

Approved by Minutes N140 of the Rector's Council of 2023

Management of Vacant Positions for the Personnel at Petre Shotadze Tbilisi Medical Academy

Table of Contents:

Article 1. Scope	3
Article 2. General Provisions	3
Article 3. Identifying needs for new vacancies.....	3
Article 4. Management of Vacancies for Administrative and Ancillary Personnel.....	4
Article 5. Management of Vacancy for Academic Personnel	4
Article 6. Procedure for Attestation of the Academic Personnel	8
Article 7. Management of Vacancies for Invited Personnel	9
Article 8. Awarding Title of Emeritus Professor	10
Article 9. Granting Honorary Doctorate.....	10
Article 10. Final Provisions.....	10

Article 1. Scope

The Document for Management of Vacant Positions for the Personnel at Petre Shotadze Tbilisi Medical Academy (TMA) regulates the procedure for recruiting administrative, ancillary, academic, and invited personnel at TMA and other issues related to them.

Article 2. General Provisions

- 2.1 The current Document was developed under the legislation of Georgia and TMA regulations.
- 2.2 TMA staff includes administrative, ancillary, academic, and invited personnel;
- 2.3 One of the most important preconditions for effective management of human resources is a proper planning of the recruitment process that is carried out in the manner as follows:
 - 2.3.1 Determining the need for the vacancy;
 - 2.3.2 Candidate selection (through internal or external recruitment):
 - 2.3.2.1 Internal recruitment _ selection of human resources for vacant positions from among the staff and/or graduates of TMA;
 - 2.3.2.2 External recruitment _ selection of human resources for vacant positions on the basis of an open competition.

Article 3. Identifying needs for new vacancies

- 3.1 The following may prove the basis for a need for a new vacant position:
 - a) an employee's decision to leave a job, their dismissal, death, and/or the necessity for additional human resources at the same position due to the increased job volume;
 - b) The existence of a new position.
- 3.2 If the necessity for recruiting a new employee emerges, the office head shall submit written arguments through an electronic system to the rector and if a new position is created, they shall submit a detailed job description. If necessary, the rector shall issue an order announcing a competition to fill a vacant position, and the head of the Human Resources Office shall be informed to find the corresponding human resource afterward.
- 3.3 To fill an academic position, a competition may be announced if vacant positions determined by the TMA academic personnel planning methodology exist, or if a vacancy proves available following an expiry of the time period for holding an academic position. The dean of the corresponding school determines the need for announcing a competition for selecting the academic personnel and submits a proposal about announcing a competition to the rector together with specific academic positions and their numbers based on which the rector issues an order on the number of positions to be filled through competition, positions, time frames and the composition of the competition commission. Following this, the Human Resources Management Department starts handling the process before the documents are reviewed by the competition commission.
- 3.4 In planning each subsequent semester, the dean shall determine the necessity for involving invited personnel in the learning process in consideration of the number of students or groups at study courses, an hourly workload, the existing academic personnel's maximum acceptable work time, and with a view to creating a reserve staff directory.

Article 4. Management of Vacancies for Administrative and Ancillary Personnel

4.1 Administrative and ancillary personnel:

- 4.1.1 After the request enters the electronic system, the process is carried out in accordance with the procedure as follows:
- 4.1.2 Internal recruitment: In order to retain qualified human resources and foster their career development, vacant positions at TMA are filled through an internal selection process. An internal selection process may be deemed unsuccessful if the recruitment team determines that candidates fail to meet existing requirements. In this case, the process shall continue in accordance with paragraph 4.1.3.
- 4.1.3 External recruitment/open competition: External recruitment involves the publication of a vacant position at different vacancy management online platforms and social networks during the predetermined time period after which the process of preliminary shortlisting of CVs begins.
- 4.1.4 Review of applications: After preliminary shortlisting, job interviews are scheduled for the selected candidates.
- 4.1.5 Job interview: According to interview results, a decision on whether or not to hire a candidate is made. The recruitment team holds an interview. (See paragraphs 4.1.9).
- 4.1.6 Testing: For some positions, preemployment testing may be scheduled if necessary.
- 4.1.7 Probation period: A 3–6-month probation period is scheduled for candidates selected through an open competition. The evaluation results of the quality of a job performed shall serve as a criterion determining the successful or unsuccessful completion of a probation period. In the course of a probation period, an employee is enabled to adapt to the work process and get involved in it effectively (see the document called Adaptation of New Employees to Work Environment and Tools for their Effective Involvement in Work Process). After the expiry of a probation period, an employee takes the post or is refused it. An employee is hired on probation in accordance with the procedure determined by the Labor Code of Georgia.
- 4.1.8 Appointment to position: After the successful completion of a probation period, the applicant is appointed to a position for the period of time provided for in the agreement.
- 4.1.9 In dealing with administrative personnel, the recruitment team is comprised of the following members: The head of the Human Resources Office, vice-rector in the field of institutional development, a potential immediate supervisor of the applicant, and the rector if necessary;

