**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**REGULATIONS ON ORGANIZING AND HOLDING COMPETITIVE SELECTION**

**OF CANDIDATES FOR FACULTY POSITIONS**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

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**Authority:**

This paper was approved by the Rector and the Academic Council of the University.

1. **Introduction**

These Regulations set forth the procedure for organizing and holding competitive selection of candidates for faculty positions (hereinafter the competitive selection procedure, the competitive selection, the competition) at the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University). The procedure includes:

* initiating a request for competitive selection announcement;
* announcement of the competitive selection;
* holding the competitive selection;
* conclusion of an employment contract.

The Regulations shall affect the faculty positions defined in Order of the Government of the Russian Federation No. 678 as of August 8, 2013 “On Approval of the Nomenclature of Positions of Academic Employees of the Organizations Performing Educational Activities, Positions of Heads of the Educational Organizations”. The Regulations comply with the Labor Code of the Russian Federation, Federal Law No. 273-ФЗ as of December 29, 2012 “On Education in the Russian Federation”, the Regulations on the procedure for filling in faculty positions, as approved by the order No. 749 of the Ministry of Education and Science of the Russian Federation, and the IKBFU bylaws.

The competitive selection procedure for faculty positions among the world’s leading researchers is set out separately in the IKBFU Regulations on Recruitment Procedure for World’s Leading Researchers (Including International Researchers).

1. **Request for Competitive Selection Announcement**

The Rector (or the First Vice-Rector - Vice-Rector for Academic Affairs) shall annually prepare a list of faculty members whose employment contracts are to expire in the subsequent academic year (or whose five-year employment term ends in the subsequent academic year - in case of unlimited employment contracts). The information shall be posted on the corporal website [www.kantiana.ru](http://www.kantiana.ru) no later than April,1 of the current academic year.

The Director of the Institute shall familiarize the relevant faculty members with the posted information within seven days after its publication and make a request for the competitive selection announcement.

Draft requests shall be confirmed by the Academic Affairs Office, the Strategic Development Directorate, the First Vice-Rector - Vice-Rector for Academic Affairs (or another authorized officer) and forwarded to the Human Resources Department (hereinafter the HR Department) for the announcement of the competitive selection. If the request implies changes in the staffing table, the Financial Office shall issue a corresponding draft order.

1. **Announcement of Competitive Selection**

Competitive selection is announced on the basis of the submitted requests. The announcement shall be posted on the IKBFU website during the academic year and no later than two months before holding the competition. All postings will contain the following information:

* faculty positions to be filled in;
* required qualification criteria;
* place and deadline for submission applications for participation in the competitive selection (hereinafter the competitive applications, the applications);
* date and venue of holding the competitive selection.

A candidate for a faculty position shall submit the following documents before the specified deadline:

* a competitive application completed in the prescribed form;
* copies of the documents confirming the compliance of the candidate with the required qualifications;
* the documents confirming that the candidate has no restrictions on teaching activities in accordance with the legislative and other regulatory legal acts (including a certificate of no criminal record and a medical certificate).

A competitive application may be declined in the following cases*:*

* a candidate does not meet the qualification criteria for the corresponding position;
* a candidate fails to submit the required documents;
* a candidate violates the deadlines for the document submission.

The HR Department is assigned to process the provided personal data regarding the compliance of the candidate with the required qualifications and the competitive selection criteria.

The Director of the Institute reserves the right to offer the applicant to hold a trial lecture or conduct other type of classes to be assessed by the Academic Council of the Institute or another authorized Institute board.

The HR Department notifies the candidate of the date, time, and venue of holding the competitive selection via email or text message no later than two days before the procedure.

The authorized Anti-corruption Committee shall consider the applications of the Rector, Vice-Rectors, their Deputies, Heads of the University structural units for their participation in the competitive selection for filling in faculty positions.

Candidates are entitled to be present at the relevant meetings during consideration of their applications, but candidate’s absence shall not hinder the application of participation in the competitive selection. Candidates are asked to leave the meeting before the voting. The Rector, Vice-Rectors, and Heads of structural units who are the members of the Human Resources Committee shall not participate in the meetings, when their competitive applications are under consideration.

