



Rule of Human Recourse Management



Chapter I. General Provisions

Article 1. Scope of Application

1.1. The human recourse management procedure (hereinafter referred to as the "Procedure") establishes the general rules and conditions for the appointment, remuneration, promotion, and responsibility of personnel at the "NEU National Educational University" (hereinafter referred to as the "University"), as well as the mechanisms for the integration of personnel into the work environment, and more.

1.2. This Procedure has been developed in accordance with the Law of Georgia on Higher Education, the Labor Code of Georgia, the University's Statute, and other legal acts in force at the institution.

Article 2. Human Resources of the University

2.1. The University personnel consists of the following categories:

- a. Academic Personnel;
- b. Invited Personnel;
- c. Administrative Personnel;
- d. Support Personnel.

2.2. The recruitment and employment of personnel are carried out based on a systematic and planned approach, adhering to the principle of rational use of professional potential, ensuring the University is effectively managed with the necessary human resources.

2.3. The hiring of personnel is carried out in compliance with the principles of transparency and objectivity, ensuring the selection of candidates with the appropriate knowledge and skills for the positions.

2.4. Personnel management is carried out in accordance with the principles of systematic approach, equal opportunities, respect for individuals and their dignity, integration and team unity, legal and social protection, consideration of the institution's long-term perspectives, participation of employees in decision-making, and balancing the interests of leaders and subordinates. This ensures the smooth operation of the University's structural units and the professional development of its personnel.

2.5. In order to integrate new employees into the work environment and ensure effective involvement in the work process, the University has a mechanism in place, which includes the following procedures: a. The heads of the human resources management and legal support services will inform new personnel about the regulations in effect at the University, provide information about the University's structural units and their activities, and explain in detail the rights and duties assigned to them under the University's Statute, the Statute of the respective structural unit, labor agreements, and other legal acts. b. A labor contract is concluded with the new personnel. c. Representatives of the respective structural unit will ensure the creation of appropriate working conditions for new personnel, in accordance with the nature and scope of their tasks, providing them with the necessary materials, data, information, and equipment.

Chapter II. Academic/Invited Personnel

Article 3. Positions of Academic Personnel

3.1. The procedure and conditions for holding positions by academic personnel, as well as their workload, are determined by the University's Statute, this Procedure, and other legal acts.

Article 4. Academic Personnel

4.1. Academic personnel consists of Professors, Associate Professors, Assistant Professors, and Assistants.

4.2. Academic personnel participate in the educational process, scientific research, local and international scientific conferences, and other additional activities.

4.3. An academic position holder may be affiliated with the University.

Article 5. Procedure for Holding Academic Positions

5.1. The selection of academic personnel is carried out through an open competition, which complies with the principles of transparency, equality, and fair competition.

5.2. The rules, conditions, and deadlines for conducting the competition are approved by the University Rector.

5.3. The announcement of the competition will be published on the University's official website and will also be posted on the electronic announcements website at least 1 (one) month before the deadline for submitting documents, to ensure public accessibility and awareness.

5.4. The announcement will indicate the registration deadlines for the applicants, competition conditions, the list of required documents, and the date of publication of the competition results. The announcement may also include other information.

Article 6. Competition Commission

6.1. A Competition Commission is established by an order of the University Rector for the purpose of conducting the competition.

6.2. The number of members of the Commission is determined by an odd number and cannot be less than three.

6.3. The Commission consists of representatives from the fields for which the competition is announced, and it may also include:

- a. An invited person as the chairperson of the Commission;
- b. A representative of the student self-government as a member of the Commission;
- c. Other representatives from the public may be invited to the Commission.

6.4. The activities of the Commission are managed and led by the Chairperson of the Competition Commission. The Chairperson signs the Commission's decisions, presides over meetings, and exercises other rights related to the competition as permitted by law.

6.5. The Commission has a Secretary. The Secretary of the Commission sets the agenda, prepares the meeting minutes, and exercises other powers related to the competition. A Commission member cannot simultaneously participate in the competition.

