

“Approved “

Director, Irene Shotadze

**Petre Shotadze Tbilisi Medical Academy
Staff Vacancy Management**

The document is drafted by the Human Resources Manager.

The document is agreed with the Head of Quality Assurance Department, Dean of the School of Medicine and Head of Legal Department.

The initial version of the document:

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	Director	Order N 76	07.03.2018

Changes made

N	Decision-making authority	Number of Report/Order	Date	Article	Content
	Director	Order #238	10.08.2018	2.5; 4.1.4; 5.6.8; 5.8.3; 4.1.7; 5.2.1.7; 5.2.2.4; 5.2.4.2; 5.2.5.8; 5.2.5.9; 5.2.9; 5.4.1; 5.4.6.2; 5.4.6.3; 5.5.4; 5.6.1; 5.6.2; 6.2; 6.2.5; 6.5.1;	Amended
				5.2.1.8; 5.2.1.9; 5.2.2.5; 5.2.2.6; 5.2.3.3; 5.2.3.4; 6.2.7;	Added
				5.2.9.1; 5.2.9.2; 5.4.3; 5.8.6.2; 5.6.8;	Removed
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1. Scope of Regulation

1.1. The Staff Vacancy Management Procedure of Petre Shotadze Tbilisi Medical Academy (TMA) regulates the rules and procedure of recruitment of the administrative, support, academic and invited staff of the TMA and related thereto other issues.

2. General Rules

2.1. This document is regulated by the Regulations of Petre Shotadze Tbilisi Medical Academy, the Law of Georgia on Higher Education and Labor Code of Georgia.

2.2. The TMA staff comprises of the administrative, support, academic and invited staff.

2.3. The administrative staff comprises of Professors, Associate Professors, Assistant-Professors and Assistants.

2.4. One of the key preconditions of human resources efficient management is the recruitment process planned and organized on the basis of well-designed mechanisms, which process is conducted in the following formats:

- Internal selection - to fill vacancies the staff is selected from amongst the current staff of the TMA.
- External selection - to fill vacancies the staff is selected on the basis of open competition

2.5. During recruitment of administrative staff, members of electing group are represented by: Rector/Director, Human Resource Manager and applicant's potential immediate supervisor.

3. Definition of a New Vacancy

3.1. The need for a new staff member may arise either after the resignation of a current staff member and/or occurrence of the necessity for an additional staff member to be available for due and timely performance of work.

3.2. A request for adding a new staff member to support staff may be put forward by the Head of a Department through the electronic system, which request is then approved by the Director and the assignment to fulfill the request is sent to the Manager of Human Resources Department for the latter to search for a suitable staff member.

3.3. A competition for an academic position may be announced when there are vacancies at the TMA, also after the expiry of the deadline of previous competition. The necessity of announcement of a competition for an academic position is determined by the Dean of the School on the basis of an application of the Head(s) of the Study Department(s) or without it and a proposal is submitted to the Rector on announcement of a competition through the electronic system, on the basis of which proposal the Rector issues an order specifying the number of vacancies, positions, timelines, composition of the Competition Commission and the documents that are to be submitted. Following that the process is passed on to Human Resources Department for further administration thereof, before the start of the document review by the Competition Commission.

3.4. The need for announcement of a competition for the selection of invited staff is defined by the Dean of the School on the basis of an application of the Head(s) of the Study Department(s) or without it and, at least, one semester prior proposal is submitted via electronic system to Human Resources Department after its agreement with the Rector. The need for a new teacher may be conditioned by the increase of the number of students, resignation of the current staff member or creation of staff standby base.