4.2 Documents to be submitted by the administrative personnel for educational records are as follows:

- 4.2.1 CVs in the Georgian and English languages.
- 4.2.2 A copy of an identity card;
- 4.2.3 A copy or copies of the university diploma;
- 4.2.4 Certificates related to the position if any;
- 4.2.5 The Certificate of Conviction.

Article 5. Management of Vacancy for Academic Personnel

5.1 Academic Personnel:

- 5.1.1 The academic personnel involve a professor, an associate professor, an assistant professor, and an assistant;
- 5.1.2 The demand for academic personnel is determined in accordance with paragraph 3.3.

5.2 The requirements for seekers of academic positions are as follows:

- 5.2.1 Only doctoral or equivalent academic degree holders, with at least six years of scholarly and teaching work experience may be elected for professor positions. Seekers of the professor positions shall submit the documents as follows:

- 5.2.1.1 Copies of diplomas;
- 5.2.1.2 Documents proving teaching experience;
- 5.2.1.3 A syllabus or syllabi (their structure and content are recommended to be submitted in the format approved by TMA);
- 5.2.1.4 The list of scholarly papers published for the last five years;
- 5.2.1.5 If a candidate is selected in the clinical department, they shall have the corresponding doctor's certificate and medical work experience for the last nine years;
- 5.2.2 Only doctoral or equivalent academic degree holders with at least three years of scholarly and teaching work experience may be elected for associate professor positions. Seekers of the associate professor position shall submit the documents as follows:
 - 5.2.2.1 Copies of diplomas;
 - 5.2.2.2 Documents proving teaching experience;
 - 5.2.2.3 A syllabus or syllabi (their structure and content are recommended to be submitted in the TMA approved format);
 - 5.2.2.4 The list of scholarly papers published for the last five years.
 - 5.2.2.5 If a candidate is selected in the clinical department, they shall have the corresponding doctor's certificate in the relevant specialty and clinical work experience for the last five years.
- 5.2.3 A person who has a Ph.D. or an equivalent academic degree may be appointed for the assistant professor position. Seekers of assistant professor positions shall submit the documents as follows:
 - 5.2.3.1 Copies of diplomas;
 - 5.2.3.2 A syllabus or syllabi (their structure and content are recommended to be submitted in the format approved by TMA);
 - 5.2.3.3 If a candidate is selected in the clinical department, they shall have the corresponding national certificate in the relevant field and clinical work experience for the last three years;
- 5.2.4 A doctoral student may be appointed to the assistant position. Seekers of assistant positions shall submit the documents as follows:
 - 5.2.4.1 Copies of diploma/s;
 - 5.2.4.2 A Doctoral Student Certificate.;
 - 5.2.4.3 A recommendation letter from one professor or associate professor in the corresponding scientific field of study;
- 5.2.5 All candidates with a desire to get involved in the competition shall submit the mandatory documents as follows:
 - 5.2.5.1 CVs in the Georgian and English languages;
 - 5.2.5.2 Copies of passports or identity cards;
 - 5.2.5.3 The Certificate of Conviction;
 - 5.2.5.4 In carrying out an English language programme, knowledge of English at a professional level is mandatory, and this shall be proved by one of the following:
 - Having at least 3 (three) years of experience of teaching an English-language programme;
 - Performing medical practice at a foreign clinic in English for at least a year;
 - Performing study/research activities in the English language at a foreign language institution in the field of biomedicine for at least a year;
 - Completing an undergraduate or postgraduate English language programme;
 - Holding at least B2 level English Language Certificate (IELTS, TOEFL, Cambridge English, UNICert and others).

