leadership/membership in scientific conferences - 30/20 hours for each conference;
- Translation of scientific papers - 30-600 hours, depending on the number of pages for each specific paper;
- Public lectures/training and other speeches - hours will be counted based on the actual duration of each delivered presentation (1 hour = 1 astronomical hour);
- Other activities - hours will be measured for each specific case.

31.5. The weekly auditorium upload of invited staff is not standardized and is determined through agreements between the university and the invited staff, in compliance with legal requirements.

31.6. Additional conditions for workplace uploading may be determined by the University Board.

Chapter III. Administrative and support staff

Article 32. Administrative and support positions

32.1. Administrative positions include the following positions provided for in the staff list:

Officials carrying out the management/administrative functions of the University (Rector, Vice-Rector, Head of the Quality Management Department); School Deans and Heads of all structural units of the University.

32.2. Auxiliary positions include other positions necessary for the University's activities provided for in the staff list.

32.3. The rules and conditions for holding administrative and support positions, as well as the job description, are determined by the university regulations, the regulations of the relevant structural units of the university, the present rule, the personnel management policy and other legal acts.

32.4. A person will be appointed to an administrative position if he meets the conditions defined by this regulation (Annex 1). The rector appoints a person to an administrative position.

32.5. A person will be appointed to an assistant position if he/she meets the conditions defined by this regulation (Annex 1). A person to an assistant position is appointed by the rector.

32.6. Precision in administrative and executive positions may be determined with regard to the specific duties and responsibilities of a particular position. In cases of necessity, the person may be requested to participate in institutional development and/or operational planning activities with a view to fulfilling the duties and responsibilities of the position.

32.7. If a competition is announced for an administrative/executive position, a competition committee will be formed by the Rector, which will identify a person in terms of the position's authority over the decision-making process.

Chapter IV. Basics of staff workload, salary, incentives and responsibilities

Article 33. Staff workload and salary

33.1. Administrative and support staff workload may include:

- a) Primary job responsibilities (work that is determined by individual instruction with or without complete/incomplete supervision, constituting 40 hours per week, 1720 hours per year in case of a weekly load, and 20 hours per week, 860 hours per year for a semester-based load).
- b) Educational work responsibilities (work that is measured in hours, contributing to the progress of a semester's educational process and not exceeding 60 hours per semester).
- c) In cases of administrative and support staff performing the main job responsibilities within the scope of educational activities, the main workload hours decrease, and the total/not total workload with supervision for the annual workload amounts to 1600/740 hours, respectively.

33.2. The salary of the administrative and support staff's work is determined by the responsibilities assigned to them, based on their job descriptions, and corresponds to their qualifications.

33.3. The salary of the academic, scientific, and inited staff work is determined by the responsibilities assigned to them, based on their job descriptions, and corresponds to their job performance.

Article 34. Staff responsibilities and incentives

34.1. Failure/Non-compliance by the personnel with the job-related obligations specified in the employment contract, resulting in violation of the applicable legislation and the regulations determined by the university, shall incur accountability (including financial responsibility) according to the relevant rules established by the university.

34.2. The execution of job responsibilities by the personnel through work contracts includes actively participating in job-related activities, conducting activities beneficial for the university, and engaging in extensive and exemplary work that represents a commitment to the effective utilization of resources.

34.3. The issue of staff incentives is considered once a year, at the end of the calendar year, based on the evaluation of employees' job performance, according to the directive of the Rector.

Chapter V. Final Provisions

Article 35. Accessibility of Regulation

35.1. The availability of the current regulation is ensured for the personnel through the electronic system of managing the educational process within the university, where the complete text is uploaded. The accessibility of the regulation for specific representatives of the personnel, who do not have permission to access the

electronic system for managing the educational process, is guaranteed during the formation of the relevant labor contracts for them, based on their explicit requests. Additionally, the current regulation is published on the university's website.