4. Management of the Administrative and Support Staff

4.1. Administrative and Support Staff

- 4.1.1. Once the request is entered into the electronic system the process is conducted according to Paragraph 2.4.
- 4.1.2. Recruitment of internal staff members: With a view to maintenance of highly qualified human resources and promotion of sustainable development of their careers, the vacancies within the TMA are filled through internal selection procedure. The process of internal selection fails when the Group for Selection of Applicants (see Paragraph 2.5) finds that the applicants do not adequately meet the requirements. In this case the process will be continued in accordance with Paragraph 4.1.3.
- 4.1.3. Recruitment of external staff members/open competition: In the case of recruitment of external staff members the vacancies are published on the web page (www.jobs.ge) during a certain period of time, after the expiry of which period the process of initial selection of application commences.
- 4.1.4. Review of applications: following primary review, shortlisted applicants are invited to an interview;
- 4.1.5. Interview: Based on the opinion of immediate supervisor the applicant is or in not invited to an interview, on the basis of which interview a decision is made about his/her recruitment. The interview is conducted by the Group for Selection of Applicants (see Paragraph 2.5).
- 4.1.6. Probation period: Selection of an applicant either through internal recruitment or open competition procedure does not guarantee that selected person will be able to perform duties delegated thereto appropriately or with due diligence. The applicants selected through an open competition procedure will be appointed for a two-month probation period. After successful or unsuccessful expiry of the probation period, the determinant criterion will be the evaluation of the quality of work performance. A staff member selected through internal recruitment procedure will be given a two-month adaptation period. If an applicant fails to meet or partially meets the required criteria, the evaluation of his/her immediate supervisor, describing the skills and potential of the applicant, may become ground for the appointment of the applicant to the position concerned. During this period, the employee has an opportunity to adapt to the new working environment and be involved in the working process effectively. The probation/adaptation period ends up with recruitment/non-recruitment of the applicant. Appointment to the probation period is carried out according to Labor Code of Georgia.
- 4.1.7. Appointment to a position: initially candidate is appointed to a position for a trial period, after successful completion of which, candidate is designated for definite or indefinite term. In case, if an applicant meets part of the requirements, by the end of each month he/she should submit a performance report to the immediate supervisor, describing implemented work and activities.

5. Management of the Academic and Invited Staff

5.1. Academic Staff

5.1.1 A request for academic staff is registered in accordance with Paragraph 3.3.

5.2 Requirements towards Applicants for Academic Positions

- 5.2.1 Any person with PhD or equalized thereto academic degree, who has at least 6 (six) years standing working experience in scientific-pedagogical field can be elected to the position of a Professor. An applicant for the position of a Professor is required to present the following documents:
- 5.2.1.1 Copies of the diplomas, certifying received education;
 - 5.2.1.2 Document(s) certifying teaching experience;
 - 5.2.1.3 Motivation letter for holding the position (maximum 2 pages);
 - 5.2.1.4 One scholarly work which, in applicant's opinion, best demonstrates his/her research skills;
 - 5.2.1.5 Concept of teaching the discipline (maximum 2 pages);
 - 5.2.1.6 Syllabus(es) (it is desirable for the structure and the contents thereof to be presented in the format, approved by the TMA);
 - 5.2.1.7 List of scholarly works, published for the past 5 years;
 - 5.2.1.8 In order to be elected at the clinical department, candidate must possess a certificate within corresponding clinical discipline and relevant clinical experience throughout recent 9 years;
 - 5.2.1.9 In case if a candidate is recruited to implement English-taught educational programme, it is mandatory to demonstrate language fluency at the professional level, confirmed by corresponding certificate and/or at least 2 years' experience of teaching in English.
- 5.2.2 Any person with PhD or equalized thereto academic degree, who has at least 3 (three) years standing working experience in scientific-pedagogical field can be elected to the position of an Associate Professor. An applicant for the position of an Associate Professor is required to present the following documents:
- 5.2.2.1 Copies of the diplomas, certifying received education;
 - 5.2.2.2 Document(s) certifying teaching experience;
 - 5.2.2.3 Syllabus(es) (it is desirable for the structure and the contents thereof to be presented in the format, approved by the TMA);
 - 5.2.2.4 List of scholarly works, published for the past 5 years;
 - 5.2.2.5 In order to be elected at the clinical department, candidate must possess a certificate within corresponding clinical discipline and relevant clinical experience throughout recent 5 years
 - 5.2.2.6 In case if a candidate is recruited to implement English-taught educational programme, it is mandatory to demonstrate language fluency at the professional level, confirmed by corresponding certificate and/or at least 2 years' experience of teaching in English;
- 5.2.3 Any person with PhD or equalized thereto academic degree can be elected to the position of an Assistant Professor. An applicant for the position of an Assistant Professor is required to present the following documents:
- 5.2.3.1 Copies of the diplomas, certifying received education;
 - 5.2.3.2 Syllabus(es) (it is desirable for the structure and the contents thereof to be presented in the format, approved by the TMA);
 - 5.2.3.3 In order to be elected at the clinical department, candidate must possess a certificate within