6.6. The Commission's meeting is authorized to make decisions if a majority of the members are present. Decisions are made by a secret vote, and the decision is considered valid if the majority of the full Commission members vote for the candidate.

6.7. The Commission reviews the documents submitted by the candidates and evaluates them based on the following criteria (first stage):

- The candidate's qualifications in relation to the chosen field;
- Experience and tenure in scientific and pedagogical work;
- The number, quality, and/or recognition of scientific publications (monographs, textbooks, articles, etc.) published within the last 5 (five) years, including peer reviews, editorial work, and authorship of inventions;
- Participation in scientific conferences, grant programs, and local and international training sessions;
- The syllabus/es of the course(s) presented for the competition;
- The level of foreign language proficiency (if required);
- The level of knowledge of computer technologies.

6.8. After reviewing the documentation, an interview with the candidates is scheduled (second stage).

6.9. The Commission is authorized to request a sample lecture from the candidate.

6.10. Following a secret vote, the Commission makes a decision regarding the candidate, which is reflected in the minutes of the Commission's final meeting.

Article 7. Conditions for Selection to Academic Positions

7.1. A person holding a Doctoral degree or an equivalent academic qualification, with at least 6 (six) years of experience in scientific and pedagogical work, may be selected for the position of Professor. The appointment is for a term of 4 (four) years.

7.2. A person holding a Doctoral degree or an equivalent academic qualification, with at least 3 (three) years of experience in scientific and pedagogical work, may be selected for the position of Associate Professor. The appointment is for a term of 4 (four) years.

7.3. A person holding a Doctoral degree or an equivalent academic qualification may be selected for the position of Assistant Professor for a term of 3 (three) or 4 (four) years.

7.4. A Doctoral student may be selected for the position of Assistant for a term of 3 (three) or 4 (four) years, according to the rules established by the statute of the higher educational institution.

7.5. The University has the right to select qualified professional personnel for academic positions based on their professional qualifications. In this case, the person's qualifications may be confirmed by professional experience, special training, and/or publications. A person with the necessary competence to achieve the intended learning outcomes of the program is considered to have the required qualification.

7.6. An additional condition may be the requirement for affiliation.

Article 8. Procedure for Conducting the Competition

8.1. The list of documents to be submitted by the applicant to the Competition Commission is determined by an order of the University Rector.

The documents to be submitted include:

- An application addressed to the Competition Commission;
- The candidate's CV;
- Copies of documents confirming the relevant academic qualifications, as well as copies of the diploma confirming higher education;
- A list of scientific works (published in the last 5 (five) years, specifying the years);
- A document confirming scientific and pedagogical work experience in the relevant field;
- An electronic and printed version of the syllabus (or syllabi) for the chosen course;
- A copy of the identity card;
- 2 photos (3x4 cm) on a CD in electronic form;
- Copies or examples of the latest publication, paper, book, monograph, or other relevant materials.

Article 9. Procedure for Handling Competitive Documentation

9.1. The documentation submitted by the candidates is registered by the Competition Documentation Receiving Commission, appointed by the order of the University Rector. The submitted application is recorded in the registration journal.

9.2. The documentation submitted by the candidates is handed over to the Competition Commission by an act of acceptance and transfer.

9.3. After the completion of the competition, the selected candidate's documentation (in accordance with the list defined by the University's Statute) will be attached to their personal file, while the documents of other candidates will be returned to them upon request (a copy of the candidate's documentation will remain in the University's archive).

Article 10. Approval of Competition Results

10.1. The University Rector approves the competition results based on the minutes submitted by the Competition Commission through the issuance of an order.

Article 11. Appeal of Competition Results

11.1. In the event of a complaint or appeal from the competition participants, the Secretary of the Competition Commission is authorized to convene a meeting or bring the issue up for discussion at the invited meeting.

11.2. A decision regarding the candidate's appeal will be made in the form of a record by the Competition

Commission.

11.3. The decision of the Competition Commission can be appealed to the University Rector, or, after receiving an official response, to the court, according to the procedures established by Georgian law.