Article 36 Transitional provisions

36.1. The initial version of the document is approved by the University Rector.

36.2. After the establishment of the University Board, the mentioned document will be introduced to the Board.

36.3. The introduction of changes to the document mentioned is carried out by the University Board..

Annex 1

Staff schedule and qualification requirements for administrative and academic/invited/scientific staff

Position Title/Staff List	Type of Position	Qualification Requirements
Rector	Administrative	<p>Education: Academic degree in Doctoral or Master's program with academic excellence.</p> <p>Experience: At least 3 years of experience in a managerial position, at least 5 years of experience working in the field of education;</p> <p>Knowledge: Proficiency in office computer programs (office software); Knowledge of at least one foreign language; Knowledge of normative acts: the Constitution of Georgia, the Law of Georgia on Higher Education;</p> <p>Skills: Managerial skills; Decision-making skills, especially in stressful situations; Analytical skills; Reasoned decision-making</p>

		skills; Creativity; Teamwork skills; Communication skills.
Vice-Rector	Administrative	<p>Education: Doctoral degree or equivalent scientific degree or Master's academic degree</p> <p>Experience: At least 3 years of experience in a managerial position, at least 5 years of experience working in the field of education;</p> <p>Knowledge: Proficiency in office computer programs (office software); Knowledge of at least one foreign language; Knowledge of normative acts: Law of Georgia on Higher Education;</p> <p>Skills: Managerial skills; Decision-making skills, especially in stressful situations; Analytical skills; Reasoned decision-making skills; Creativity; Teamwork skills; Communication skills.</p>
Head of Quality Management Department	Administrative	<p>Education: Doctoral or equivalent scientific degree or Master's academic degree</p> <p>Experience: At least 5 years of experience working in the field of education, with at least 1 year of experience in quality improvement issues among them;</p> <p>Knowledge: Proficiency in office computer programs (office software); Knowledge of at least one foreign language; Knowledge of legal acts: Law of Georgia on Higher Education, orders of the Minister of Education and Science of Georgia applicable in the field of higher education, other acts applicable in the field of higher education</p> <p>Skills: Managerial skills; Decision-making skills, especially in stressful situations; Analytical skills; Reasoned decision-making skills; Teamwork skills; Communication skills.</p>
Deputy Head of Quality Management Department	Support Staff	<p>Education: Doctoral or equivalent scientific degree or Master's academic degree</p> <p>Experience: at least 5 years of experience in the field of education, including at least 1 year of experience in quality development issues;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of at least one foreign language; Knowledge of legal acts: Law of Georgia on Higher Education,</p>

		<p>orders of the Minister of Education and Science of Georgia applicable in the field of higher education, other acts applicable in the field of higher education</p> <p>Skills: ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; communication skills.</p>
Head of the Department of Educational and Administrative Affairs Management	Administrative	<p>Education: Master's degree (Doctoral academic degree is preferred)</p> <p>Experience: at least 5 years of experience in the field of education;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of at least one foreign language; Knowledge of the following legal acts: Law of Georgia on Higher Education, orders of the Minister of Education and Science of Georgia applicable in the field of higher education, other acts applicable in the field of higher education</p> <p>Skills: managerial skills; ability to make decisions; ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; communication skills.</p>
Head of the Chancellery of the Department of Educational and Administrative Affairs Management	Support Staff	<p>Education: Higher</p> <p>Experience: at least 1 year of experience in the field of education;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of the following legal acts:</p> <p>Skills: ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; communication skills.</p>
Chancellery Specialist of the Department of Educational and Administrative Affairs Management	Support Staff	<p>Education: Higher</p> <p>Experience: not mandatory</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of the following legal acts:</p> <p>Skills: ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; communication skills.</p>

<p>Specialist of the Department of Educational and Administrative Affairs Management (Educational Process Management)</p>	<p>Support Staff</p>	<p>Education: Higher</p> <p>Experience: at least 1 year of experience in the field of education;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of the following legal acts: Law of Georgia on Higher Education; Order #3 of the Minister of Education and Science of Georgia dated January 5, 2007 "On the procedure for crediting higher education programs", Order No. 10/N of the Minister of Education and Science of February 4, 2010 "On the procedure for transferring from a higher educational institution to another higher educational institution" ; Other acts in the field of higher education</p> <p>Skills: ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; communication skills.</p>
<p>Head of the Archives of the Chancellery of the Department of Educational and Administrative Affairs Management (archivist)</p>		<p>Education: Higher</p> <p>Experience: at least 1 year of profile work experience;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of the following legal acts: Decree "On the unified rule of conduct of business"</p> <p>Order #174 of the Minister of Justice of Georgia dated July 15, 2007, "On the rules of operation of archives of institutions".</p> <p>Skills: ability to think logically; Ability to work in a team; communication skills.</p>
<p>Head of the Financial Service</p>	<p>Administrative</p>	<p>Education: Higher</p> <p>Experience: at least 3 years of profile work experience;</p> <p>Knowledge: knowledge of the accounting program "Oris"; knowledge of the office computer program Excell; Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of legal acts: Tax Code of Georgia, legal acts regulating accounting and reporting issues in LLC;</p> <p>Skills: managerial skills; Ability to make decisions, including in a stressful environment; ability to analyze; the ability to make</p>