- corresponding clinical discipline and relevant clinical experience throughout recent 5 years
- 5.2.3.4 In case if a candidate is recruited to implement English-taught educational programme, it is mandatory to demonstrate language fluency at the professional level, confirmed by corresponding certificate and/or at least 2 years' experience of teaching in English.
- 5.2.4 A doctoral student can be appointed to the Assistant's position following submission of following documents:
- 5.2.4.1 Copy/copies of higher educational Diplomas, obtained by the candidate;
- 5.2.4.2 Certificate of doctoral studies, confirming candidate's status as doctoral student, while in case of election at the clinical department, confirmation of doctoral studies towards clinical discipline. clinical discipline
- 5.2.4.3 Recommendations of the full/associated professor from relevant scientific direction.
- 5.2.5 Every applicant, participating in a competition (irrespective of the academic position sought) is required to present:
- 5.2.5.1 Certificate, confirming participation within grant projects during last 3 years, as well as evidence of programme authorship/co-authorship;
- 5.2.5.2 Originals and/or copies of work, manuals, monographies, submitted for publishing;
- 5.2.5.3 Membership of Academic Council (or other bodies with similar functions), membership of national and international organizations;
- 5.2.5.4 Supervision of doctoral thesis, consulting, peer review;
- 5.2.5.5 Participation within scientific conferences and trainings and possession of relevant certificates (within professional activities)
- 5.2.5.6 Participation within editing team of scientific journal, book/compilation editing (peer review);
- 5.2.5.7 Supervision of student scientific-research work;
- 5.2.5.8 Confirmation of English fluency at professional level and/or certificate of education, received in English, or confirmation of teaching experience in English language.
- 5.2.5.9 Medical certificate within corresponding medical specialty.
- 5.2.6 Applicants, intending participation within frames of competition, must demonstrate (regardless present academic position) following documentation:
- 5.2.6.1 Passport or ID card copy
- 5.2.6.2 2 passport photos (size 3/4)
- 5.2.6.3 CV;
- 5.2.7 An academic position of a Professor and Associate Professor is held for a period of 6 years, and a position of an Assistant Professor and Assistant - for a period of 3 years, however, if so required, a competition for an academic position for a different term can be announced, but the term should not exceed the one, prescribed in this Paragraph.
- 5.2.8 The academic position of a Professor may be held for an indefinite term under the Law of Georgia on Higher Education. The academic staff, elected for an indefinite term are subject to performance appraisal procedure, which is undertaken in accordance with Article 8 of this document.
- 5.2.9 An academic position at TMA may be held on the basis of professional merits, by qualified staff. In this case the qualification of the person concerned may be proved by professional experience, special

training or/and publications. A person has relevant qualification if he/she has competences necessary for the development of learning outcomes, envisaged by the program.

