

REGULATIONS FOR RECRUITMENT, PROMOTION AND APPOINTMENT OF ACADEMIC STAFF AT THE TEMPULLI ACADEMY

I. GENERAL PROVISIONS

Article 1

For the employment of new full-time academic staff from the Tempulli Academy, the steps provided below are followed:

- The head of the relevant department proposes the criteria for vacancies that must be filled by candidates for full-time academic staff and submits the request for new full-time academic staff for approval to the Council of the relevant Academy;
- The Academic Council evaluates the requests submitted for the recruitment of new full-time academic staff and the approved request is sent to the Council for evaluation;
- After approval by the Academic Council, the request is sent to the Steering Council for approval.
- After the approval of the request by the Steering Council, it is forwarded to the General Secretary, the Human Resources Office and the Legal Office for the further follow-up of the procedures for announcing vacancies.

The latter publishes open positions on the Academy's website and near the Legal Office;

The selection of candidates, through the evaluation of application files, is done by a committee composed of the coordinator of the relevant Academy, the Head of the Department and the Secretary General.

The Human Resources Manager follows the procedure of selecting candidates without the right to vote and in case of irregularities in the procedure, compiles the relevant report to the coordinator and the Academic Council.

The evaluation criteria to be followed are defined in a separate regulation;

The committee analyzes the suitability of the application with the vacancy and submits the decision approved by a simple majority to the Academic Council for approval;

The decision taken by the Academic Council is sent to the Steering Council for final approval.

For the employment of new part-time academic personnel by the Academy, the CV of the staff and the documentation required by the Human Resources Office and the Legal Office, by the relevant Departments or the coordinator of the Tempulli Academy are evaluated.

With this regulation, the unique criteria and procedures for selection in teaching calls at the Tempulli Academy are determined.

Teaching and research-scientific activities at the Academy are carried out by persons selected for teaching purposes.

Higher education activities can be carried out by the person selected in scientific teaching calls, respectively teaching calls, for the time for which he was chosen.

Article 2

Conflict of interest

The personnel of the Tempulli Academy must avoid situations that create conflicts between the institution and their interests, as well as those of other institutions. Otherwise, the disciplinary measures defined in this Regulation will be taken.

Article 3

Performance appraisal

Staff performance evaluation is carried out based on the following criteria:

The activities in which the academic staff engages in the Tempulli Academy are:

- a) teaching;
- b) scientific research

- c) the use of technology in teaching;
- d) engagement in projects;
- e) support for the institution.

The evaluation of the performance of the academic staff is based on the activity of each member of the academic staff reflected in the planning of the activities of the academic staff, in the assessment made by the students for the teacher at the end of a discipline, as well as in the self-assessment made by the Tempulli Academy from the Office for the assurance of Quality.

The performance evaluation of the academic staff is done twice at the end of the semesters within each academic year, according to the relevant evaluation form.

The Academic Council is the body that evaluates the annual performance of the academic staff.

Article 4

Criteria and Procedures for the Promotion of Academic Staff

The Tempulli Academy uses a process consisting of several stages for the promotion of academic staff. Each year, academic units determine which Academy members should be considered for promotion. For each individual recommended for promotion, the coordinator must prepare supporting documentation explaining the recommendation and present it to the Academic Council for decision-making.

Departments must be specific in their recommendations, accurately evaluating each criteria and documentation presented.

Article 5

Career promotion of academic staff

The academic staff has the right to request or benefit from career promotion by fulfilling the academic criteria defined by the Tempulli Academy.

Opportunities for academic career promotion are the positions of leading authorities: department head, coordinator and director.

Based on a high academic performance and based on the institution's regulations, members of the academic staff have the right to be selected for academic promotion within basic units and main academic units.

The proposal for this task is made by the interested party himself or by any staff member within the relevant unit, while the approval goes to the approval of the institutional hierarchy up to the Steering Council.

II. Titles

Article 6

In accordance with Article 108 of the Statute of the Academy for the title of full professor, the candidate must have the following qualifications:

- To have the degree of doctor of science;
- Show high level and academic competence and scientific experience for the subject, which is evidenced by:
 - An important number of monographs, textbooks, publications in international scientific journals with at least 3 main papers published in international scientific journals, as first author or correspondent;
 - Active participation in national and international conferences;
 - Long-term experience in basic and applied research projects;
 - High educational and pedagogical skills through reasonable practice;
 - Academic leadership skills;
 - Leadership of bachelor and master subjects;
 - All appointments to titles and duration of employment are for an indefinite period;
 - The academic title of professor is permanent.