		reasoned conclusions; Ability to work in a team; communication skills.
Financial service employee (specialist)	Support Staff	<p>Education: Higher</p> <p>Experience: at least 1 year of profile work experience;</p> <p>Knowledge: knowledge of the accounting program "Oris"; knowledge of the office computer program Excell; Knowledge of office computer programs (office software); knowledge of one foreign language;</p> <p>Skills: ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; communication skills;</p>
Head of Legal Assurance Service	Administrative	<p>Education: Higher</p> <p>Experience: at least 3 years of experience in the field of education;</p> <p>Knowledge: ; Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of the following legal acts: <i>knowledge of the legislative framework in the direction of higher education</i></p> <p>Skills: managerial skills; ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; communication skills</p>
Legal assurance service specialist	Support Staff	<p>Education: Higher</p> <p>Experience: at least 1 year of experience in the field of education;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of the following legal acts: knowledge of the legislative framework in the direction of higher education</p> <p>Skills: ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; communication skills.</p>
Head of Public Relations and Marketing Service	Administrative	<p>Education: Higher</p> <p>Experience: at least 3 years of profile work experience;</p> <p>Knowledge: Knowledge of office computer programs (office</p>

		software); Knowledge of English and preferably one of the foreign languages; Skills: managerial skills; Ability to make decisions, including in a stressful environment; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.
Employee of public relations service (specialist)	Support Staff	Education: Higher Experience: at least 1 year of profile work experience; Knowledge Knowledge of office computer programs (office software); Knowledge of English and preferably one of the foreign languages; Skills: ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.
Head of International Relations Service	Administrative	Education: Higher Experience: at least 2 years of experience in the field of education; Knowledge: Knowledge of office computer programs (office software); Knowledge of English and one foreign language; Skills: managerial skills; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.
International relations service specialist	Support Staff	Education: Higher Experience: at least 1 year of experience in the field of education; Knowledge: Knowledge of office computer programs (office software); Knowledge of English and one foreign language; Skills: ability to analyze; the ability to make reasoned conclusions; Ability to work in a team; creativity; Communication skills.
Head of the Constant Education Center	Administrative	Education: Higher Experience: at least 2 years of experience in the field of

		<p>education;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language;</p> <p>Skills: managerial skills; ability to plan and organize; ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
Deputy Head of the Constnt Education Center	Support Staff	<p>Education: Higher</p> <p>Experience: at least 2 years of work experience;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language;</p> <p>Skills: ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
Consultant of the Constant Education Cent	Support Staff	<p>Education: Higher</p> <p>Experience: at least 1 year of work experience;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language;</p> <p>Skills: ability to think logically; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
Head of Information Technology Service	Administrati ve	<p>Education: Higher</p> <p>Experience: at least 3 years of experience in the field;</p> <p>Knowledge: Knowledge of English language is preferred;</p> <p>Skills: managerial skills; ability to think logically; creativity; Ability to work in a team; communication skills.</p>
Information technology service specialist	Support Staff	<p>Education: Higher (internet technologist/information technologist/computer networks and systems technician)/higher (computing/informatics field);</p> <p>Experience: at least 1 year of experience in the field;</p> <p>Knowledge: Knowledge of English language is preferred;</p>