5.3 Procedure of Registration of Applicants

- 5.3.1 The applications for holding an academic position are received only within timelines approved by Rector's order, every day, except for weekends, from 10 a.m. until 16.00 p.m.
- 5.3.2 Upon submission of documents, every applicant fills in an application form and by attaching his/her signature thereto he/she certifies that he/she has familiarized himself/herself with the procedure and terms and conditions of holding a competition for the selection of the academic staff and agrees to them.
- 5.3.3 Documents, certifying observance of the requirements, set for the applicants, should be presented as original document or copies thereof.
- 5.3.4 Applicant is eligible to request a confirmation of successful registration at the competition.;
- 5.3.5 Upon acceptance of the application a person responsible for registration verifies compliance of presented documents with this Procedure and terms and conditions specified in the statement published with regard to holding a competition and registers it. In the case of any deficiency in presented documents, the person responsible for registration sets one-day period for the applicant for to make good the deficiency and at the same time, the applicant is warned about the cancellation of registration in the case of failure to make deficiency good.
- 5.3.6 In the case of detection of any forgery/falsehood in presented documents, the applicant's registration is cancelled unconditionally, with regard to what a report is drawn up and the applicant is notified about the foregoing.

5.4 Competition Commission

- 5.4.1 For holding competitions for academic positions in full compliance with the principles of transparency, equality and fair competition, the TMA operates the Competition Commission, set up by order of the Rector. The composition of the Competition Commission is not permanent and the chairperson and the members of the Commission are defined by Rector's order on a case-by-case basis; the only permanent member of the Commission is the Head of Legal Department who verifies procedural accuracy of the flow of competition. The Competition Commission consists of at least three members.
- 5.4.2 Persons who participate in the competition announced for academic positions cannot be the members of the Competition Commission. A decision made by violation of this manner is void in the part on election of a member of the Commission.
- 5.4.3 Protocol of the meeting is drawn up by the secretary and signed by the Chairman and the secretary.
- 5.4.4 It is admissible for the minutes to be additionally signed by the other members of the Commission.
- 5.4.5 The Competition Commission is authorized:
 - 5.4.5.1 To receive competition applications and supporting documents;
 - 5.4.5.2 To review the documents, presented by each applicant and decide the winner(s) of the competition;
 - 5.4.5.3 Whenever it deems impossible to decide the winner on the basis of submitted documents - to hold additional round to decide final winner(s);
 - 5.4.5.4 To make decision on failure to decide winner from amongst the applicants;
- 5.4.6 The term of office of a member of the Competition Commission is terminated from the date of selection of relevant academic staff for every vacancy announced. Furthermore, the selection of the academic staff

is regarded finished from the date of deciding all the winners by the Commission for all the vacancies and approval of these candidates by the decision/order of the Rector. A competition is considered accomplished in the case of failure to select the academic staff for all the vacancies, expiry of the competition deadline and non-announcement of the competition anew.

5.4.7 The TMA ensures the publicity of the list of newly elected academic staff.

5.4.8 The Competition Commission is accountable to the Rector.

5.5 Process of Holding a Competition

5.5.1 A copy of the order on announcement of a competition, also the documents presented by applicants are circulated to all the members of the Competition Commission.

5.5.2 The Commission is plenipotentiary if the majority of full composition of the Commission is present. Commission decision is made by the majority of votes. In the case of equal division of votes, the vote of the Commission chairperson is decisive.

5.5.3 Commission decision is put on record.

5.5.4 The Commission verifies the compatibility of an applicant with the requirements of the Law of Georgia on Higher Education and this document. A decision is made on the basis of the documents presented by applicants (a trial lecture is delivered in the case of an additional round).

5.5.5 Based on the report of the Competition Commission the Rector issues an order. The results of the competition are published on TMA web page. An employment contract is executed with selected applicants.

5.5.6 An applicant, who disagrees with the outcomes of the competition is entitled to appeal the decision in accordance with the procedure, prescribed by the law of Georgia within, at latest, three business days following the publication of the outcomes of the competition.

5.6 Awarding the Winner Applicant

5.6.1 The Competition Commission reviews the documents of registered applicants within timelines, set by Rector's order with a view to deciding the winner of the competition.

5.6.2 The winner of the competition is the person who best meets the requirements set out in Chapter 5.2 of this document.

5.6.3 If there is more than one applicant with equal competition data for one vacancy an additional round is held. Within the framework of additional round applicants deliver trial lectures, what aims at establishing the compatibility of applicants' professional qualification and skills with the position to be held.