Article 12. Affiliation Rules and Conditions for Academic Personnel

12.1. The rules and conditions for affiliation are defined by the Affiliation Procedure and the University Statute.

Article 13. Invited Personnel

13.1. Invited personnel consists of individuals with the relevant qualifications participating in the educational and/or scientific research processes.

Article 14. Procedure for Selecting Invited Personnel

14.1. The selection of invited personnel is carried out through an open competition, which aligns with the principles of transparency, equality, and fair competition.

14.2. The procedure, conditions, and deadlines for conducting the competition are approved by the University Rector.

14.3. If necessary, the University Rector's order will announce the receipt of documents for the position of invited personnel.

14.4. The selection of invited personnel will be carried out by a commission approved by the University Rector's order, based on the evaluation of the documents submitted by the candidates and interviews with them.

14.5. The announcement of available vacancies will be posted on the University's website at least 1 (one) month before the deadline for document submission, as well as on the electronic announcements website. The announcement will include the registration deadlines for applicants, conditions, the list of documents to be submitted, and the date of publication of the commission's results. The announcement may also include additional information.

14.6. In exceptional cases, the selection of invited personnel may occur without an open competition, through direct appointment.

Article 15. Competition Commission

15.1. In order to conduct the competition, a Competition Commission is established by the order of the University Rector.

15.2. The number of members of the Commission is determined by an odd number and cannot be fewer than three.

15.3. The Commission consists of representatives from the departments for which the competition is announced, and may also include:

- a. An invited person may be appointed as the Chairperson of the Commission;
- b. A representative from the student self-government may be part of the Commission;

c. Other representatives from society may also be invited to join the Commission.

15.4. The activities of the Commission are led and overseen by the Chairperson. The Chairperson signs the decisions of the Commission, presides over meetings, and exercises other rights related to conducting the competition as provided by law.

15.5. The Commission has a Secretary. The Secretary prepares the Commission's agenda, the minutes of the meetings, and exercises other rights related to the competition. A member of the Commission cannot simultaneously participate in the competition.

15.6. The Commission's meeting is authorized to make decisions if the majority of the members are present. The issues are resolved by a secret ballot, and the decision will be considered approved if it receives a majority of the votes of the full composition of the Commission.

15.7. The Commission reviews the documentation submitted by the candidate and evaluates the following criteria (first stage):

- The candidate's qualification and its relevance to the selected department;
- Experience in scientific and pedagogical work;
- The number of scientific publications (monographs, textbooks, articles, etc.) published in the last 5 years, the level of achievement, and/or the recognition received (reviews, editing, authorship of inventions);
- Participation in scientific conferences, grant programs, local and international training sessions;
- The syllabus of the educational course presented for the competition;
- The level of foreign language proficiency;
- The level of proficiency in computer technologies.

15.8. After reviewing the documentation, an interview with the candidates will be scheduled (second stage).

15.9. The Commission is authorized to request the candidate to deliver a trial lecture.

15.10. Based on a secret ballot, the Commission makes a decision regarding the candidate, which is reflected in the minutes of the final meeting of the Commission.

Article 16. Conditions for Selection of Invited Personnel

16.1. An individual with the appropriate qualifications may be selected for the position of invited personnel for a minimum period of 3 (three) years. An individual is considered to have the appropriate qualifications if they have the necessary competence to achieve the program's intended learning outcomes, which can be proven by academic/scientific degrees and/or professional experience (minimum 3 years of practice) and/or specialized training and/or publications.

Article 17. Competition Procedure

17.1. The list of documents to be submitted by the candidate to the Competition Commission is determined by the Rector's order.

The required documents include:

- An application addressed to the Competition Commission;
- A CV of the candidate;
- Copies of documents confirming the relevant academic degree, as well as copies of documents confirming higher education;
- A list of scientific works (from the last 5 years, with years indicated);
- A document confirming the candidate's scientific-pedagogical experience in the relevant field;
- The syllabus of the selected course, both in electronic and printed form;
- A copy of the identity card;
- Two 3x4 photos, in electronic form on a CD disk;
- Copies of the candidate's most recent publication, research paper, book, monograph, or other relevant materials.