		<p>Skills: ability to think logically; creativity; Ability to work in a team; communication skills.</p>
<p>Head of Human Resources Management Service</p>	<p>Administrative</p>	<p>Education: Higher</p> <p>Experience: at least 2 years of work experience in HR position</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of a foreign language;</p> <p>Skills: managerial skills; ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
<p>Human resources management service specialist</p>	<p>Support Staff</p>	<p>Education: Higher</p> <p>Experience: at least 1 year of work experience in the field of education</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of a foreign language;</p> <p>Skills: ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
<p>Director of the research center</p>	<p>Administrative</p>	<p>Education: PhD academic degree or equivalent scientific degree</p> <p>Experience: at least 5 years of experience working in an educational/research institution; Authorship of at least 3 scientific publications; Management of at least 1 grant project;</p> <p>Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of the following normative acts: Law of Georgia on Higher Education;</p> <p>Skills: managerial skills; ability to analyze; ability to make decisions; research skills; creativity; Ability to work in a team; communication skills.</p>
<p>Head of Research Projects Department</p>	<p>Support Staff</p>	<p>Education: Master's degree or equivalent academic degree</p> <p>Experience: at least 3 years of experience working in an educational/research institution; Authorship of at least 1 scientific publication, participation in at least 1 grant project;</p> <p>Knowledge: Knowledge of office computer programs (office</p>

		software); knowledge of one foreign language; Skills: ability to make decisions; ability to analyze; research skills; creativity; Ability to work in a team; communication skills.
Research Center Employee (Specialist)	Support Staff	Education: higher (master's/doctorate) Experience: at least 1 year of experience in the field of education Knowledge: Knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of the following normative acts: Law of Georgia on Higher Education; Skills: ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.
Head of Logistics and Labor Safety Service	Administrative	Education: Higher Experience: at least 3 years of work experience; Knowledge: Knowledge of office computer programs (office software); Skills: managerial skills; ability to make decisions; ability to think logically; Ability to work in a team; communication skills.
Labor safety specialist	Support Staff	Education: higher (education or certificate in labor safety) Experience: not mandatory Knowledge: Knowledge of office computer programs (office software); Skills: ability to make decisions in a critical situation; ability to analyze; Making judgments; communication skills.
Employee of the Logistics and Labor Safety Service	Support Staff	Education: Higher education Experience: At least 1 year of work experience; Knowledge: Knowledge of office computer programs (office

		<p>suite);</p> <p>Skills: Logical thinking skills; Teamwork skills; Communication skills.</p>
Employee of the Logistics and Labor Safety Service (cleaner)	Support Staff	<p>Education: general/professional</p> <p>Experience: not mandatory</p> <p>Knowledge: knowledge of sanitary and hygiene rules, cleaning rules, rules of safe use of detergents and disinfectants, rules of operation of sanitary-technical devices</p> <p>Skills: Ability to think logical</p>
Head of Protection and Security Service	Support Staff	<p>Education: Higher</p> <p>Experience: at least 3 years of work experience;</p> <p>Knowledge: Knowledge of office computer programs (office software); Review of the following normative acts: the Law of Georgia "On Civil Security", the Resolution of the Government of Georgia "On Approval of the National Plan of Civil Security"</p> <p>Skills: managerial skills; ability to make decisions; Ability to think logically and quickly; Ability to work in a team; communication skills.</p>
Guard	Support Staff	<p>Education: general</p> <p>Experience: at least 1 year of work experience;</p> <p>Knowledge: Knowledge of office computer programs (office software); Implementation of the following normative <i>acts: Law of Georgia "On Civil Security"</i></p> <p>Skills: ability to think logically and quickly; Ability to work in a team; communication skills.</p>
Head of the library	Administrative	<p>Education: Higher</p> <p>Experience: at least 2 years of profile work experience;</p> <p>Knowledge: knowledge of office computer programs - Windows Word Excel PowerPoint Internet Explorer - knowledge (office software); knowledge of the English language; Knowledge of</p>