5.6.4 A trial lecture is delivered in the language of instructions of the program/learning course.

5.6.5 After the arrangement of additional round the Competition Commission makes a decision within maximum 1 business days on the basis of secret balloting.

5.6.6 The decision of the Competition Commission is passed on to the Rector for approval.

5.6.7 It is mandatory for additional round to be attended by the experts of the field concerned, who are entitled to ask questions to the applicant(s).

5.6.8 The outcomes of the elections are published on TMA web page.

5.6.9 If no application was filed for any of vacant position or respective vacancies were not filled after holding the competition, the question of announcement of repeated competition is decided by the Rector.

5.6.10 The rector appoints winner applicants to academic positions once the decision is made by the Competition Commission, and based on the complaint filed by an applicant, the Rector is entitled to make an amendment to respective order.

5.7 Procedure for Appealing the Results of the Competition

- 5.7.1 Not later than 3 business days following the publication of the results of the competition, an applicant is entitled to appeal the results with the Rector; no complaints will be received after the expiry of this deadline.
- 5.7.2 In the case of appealing the results of the competition or approaching the Rector by Legal Department about procedural violations the Commission for Appealing Competition Results is set up by order of the Rector (hereinafter the Appeals Commission), which aims at reviewing the decisions made by the Competition Commission and investigation of the violations.
- 5.7.3 If the Appeals Commission finds, that the competition was held in violation of the principles of holding a competition - transparency, equality and fair competition - it is authorized to change the decision of the Competition Commission by the majority of votes.
- 5.7.4 If a decision is appealed on the ground of violation of the principle of equality and fair competition, the Appeals Commission is staffed with the experts of the direction/field (who can be invited from the other higher education institution or scientific-research institute).
- 5.7.5 A decision of the Appeals Commission is recorded in relevant report and is submitted to the Rector for approval.
- 5.7.6 The Appeals Commission makes a decision within maximum 5 business days after being served the order of the Rector.
- 5.7.7 The Rector issues a relevant order on the basis of the decision of the Appeals Commission, which is the final one and is not subject to appeal within the TMA.

5.8 Staff Performance Appraisal Procedure

- 5.8.1 Appraisal of the academic staff, elected for an indefinite term is conducted in every five years.
- 5.8.2 Appraisal aims at defining the compatibility of staff qualification with the positions held thereby.
- 5.8.3 Decree regarding establishing Attestation Committee as well as appointment of the members is exercised by the Rector of TMA.
- 5.8.4 A session of the Appraisal Commission is regarded plenipotentiary if more than half of the members of the Appraisal Commission are present. A decision of the Appraisal Commission is regarded adopted if more than half of the members, attending the session, vote for it.
- 5.8.5 For appraisal purposes a Professor is supposed to meet the following criteria: subject syllabus, scholarly works - for the past 5 years; scientific scholarships and grants - for the past 5 years; participation in scientific conferences/seminars - for the past 5 years.
- 5.8.6 Based on the outcomes of staff performance appraisal the Appraisal Commission delivers one of the following opinions, on the basis of which opinion the staff keeps or fails to keep the position held:
- 5.8.6.1 The staff member is compatible with the position held;
- 5.8.6.2 The staff member is partially compatible with the position held (requires enhanced training);
- 5.8.7 In case, if a decision is made in accordance to Paragraph 5.8.6.2, termination of contract with the professor is carried out in accordance to the regulations, determined by Acting Legislation of Georgia.