Article 18. Procedure for the Handling of Submitted Documentation

18.1. The documentation submitted by the candidates is registered by the Competition Commission, which is appointed by the Rector's order. The submitted application for the competition is recorded in the registration journal.

18.2. The documentation submitted by the candidates is handed over to the Competition Commission through an acceptance report.

18.3. After the competition, the documentation of the selected candidate (according to the list specified in the University's regulations) is attached to their personal file, while documents of other candidates are returned upon request (copies of the candidates' documentation are kept in the University's archive).

Article 19. Approval of the Results of the Commission's Work

19.1. Based on the protocol presented by the Commission, the University's Rector approves the results of the Commission's work through the issuance of an order.

Article 20. Appeal of the Results of the Commission's Work

20.1. In the event of complaints or appeals from the candidates, the Commission's secretary is authorized to call a meeting or present the issue for discussion at a summoned meeting.

20.2. The decision regarding the candidate's complaint will be made in the form of a protocol by the Commission.

20.3. The Commission's decision may be appealed to the Rector of the University or, after receiving an official response, may be appealed in court, following the procedures established by Georgian law.

Chapter III. Administrative and Support Personnel

Article 21. Administrative and Support Positions

21.1. The following positions are considered administrative/support positions:

- a. The Rector, who is appointed by the decision of the founders/founding assembly;
- b. The Head of the Quality Management Service, who is appointed by the Rector;
- c. The Dean of the School and the Deputy Dean of the School, who are elected by the School Council from among its members by a majority of votes;
- d. The administrative personnel of the university (except for the Rector) are appointed by the Rector's order;
- e. The Rector signs labor contracts with the university's administrative personnel;
- f. The support positions include other positions necessary for the university's activities as indicated in the approved staff list (either permanent or temporary).

21.2. The procedure for holding administrative/support positions:

- a. The procedure and conditions for holding administrative and support positions, as well as job descriptions, are determined by the university's regulations, the regulations of the respective structural units, this procedure, and other legal acts;
- b. Administrative and support positions are filled through election/appointment and/or competition;
- c. The university announces vacancies for administrative and support positions listed in the staff list. The vacancy announcement is posted on the university's website and electronic job board for public access. The announcement specifies the position name, the required documents, deadlines for submission, and conditions. The announcement may also include other information;
- d. A person will be appointed to an administrative or support position listed in the staff list if they meet the qualifications and conditions specified by this procedure (qualification requirements) (Appendix 1);
- e. The selection of support personnel not included in the staff list is carried out by the Rector's order and a signed labor contract with the individual.

Chapter IV. Grounds for Personnel Compensation, Incentives, and Responsibility

Article 22. Personnel Compensation

22.1. The compensation for academic and invited personnel is determined by the labor contract concluded with them and corresponds to their workload;

22.2. The compensation for administrative and support personnel is determined by the labor contract concluded with them and corresponds to their qualification requirements.

Article 23. Personnel Responsibility and Incentives

23.1. Failure to fulfill or inadequately fulfilling the obligations under the labor contract leads to the imposition of responsibility according to the applicable legislation and the rules established by the university;

23.2. Proper fulfillment of obligations under the labor contract and performing other beneficial activities for the university serve as the basis for applying forms of incentives;

23.3. The university's structural unit, the Human Resources Management Service, conducts an annual effectiveness monitoring, which is carried out by evaluating the employee's competencies and determining the needs for career development, skill enhancement, incentives, and professional development;

23.4. Based on the report presented by the Human Resources Management Service, the head of the Financial and Material Resources Service individually decides on the application of incentives and presents a draft conclusion to the Rector.