		<p><i>the following legal acts: Law on Library Affairs, Law of Georgia on Higher Education;</i></p> <p>Skills: managerial skills; ability to make decisions; Ability to work in a team; high internal culture; Ability to receive and transmit information.</p>
Librarian	Support Staff	<p>Education: Higher</p> <p>Experience: at least 1 year of profile work experience;</p> <p>Knowledge: knowledge of office computer programs - Windows Word Excel PowerPoint Internet Explorer - knowledge (office software); knowledge of the English language; <i>Knowledge of the following legal acts: Law on library work;</i></p> <p>Skills: ability to work in a team, high internal culture, ability to receive and transfer information.</p>
Head of the Career and Student Support Center	Administrative	<p>Education: Higher</p> <p>Experience: at least 2 years of work experience in the higher education system;</p> <p>Knowledge: knowledge of office computer programs (office software); knowledge of a foreign language;</p> <p>Skills: managerial skills; ability to plan and organize; ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
Deputy Head of Career and Student Support Center	Support Staff	<p>Education: Higher</p> <p>Experience: at least 2 years of work experience in the higher education system;</p> <p>Knowledge: knowledge of office computer programs (office software); knowledge of one foreign language;</p> <p>Skills: ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
Career and Student Support Center Consultant	Support Staff	<p>Education: Higher</p> <p>Experience: at least 1 year of work experience in the higher</p>

		<p>education system;</p> <p>Knowledge: knowledge of office computer programs (office software); knowledge of one foreign language;</p> <p>Skills: ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
Dean of the school	Administrative	<p>Education: PhD or equivalent</p> <p>Experience: at least 3 years of work in the field of education or experience of working in a managerial position;</p> <p>Knowledge: knowledge of office computer programs (office software); knowledge of a foreign language is mandatory (in the case of foreign language programs); Knowledge of legal acts: Law of Georgia on Higher Education;</p> <p>Skills: managerial skills; ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
Deputy dean of the school	Support Staff	<p>Education: PhD or equivalent</p> <p>Experience: at least 1 year of experience in the field of education;</p> <p>Knowledge: knowledge of office computer programs (office software); knowledge of one foreign language; Knowledge of legal acts: Law of Georgia on Higher Education;</p> <p>Skills: ability to make decisions; ability to analyze; the ability to make reasoned conclusions; creativity; Ability to work in a team; communication skills.</p>
Manager of management of school academic processes	Support Staff	<p>Education: higher (bachelor's degree);</p> <p>Experience:-</p> <p>Knowledge: knowledge of office computer programs (including excel, powerpoint) (office software); knowledge of the English language; Knowledge of legal acts: Law of Georgia on Higher Education;</p> <p>Skills: ability to think logically; Making judgments; creativity;</p>

		Ability to work in a team; communication skills.
Head of the University Clinical Office	Support Staff	<p><u>Education:</u> medical education</p> <p><u>Experience:</u> At least 1 year experience teaching/managing clinical/laboratory skills in an educational setting</p> <p><u>Knowledge:</u> Knowledge of laboratory safety rules, knowledge and use of medical equipment, mannequins, simulators, knowledge of clinical teaching and assessment methods</p> <p><u>Skills:</u> Ability to conduct/implement/learn clinical/practical teaching and assessment methods.</p>
Head of the Clinical Teaching Office	Support Staff	<p><u>Education:</u> medical education</p> <p><u>Experience:</u> At least 1 year of clinical teaching/management experience in educational space.</p> <p><u>Knowledge:</u> Knowledge of clinical teaching and assessment methods</p> <p><u>Skills:</u> ability to make decisions, ability to analyze, ability to draw reasoned conclusions, ability to work in a team, ability to communicate. Ability to conduct/implement/learn clinical teaching and assessment methods, ability to learn clinical rotations</p>
Head of the Office of Basic Training Courses	Support Staff	<p><u>Education:</u> higher education (master's degree)</p> <p><u>Experience:</u> at least 1 year of teaching/management experience in educational space.</p> <p><u>Knowledge:</u> knowledge of office computer programs (office software) English language at B 2 level, knowledge of legal acts, law of Georgia on higher education.</p> <p><u>Skills:</u> ability to make decisions, ability to analyze, ability to draw reasoned conclusions, ability to work in a team, ability to communicate. Ability to conduct/implement/learn clinical teaching and assessment methods, ability to teach clinical rotations</p>
Head of Business Lab	Support Staff	<p><u>Education:</u> higher education (at least master's degree)</p> <p><u>Experience:</u> at least 1 year of teaching/management experience</p>