Criteria for selection in the teaching title *Assistant Professor*

In accordance with Article 108 of the Statute of the Academy, for the title of assistant professor, the candidate must have the following qualifications:

- 1.1. To have the degree of doctor of science; or at least to be a candidate for doctoral studies;

- 1.2.To have a presentation at two or more international scientific conferences with at least one main paper published and reviewed in international journals, as first author or correspondent;
 - 1.3.Demonstrate teaching skills;
 - 1.4.Have at least three years of work experience in the teaching process in Higher Education;
 - 1.5.To have long-term experience in basic and applied research projects.
 - 1.6.To demonstrate teaching/pedagogical skills through reasonable practice.
2. All appointments for titles, as well as the duration of employment is for 4 years

Criteria for selection in the teaching title *Lecturer*

1. In accordance with Article 110 of the Statute of the Academy, for the title of lecturer, the candidate must fulfill the following conditions:
 1. To have completed at least the second level of studies (MA, MSc, or Master's degree) or equivalent in the relevant field;
 2. To show a high level and academic competence and scientific experience for the subject that is proven;
 - 2.1.Have an average grade in bachelor's and master's studies not less than 8, in each of these studies.
3. Lecturers have all the rights and obligations for holding lectures and exercises.
4. All appointments for titles, as well as the duration of employment is for 3 years.

Article 7

Criteria for selection in the title of Assistant

As a **new assistant**, the person who has completed a relevant higher education with an average grade of at least 8.00, possesses one of the world's languages and shows skills for teaching - scientific, teaching - professional work and shows a special interest in the field, respectively the subject for which it is chosen.

As an **assistant**, a person who has completed post-graduate studies, master's degree/master's degree in the relevant scientific field, possesses one of the world's languages and shows ability for scientific teaching activity can be chosen as an assistant.

The selection in teaching-scientific calls is made periodically.

Article 8

The terms for which the choice is made

The lecturer is elected for a term of 3 years.

The new assistant is elected for a term of 3 years, with the right to re-election for a term of 2 years.

The assistant is elected for a term of 3 years, with the right to re-election for another term.

Article 9

Competition procedures

1. The selection procedure for appointment, reappointment or advancement will be done in a transparent manner and with the announcement of the public competition for the relevant position.
2. The competition for appointment, reappointment and advancement is announced by decision of the Board of Directors after the request of the Academic Council.
3. The Academic Council cannot request the announcement of positions related to regular staff who have less than 12 months left until retirement, except in cases where the accreditation of the relevant program is at risk.
4. Personnel in a regular employment relationship according to paragraph 3 of this article, do not have the right to apply to the competition, since the same, by decision of the Director of the Academy, the contract is extended for the remaining period until retirement.
5. The personnel selected for the positions according to paragraph 3 of this article are issued a valid employment contract according to which they can work until the end of the academic year if the personnel retires in the academic year they started.

6. The academy should base their proposals on real needs, the sufficient number of hours that a workplace should have, to be chosen in the call of a teacher, lecturer or assistant.
7. Proposals for new full-time positions may be considered if the Academy provides evidence that there is a fund of hours for that position:
 - For the position of a teacher, at least 50% of the hours required for the full rate must be lectures from compulsory subjects, while the rest of the hours must be lectures from elective subjects;
 - For the position of lecturer or assistant, at least 50% of the scheduled hours for the full rate should be lectures from compulsory subjects, while the rest of the hours are lectures from elective subjects.
8. The Academic Council, with a well-founded justification, may decide to propose to the Director the announcement of the competition for the filling of certain jobs for the academic staff, the Competition must contain the reference of the relevant articles of the Statute of the Academy and of this Regulation.
9. The competition is announced on the website of the Academy. The duration of the contest is fifteen (15) calendar days.
10. Applicants must submit the necessary documents in hard copy and electronic form.

Article 10

Evaluation committee

The evaluation committee is formed by the Council of the Tempulli Academy no later than 30 days from the end of the deadline for submitting the candidate's request.

Within 8 days, the coordinator informs the members of the evaluation commission about the formation and composition of the evaluation commission.

The evaluation committee consists of no less than three members. The members of the evaluation committee can be from the Academies where the selection is made and from other Universities or Academies in the country and abroad.

The members of the evaluation committee cannot be in a lower calling than the calling for which the candidate competes and is selected.