- 5.2.6 It is recommended that all candidates with a desire to get involved in the competition submit the documents as follows:
- 5.2.6.1 The Certificate of Participation in Grant Projects for the last three years and the Certificate of Authorship/Co-Authorship of programmes;
 - 5.2.6.2 Scholarly papers, textbooks or monographs accepted for publication or their copies;
 - 5.2.6.3 A proof of serving as a doctoral thesis supervisor, a consultant or a reviewer;
 - 5.2.6.4 A proof of participation in scientific conferences and training courses and holding professional activity certificates;
 - 5.2.6.5 A proof of membership of an editorial board or performing a role of an editor/reviewer of a book or collection of works;
- 5.2.7 Professor and associate professor academic positions are held for 6 (six) years, while assistant professor and assistant positions for 3 (three) years.
- 5.2.8 Professor positions may be permanent as provided by the Law of Georgia on Higher Education. Academic personnel with permanent positions shall be subject to the performance evaluation in accordance with Article 6 of the current document;
- 5.2.9 TMA may accept a professionally qualified candidate an academic degree to the academic position without. In this case, the person's qualification may be proved by professional experience. A compulsory duration of practical work experience is as follows: At least 3 (three) years of experience for assistant professors, 6 (five) years of experience for associate professors and 9 (nine) years of experience for professors, provided they have undergone special trainings and have published some papers. A person with the necessary competencies to produce the desired learning outcomes envisaged in the programme is considered to have the corresponding qualifications.
- 5.3 Candidate Registration Procedure:
- 5.3.1 Applications for academic positions shall be received within time limits approved by the rector every day (except for the weekend) from 11:00 to 16:00 or sends documents to the e-mail address specified in the vacancy;
 - 5.3.2 All applicants shall fill in the application form by signing of which they confirm that they are aware of the competition procedure and conditions for selecting the academic personnel and agree with them;
 - 5.3.3 Documents proving the qualifications and terms required from the candidates shall be submitted as original documents or their copies.
 - 5.3.4 The contestant may request a certificate of registration for the job competition;
 - 5.3.5 In receiving applications, the responsible person handling the registration process shall ensure that the presented documents are in line with the current procedure and the requirements and conditions of the announced competition and registers them. If a shortcoming is detected in the submitted documents, the person authorized to handle the registration process shall give a contestant a day to eliminate the shortcoming and shall warn them that in the event of a failure to eradicate it within the determined period of time, the registration would be canceled.
 - 5.3.6 In case of identifying elements of forgery in the documents, registration shall be canceled unconditionally, a relevant report shall be drawn up about the fact and the contestant shall be notified of this. Moreover, in this case, the applicant shall be restricted in his/her rights to participate in the next competitions.
- 5.4 Competition Commission:
- 5.4.1 For the purposes of conducting a competition for academic positions and in accordance with the principles of transparency, equality, and fair competition, the Competition Commission shall be

created following the Order of the Rector. The composition of the Competition Commission may be changed under the order by the rector specifying in each case the chairperson, secretary, and members of the Competition Commission; the number of the members of the Competition Commission shall be at least three. The Competition Commission shall have at least one invited member from another university or scientific research institution. The only permanent member of the Competition Commission is the head of the Legal Office who shall check the correct procedure is maintained during the competition.

- 5.4.2 Persons participating in the competition for academic positions may not be members of the Competition Commission. Any decision made in violation of the mentioned exclusion shall be void only in terms of the election of the member of the commission.
- 5.4.3 The secretary shall draw up session minutes, which shall be signed by the chairperson and secretary of the Commission.
- 5.4.4 Other members of the Commission may also sign the minutes.
- 5.4.5 The Competition Commission shall be authorized to:
 - 5.4.5.1 receive competition applications and attached documents from the representatives of the Human Resources Office;
 - 5.4.5.2 Review documents submitted by each candidate, hold interviews and determine a winner or winners in the competition. The Competition Commission may ex officio set other conditions to determine a winner in the competition.
 - 5.4.5.3 conduct an additional round of interviews in case the winner cannot be determined after the study of documents and holding the interviews, so the final winner can be identified.
 - 5.4.5.4 make a decision that no winner was identified in the competition.
- 5.4.6 The powers of the Competition Commission shall be seized after all the announced vacant academic positions have been filled. Moreover, the selection of the academic personnel shall be considered completed after the Competition Commission has identified the winners for all vacant positions and the candidates are approved for the corresponding positions by the decision (order) of the rector.
- 5.4.7 TMA shall make public the list of the selected academic personnel.
- 5.4.8 The Competition Commission shall be accountable before the rector.
- 5.4.9 The Competition Commission shall check the candidate meets the requirements of the Law of Georgia on Higher Education and the current Document. The Commission shall make the decision following the review of the documents submitted by the candidate and the interview (the demonstration lecture shall take place if an additional round is needed).
- 5.4.10 The rector shall issue an order based on the minutes of the Competition Commission. The competition results shall be published on the web page of TMA. Labor agreements shall be concluded with the selected candidates.
- 5.4.11 If a contestant is dissatisfied with the results, they may appeal the decision in accordance with the procedure determined by the legislation of Georgia within 3 (three) working days after the results are published.