		<p>in educational space.</p> <p>Knowledge: knowledge of office computer programs</p> <p>Skills: ability to make decisions, ability to analyze, ability to draw reasoned conclusions, ability to work in a team, ability to communicate.</p>
Doctor of Logistics and Labor Safety Service	Support Staff	<p>Education: higher (in the field of medicine), specialty certificate</p> <p>Experience: at least 1 year of experience in clinical work;</p> <p>Knowledge: knowledge of office computer programs (office software); knowledge of one foreign language;</p> <p>Skills: ability to make decisions in a critical situation; ability to analyze; Making judgments; communication skills.</p>
Academic staff of the university:		
Professor		<p>Education: PhD academic degree or equivalent scientific degree</p> <p><i>In addition to clinical disciplines in the direction of medicine - a certificate of the relevant specialty;</i></p> <p>Experience: at least 6 years of scientific-pedagogical work experience</p> <p>In addition to clinical disciplines in medicine and dentistry - the last 9 years of clinical experience;</p> <p>Skills: research skills; pedagogical skills; communication skills.</p> <p>Language knowledge at B2 level on foreign language programs</p>
Associate Professor		<p>Education: PhD academic degree or equivalent scientific degree</p> <p><i>In addition to clinical disciplines in the direction of medicine and dentistry - a certificate of the relevant specialty;</i></p> <p>Experience: at least 3 years of scientific-pedagogical work experience</p> <p>In addition to clinical disciplines in medicine and dentistry - the last 5 years of clinical experience;</p> <p>Skills: research skills; pedagogical skills; communication skills.</p> <p>Language knowledge at B2 level on foreign language programs</p>

Assistant Professor	<p>Education: PhD academic degree or equivalent scientific degree</p> <p><i>In addition to clinical disciplines in the direction of medicine and dentistry - a certificate of the relevant specialty;</i></p> <p>Experience: at least 3 years of scientific-pedagogical work experience</p> <p>In addition to clinical disciplines in medicine and dentistry - the last 3 years of clinical experience;</p> <p>Skills: research skills; pedagogical skills; communication skills.</p> <p>Language knowledge at B2 level on foreign language programs</p>
Assistant	<p>Education: Doctoral student</p> <p>Clinical Disciplines in Medicine and Dentistry - Doctoral Candidate in Clinical Disciplines</p> <p>Skills: research skills; pedagogical skills; communication skills.</p> <p>Language knowledge at B2 level on foreign language programs</p>
Academic staff (elected on a professional basis)	<p>Education: Higher</p> <p><i>Experience: qualification can be confirmed by professional experience, special training and/or publications (a person is considered to have the appropriate qualification who has the necessary competence to produce the learning outcomes provided by the program);</i></p> <p>Skills: research and/or teaching skills; communication skills.</p> <p>Language knowledge at B2 level on foreign language programs</p>
Scientific staff:	
Main Scientific Officer	<p>Education: Doctors' academic degree or equivalent scientific degree</p> <p>Experience: at least 6 years of scientific-research work experience;</p> <p>Skills: research skills; communication skills.</p>
Senior Scientific Officer	<p>Education: Doctors academic degree or equivalent scientific degree</p> <p>Experience: Scientific research work experience (proved by having at least 3 publications in leading local/international journals)</p> <p>Skills: research skills; communication skills.</p>

Scientific employee	<p>Education: Master's degree or equivalent academic degree</p> <p>Experience: Scientific research work experience (proved by having at least 1 publication in a leading local/international journal)</p> <p>Skills: research skills; communication skills.</p>
Invited Staff	<p>Education and/or experience: higher (academic/scientific degree - relevant to teaching level) and/or at least 3-year professional (pedagogical and/or practical) experience and/or special training and/or publications;</p> <p><i>In addition to clinical disciplines in the direction of medicine - a certificate of the relevant specialty and at least 3 years of clinical experience;</i></p> <p>Skills: research/pedagogical/practical skills; communication skills.</p>
<i>Program leader/co-leader</i>	<p>Education:</p> <p>Doctor's or equivalent academic degree or qualified staff with professional qualifications;</p> <p>Experience: at least 3 years of experience in the field of education, including participation in the development of an educational program;</p> <p>Skills: research skills; pedagogical skills; communication skills.</p> <p>knowledge of a foreign language at the B2 level (in accordance with the language of teaching of the program);</p>
<i>Note</i>	<p><i>During the selection process for administrative and support personnel, representation in conjunction with relevant structural units will be carried out with the corresponding rights and responsibilities defined for a specific position.</i></p>