6. Management of Invited Teacher Vacancy

- 6.1. The TMA is entitled to invite an expert having the necessary qualification for the development of learning outcomes or/and participation or/leading the scientific-research activities, without holding an academic position.
- 6.2. An invited teacher can be a person who has at least Master's or equalized thereto academic degree and has the knowledge of the foreign language of necessary level, if it is so required. Also, it is desirable for the applicant to have teaching experience. In case, if study course should be implemented in English, candidate must demonstrate clinical working experience during last 5 years. Respectively an applicant is supposed to present:
 - 6.2.1. Copy of diploma, certifying received education;
 - 6.2.2. Curriculum Vitae (CV);
 - 6.2.3. Copy of the passport or ID card;
 - 6.2.4. Two photos, 3X4sm;
 - 6.2.5. In the case of filing an application for an English-language educational program, an applicant is additionally required to have B2 level (Common European Framework of Reference for Languages) knowledge of the English language, proved by an international certificate or a document certifying education received in the English language or experience in teaching in the English language.It is also desirable for an applicant to present:
 - 6.2.6. A document, certifying his/her teaching experience;
 - 6.2.7. Medical certificate within relevant clinical discipline (in case of implementing clinical study course).
- 6.3. The need for announcement of a competition for the selection of invited staff is established in accordance with Paragraph 3.4 of this document.
- 6.4. Human Resources Department searches for the applicants through any of the following procedures:
 - 6.4.1. Making an offer to a trainee, on the basis of a recommendation of trainee curator;
 - 6.4.2. Personal recommendation, or
 - 6.4.3. The vacancy is announced publicly for a certain period, after the expiry of which period Human Resources Department makes the short list of selected applicants;
- 6.5. Selected applicants are further assessed through interviews with the Dean of the School, Head of Quality Assurance Department, Deputy Rector for Educational Programs Development and the Head of the respective Study Department in the language of instructions of the learning course.
 - 6.5.1. The applicants approved as a result of interview pass to the next stage, which includes the delivery of a trial lecture in the language of instructions of the learning course. The trial lecture is attended by the Dean of the School, Head of Quality Assurance Department, Deputy Rector for Educational Programs Development, the staff implementing the respective learning course and students of the respective educational program. The trial lecture is evaluated according to the benchmarks set out in the respective Form (see Appendix N1). The outcomes of the interviews with the applicants are recorded in the report.
 - 6.5.2. If the announced vacancy implies the involvement in the implementation of an English-language educational program and the applicant approved after the interview fails to present any of the documents, certifying the knowledge of the language concerned, the trial lecture, delivered

by the applicant concerned is also attended by the expert of the English language, who will, in his/her turn, check the language knowledge competence.

6.5.3. The head of the respective study department is entitled to additionally request for the applicant to pass a test-examination to prove the relevant competence in specific subject;

6.6. In the case of absence of a document certifying teaching experience, the applicant is required to go through probation procedure, employed by the TMA on request of Quality Assurance Department, which process includes the following phases:

6.6.1. With a view to mastering teaching methodology a trainee is required to attend the lectures, delivered by the teacher implementing relevant learning course for a certain period, participate in holding group sessions and composing the examination questions. This period is set individually (1 month to 1 semester) and depends on the outcomes of trial lecture delivered by the applicant.

6.6.2. After the expiry of this period the Head of the Study Department drafts a written application in the name of the Head of Quality Assurance Department describing the work accomplished by the trainee and relevant recommendations. If the recommendation is positive, the trainee is entitled to get involved in the study process in the capacity of invited staff member against execution of relevant employment contract.

6.6.3. During the first semester of teaching the staff implementing learning course and the representatives of Quality Assurance Department are required to attend several times the workshops held by invited staff members admitted through probation procedure, to thoroughly study examination questions composed thereby and develop relevant recommendations.

7. Mandatory documents for administrative personnel:

7.1. Following documents are placed in the personal file of administrative staff member:

- 7.1.1 CV in English and Georgian languages;
- 7.1.2 Copy of identification document;
- 7.1.3 Copy/ies of higher education certificates and diplomas
- 7.1.4 Certificates, (if available)

8. Assignment to Emeritus rank

8.1. In accordance to the Rectors's decree, Emeritus rank may be awarded to an academic staff member above age 65 (sixty five)

9. Final provisions:

- 9.1. The present document is approved by the Director;
- 9.2. This document shall enter into force upon approval;
- 9.3. Changes and amendments to the staff vacancy management are adopted in accordance with the acceptance procedure;
- 9.4. This document is abolished if the new staff vacancy management document is approved.