5.5 Identifying the winning candidate:

- 5.5.1 The Competition Commission shall review the documents of contestants and hold interviews with them to identify the winners within the time limits determined by the order of the rector.
- 5.5.2 The winner in the completion shall be the person who to the best extent meets the requirements provided for in paragraph 5.2 of the current document and successfully passes the interview.
- 5.5.3 In the event of equal results achieved by the contestants for the same vacant position, an additional round shall be conducted. In the event of the additional round, the candidate shall hold a demonstration lecture aiming at proving his/her professional skills and qualifications match the

position to be occupied.

- 5.5.4 The demonstration lecture shall be held in the instruction language of the programme or study course.
 - 5.5.5 After the Competition Commission holds the additional round, the decision shall be made in a maximum of 1 (one) working day following the secret ballot.
 - 5.5.6 The decision by the Competition Commission shall be submitted to the rector for approval.
 - 5.5.7 Along with the members of the Competition Commission, the additional round shall be attended by professionals of the specific field who may pose questions to the contestant(s).
 - 5.5.8 In case no applications are submitted for a vacant position, or the corresponding vacancies are not filled following the competition, the rector shall decide the issue announcing a repeat competition.
 - 5.5.9 The rector shall approve winning candidates for the corresponding academic positions following the decision by the Competition Commission. Further, the rector may amend the relevant order based on the complaint/appeal lodged by the candidate.
- 5.6 The procedure for appealing the results of the competition:
- 5.6.1 Within a maximum of 3 (three) working days after the announcement of the competition results, aggrieved contestants may appeal the competition results by filing an appeal addressed to the rector; no appeals may be accepted after expiration of the above term.
 - 5.6.2 Where such an appeal is lodged or where the Legal Office approaches the rector indicating some procedural violations during the competition, the rector shall set up the Competition Results Appeal Commission (hereinafter the Commission of Appeals) by issuing a relevant order aiming at reviewing the decision by the Competition Commission and hearing the violations where applicable;
 - 5.6.3 If the Commission of Appeals decides that the competition was conducted in violation of the principles of transparency, equality, and fair competition, it is authorized to change the decision of the Competition Commission by the majority of votes;
 - 5.6.4 Where the lodged appeal refers to violations of the principles of equality and fair competition, the Commission of Appeals shall be staffed by professionals of the discipline/field (who may be invited from other higher education or scientific and research institutions);
 - 5.6.5 The decision by the Commission of Appeals shall be entered in the corresponding minutes and submitted to the rector for approval;
 - 5.6.6 The Commission of Appeals shall make a decision in a maximum of 5 (five) working days after the order of the rector has been adopted.
 - 5.6.7 Based on the decision by the Commission of Appeals, the rector shall issue the corresponding order which shall be final and may not be appealed within TMA.

Article 6. Procedure for Attestation of the Academic Personnel

- 6.1 Attestation of the academic personnel shall be done once every 5 (five) years.
- 6.2 The purpose of attestation is to ascertain whether the qualifications of the staff are adequate for the occupied position.
- 6.3 The rector of TMA shall issue an order setting up the Attestation Commission and nominating its members;
- 6.4 The Performance Evaluation Commission shall be deemed quorate if attended by more than half of its members. Decisions of the Attestation Commission shall be adopted by the majority of the votes.
- 6.5 In order to be deemed qualified under attestation, professors must meet the following criteria: Producing an updated syllabus of the study course, a research concept paper, and scientific papers published during the last five years. Following the request by the commission, an interview may be held with the person, or he/she may be asked to deliver a demonstration lecture;
- 6.6 According to the results of the attestation, the commission shall make one of the following conclusions:

- 6.6.1 The staff member is a good fit for the academic role;
- 6.6.2 A staff member is not a good fit for the academic role.
- 6.7 Where the decision envisaged in subparagraph 6.6.2 is made, labor relations with the professor shall be terminated in accordance with the procedure determined by the legislation of Georgia.