The members of the evaluation committee can also be retired persons with scientific teaching positions, full professor positions who meet the requirements of this Regulation.

More than half of the members of the evaluation committee are people in scientific teaching and teaching professions in the same field, while the other members may be from similar scientific teaching directions.

The proximity is determined by the Council of the Tempulli Academy, based on the scientific activity and disciplines determined by the Tempulli Academy.

The evaluation committee provides a report for all the candidates presented and proposes one of the candidates who meets the conditions for election in the call and proposes the calls in which he can be selected.

The evaluation committee is obliged to submit a report within 60 days from the day of acceptance of the decisions for the election of its members and the documentation.

If the evaluation committee does not submit a report within the set deadline, a new evaluation committee is formed.

The new proposal for the formation of the evaluation commission is offered by the coordinator.

The evaluation committee approves the candidate election proposal by the majority of votes from the total number of members.

If the evaluation committee does not have a proposal, a new evaluation committee is formed.

The reports of the evaluation committee contain:

- biographical data of the candidate, evaluation of the scientific, professional, teaching and other achievements of the candidate which are important for determining the conditions for selection in the call,
- data for the announcement of scientific and professional works from the evaluations of those works,
- as well as a proposal for the election of the candidate in a certain call.

The report, respectively the report, is published in Albanian and English.

If there are separate opinions of the members of the evaluation committee from the candidate's election proposal, the opinions together with the reports are announced in the Tempulli Academy newsletter.

The Tempulli Academy is obliged to publish the report of the evaluation committee in the Tempulli Academy bulletin no less than 15 days from the day of the election.

If candidates appear in the competition who do not meet the conditions for election in an adequate call, the evaluation commission finds that the conditions are not met and notifies the Council of the Tempulli Academy about this.

Within 15 days from the day of the publication of the report by the evaluation committee in the Tempulli Academy bulletin, the interested persons (participants in the procedure, teaching-scientific workers, teachers and collaborators from the Academies and from the relevant scientific teaching field of higher education institutions) can submit objections to reports announced for selection in scientific teaching, teaching and associate calls.

The objection is submitted to the evaluation committee through the Coordinator.

The evaluation committee gives an answer to the objection within 7 days. The objection and the response to the objection are announced in the newsletter of the Tempulli Academy and submitted to the Council of the Tempulli Academy 7 days before the decision on the report for election in the appropriate call.

Article 11

Setting the choice

The Academic Council proceeds and votes on the election of candidates for teaching-scientific calls if two-thirds of the members of the Council with the right to vote are present.

The scientific teaching employee of the Academy is elected if he wins the majority of votes of the members of the Academic Council with the right to vote.

If, during the election, the teaching-scientific worker and associate for a higher calling does not win the required majority of votes, then the same one remains in the calling he has.

Article 12

People who are not elected

The candidate who is not elected has the right to appeal within 8 days from the day of the notification of non-election. The complaint is addressed to the Commission formed by the Council. The committee formed by the Council, within 30 days of receiving the candidate's complaint, forms a committee of three members with professor titles, two of which will be from the same or similar scientific teaching field.

The committee, within 30 days, submits a report to the Council with an assessment of the choice and the rationale for the choice.

The Commission can propose that the candidate be elected in the call where he was previously elected, propose that he be elected in the call for which the candidate competed or propose that the Council's decision be supported.

The decision of the Commission is final.

Article 13

Premature termination of election

The candidate selected in the teaching call may have his/her employment terminated even before the end of the term for which he/she was selected, under the conditions and procedure defined by the Statute of the Tempulli Academy.

The Academy's coordinator, the body of the internal organizational unit, or at least 5 scientific-teaching employees take the initiative for premature termination of the election.

This initiative is reviewed by the Council of the Tempulli Academy.

If the Council of the Tempulli Academy accepts the initiative, it forms a committee consisting of three full professors, two of whom are from the relevant teaching-scientific direction where the

candidate has been chosen, with the task of preparing a report based on which a decision will be prepared for the termination of premature election.

The decision of the Commission for premature interruption of the election is published in the newsletter of the Tempulli Academy.

The provisions of this Regulation for the procedure for election by call are also adequately applied to the procedure for premature termination of the election.

III. TRANSITIONAL AND FINAL PROVISIONS

Article 14

With the entry into force of this regulation, Regulation no. xx/xx dated xx.xx.xxxx.

Article 15

This Regulation enters into force from the day of approval by the Steering Council.

Chairman of the Steering Council

Dr. Sc. Ema Berisha Krasniqi