1. **Holding Competitive Selection**

The competitive selection is conducted by the Human Resources Committee (hereinafter the HR Committee, the Committee) of the IKBFU Academic Council. The HR Committee is a University board authorized to elect the staff in a competition for the faculty positions.

The Secretary of the HR Committee shall introduce the following data to the Committee members:

* materials provided for the competitive selection,
* results of the document examination,
* resolution of the authorized Institute’s board,
* information on the compliance of the candidate with the required qualifications.

The Director of the Institute has the right to attend the meeting of the HR Committee, to provide their opinion on the candidate, and to notify the Committee members of the trial lecture results (if any).

The members of the Committee are entitled to put clarifying questions to the candidate.

The decision shall be based upon the competitive selection criteria (see further in Appendix).

Voting shall be conducted by means of a designated electronic system or, if the system is not available, by secret ballots. The voting members have no right to cast a blank vote. If there are two or more candidates, the members can vote either affirmatively (approving only one candidate) or negatively (against one candidate or against all candidates).

The candidate is considered to be successful in the competitive selection, if they gain the majority of votes (more than half of the votes of the participating members of the Committee, assuming no less than 2/3 of the approved members are available).

The decision of the Committee is the basis for concluding an employment contract with the successful candidate. The duration of the employment contract is defined by the decision of the Committee.

The resolution is recorded in the Protocol (the minutes of the Committee meeting).

The HR Department shall inform the Director of the Institute and the candidate (if the candidate didn’t attend the meeting) of the decision via email or text message within three business days after the procedure.

Those successful candidates, who are being hired as a faculty member at the IKBFU for the first time, shall initiate the conclusion of the employment contract within thirty days after the competitive selection.

1. **Employment Contract Extension and Termination**

An employment contract with the University employee who has successfully passed the competitive selection may be set for a period no longer than five years or for the unlimited period (if it is defined by the competition terms and conditions).

If the University employee has not applied for participation in the competitive selection or has not successfully passed the competitive selection, their employment contract shall not be extended.

If the University employee cannot be admitted to the competitive selection, because they don’t meet new qualification requirements, their employment contract shall not be extended.

1. **Invalid Competitive Selection**

The competitive selection shall be declared invalid if:

* there are no competitive applications;
* no applicant has been admitted to the competitive selection procedure;
* a single candidate hasn’t received over half of the votes;
* neither candidate receives over half of the votes twice (in case that there are several candidates).

***Appendix***

**Competitive selection criteria:**

1. No restrictions on teaching activities (a certificate of no criminal record).
2. Certificates of medical examinations.
3. Relevant scope of education.
4. Work experience:

* Assistant – without work experience requirements.
* Senior Lecturer –no less than three years of the research and teaching experience. For those having an academic degree/title - without work experience requirements.
* Associate Professor – the Candidate of Sciences degree, no less than three years of the research and teaching experience. For those having an academic title - without work experience requirements.
* Professor – the Doctor of Sciences degree, no less than three years of the research and teaching experience.

1. Advanced training – at least one advance training in the past three years.

Candidates are not admitted to the competitive selection if they fail to submit the documents confirming their compliance with the qualification requirements.

The following assessment criteria give additional points to the candidate:

1. Publications:

* Assistant – at least one publication in a peer-reviewed journal indexed by Russian Science Citation Index (RSCI) / Scopus/ Web of Science (WoS) in the past three years.
* Senior Lecturer – at least two publications in peer-reviewed journals indexed by RSCI/ Scopus/ WoS in the past three years.
* Associate Professor – at least four publications in peer-reviewed journals indexed by RSCI/ Scopus/ WoS in the past three years.
* Professor – at least four publications in peer-reviewed journals indexed by RSCI/ Scopus/ WoS in the past three years, including two publications in the RSCI core collection.

1. Honorary titles.
2. Reports at scientific conferences (including international ones).
3. Language certificates.
4. Participation in grants.
5. Teaching experience in one of the leading universities.
6. Patents.
7. For Medical Institute candidates: medical work experience.