Article 7. Management of Vacancies for Invited Personnel

- 7.1 With a view to achieving the learning outcomes and leading the study process, TMA may invite a professional with the necessary competencies but not offer him/her an academic position.
- 7.2 Such an invited teacher shall hold a master's or equivalent degree. Further, it would be desirable if the candidate had some teaching experience. Moreover, where the candidate has to lead a clinical study course, he/she must have experience in clinical work for the last 3 (three) years. The candidate shall submit the documents as follows:
 - 7.2.1 CVs in the Georgian and English languages;
 - 7.2.2 Copies of passports or identity cards;
 - 7.2.3 A copy of the university diploma;
 - 7.2.4 If the application is submitted for an educational programme instructed in the English language, the candidate must master English at a professional level which shall be confirmed by one of the following:
 - Having at least three years of experience in teaching a programme instructed in the English language;
Performing medical practice in English for at least a year in the clinic of a foreign country;
 - Performing study and research activities in the English language at an institution abroad in the field of biomedicine for at least a year;
 - Completing an undergraduate or postgraduate programme instructed in the English language;
 - Holding at least B2 level English Language Certificate (IELTS, TOEFL, Cambridge English, UNICert, and others).
 - 7.2.5 A certificate proving the teaching experience (where available);
 - 7.2.6 The national certificate in the corresponding field (if the candidate takes charge of a clinical study course).
- 7.3 The need for announcing a competition for selecting the invited personnel shall be determined in accordance with subparagraph 3.4 of the current Document.
 - 7.3.1 The procedures for selecting the invited personnel are as follows:
 - 7.3.1.1 The dean of the school shall approach the rector to announce the competition for the position of invited lecturers; following the order of the rector, the Office for Human Resources shall initiate the procedures to announce the job competition. The vacancy shall be announced publicly within the predetermined time limit after the expiry of which the Office of Human Resources shall make the preliminary shortlist of candidates and present them to the dean of the school;
 - 7.3.1.2 Invitation of the personnel to take vacant positions may be based on the individual applications of those wishing to be involved in the teaching process, further, following the recommendations of the administrative personnel of TMA and also after studying human resources at the affiliated clinics. In this case, the leader of the academic courses modernization team shall make a preliminary shortlist of the candidates and agree them with the commission members (see the composition of the commission in subparagraph 7.3.1.6);
 - 7.3.1.3 Following the results of demonstration lectures and interviews, the commission shall make decisions to hire the candidates for the positions of invited lecturers both on the basis of the announced competition and also for the instances provided for in subparagraph 7.3.1.2.

- 7.3.1.4 The candidate must deliver a demonstration lecture in the language of instruction of the study course;
- 7.3.1.5 The leader of the academic courses' modernization team shall organize interviews and demonstration lectures and shall communicate with the candidate.
- 7.3.1.6 The commission is comprised of: The dean, deputy deans, programme leaders, a representative of the Quality Assurance Service, and the leader of the Academic Course Modernization Team. Where needed, additional commission members shall be assigned. The demonstration lecture shall be assessed according to the indicators given in the corresponding assessment tool (see the document Demonstration Lecture Assessment Tool).
- 7.3.1.7 The leader of the Academic Courses Modernization Team shall organize interviews and demonstration lectures and shall inform the head of the human resources office about decisions made with regard to the selected candidates.
- 7.3.1.8 Afterwards, the Human Resources Office shall handle the procedure.

Article 8. Awarding Title of Emeritus Professor

- 8.1 Following an order by the rector, an academic staff having attained the age of 65 may be awarded the title of Emeritus Professor.
- 8.2 A person with the title of Emeritus Professor may not at the same time hold an academic position at TMA.

Article 9. Granting Honorary Doctorate

A person who is regularly involved in scientific and research activities at TMA, which is confirmed by joint scientific publications and projects together with the personnel and/or students of TMA may be granted an Honorary Doctorate.

Article 10. Final Provisions

- 10.1 The Council of the Rector hereby approves the current Document.
- 10.2 The current Document shall enter into force upon publication.
- 10.3 Changes and amendments to the procedure for managing personnel vacancies shall be made in the same manner as the procedure was adopted.