Article 24. Final Provisions

24.1. This regulation is approved by the university's Senate;

24.2. This regulation shall come into effect immediately upon signature;

24.3. The adoption, cancellation, amendments, and additions to this regulation are carried out by the Senate;

24.4. This regulation loses its force when a new regulation is approved.

Appendix 1

Qualifications set for the personnel

Requirements

Rector

Education: higher education

Experience: At least 6 (six) years of experience working in the educational field

Knowledge:

- Proficiency in the state language
- Knowledge of at least one foreign language
- Knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- The General Administrative Code
- The Labor Code of Georgia
- The Civil Code
- Authorization and Accreditation Standards

Head of Quality Management Service

Education: Higher education

Experience: At least 2 (two) years of experience working in the educational field

Knowledge:

- Proficiency in the state language
- Knowledge of at least one foreign language (preferred)
- Knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Authorization and Accreditation Standards

Head of Human Resources Management Service

Education: Higher education

Experience: At least 3 (three) years of experience working in the educational field

Knowledge:

- Proficiency in the state language
- Knowledge of at least one foreign language (preferred)
- Knowledge of office computer programs
- Knowledge of human resources management
- Knowledge of the unified procedure for business operations

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Authorization and Accreditation Standards
- The Labor Code of Georgia

Human Resources Management Service Specialist Education: Higher education

Experience: Experience in implementing business operation functions in the educational field

Knowledge:

- Proficiency in the state language
- Knowledge of at least one foreign language (preferred)
- Knowledge of office computer programs (user level)
- Knowledge of human resources management
- Knowledge of the unified procedure for business operations

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Authorization and Accreditation Standards
- The Labor Code of Georgia

Head/Chief Specialist of the Financial and Material Resources Service Education: Higher education

Experience: At least 6 (six) years of experience working in the educational field

Knowledge:

- Proficiency in the state language
- Knowledge of at least one foreign language (preferred)
- Knowledge of accounting software
- Knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- The Tax Code
- Authorization and Accreditation Standards

Head of the Registry and Information Technology Service Education: Higher Education
Experience: At least 1 (one) year of experience in the educational field;

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (desirable)
- Knowledge of office computer programs
- Knowledge of the rules of registry management
- Knowledge of the following legal acts
- The Law of Georgia on Higher Education
- Standards of authorization and accreditation

Specialist of the Registry and Information Technology Service Education: Special

Experience: Experience in registry management in the educational field;

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (desirable)
- Proficiency in office computer programs
- Knowledge of legal acts related to registry management

Head of the International Relations Service Education: Higher

Experience: At least 1 (one) year of practical work experience;

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language
- Proficiency in office computer programs; Knowledge of the following legal acts
- The Law of Georgia on Higher Education
- Standards of authorization and accreditation

Specialist of the International Relations Service Education: higher education

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language
- Proficiency in office computer programs; Knowledge of the following legal acts
- The Law of Georgia on Higher Education
- Standards of authorization and accreditation

Head of Public Relations Service Education: Secondary/Higher **Experience:** Practical work experience

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language
- Full knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Public Relations Service Specialist Education: Secondary/Higher **Experience:** Practical work experience

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (preferred)
- Full knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Head of Legal Support Service Education: higher education Experience: At least 4 (four) years of experience as a lawyer

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language
- Full knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Head of Safety and Health Service Education: Higher Experience: Experience in the safety field

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (preferred)
- Knowledge of office computer programs
- Knowledge of legal acts related to safety and health protection

Specialist of Safety and Health Service Education: Higher Experience: Experience in the safety field Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (preferred)
- Knowledge of office computer programs
- Knowledge of legal acts related to safety and health protection

Medical Cabinet Doctor Education: Higher Experience: At least 2 (two) years of experience as a doctor in any field

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (preferred)
- Knowledge of office computer programs

- Certification of qualification

Head of Library Education: Higher Experience: At least 2 (two) years of experience as a librarian
Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language
- Full knowledge of office computer programs
- Knowledge of international library systems

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Assistant to Head of Library

Education: secondary/higher education Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (preferred)
- Full knowledge of office computer programs
- Knowledge of international library systems

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Head of Student/Graduate Assistance and Career Development Center Education: Secondary/Higher education
Experience: Experience in the educational field Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (preferred)
- Full knowledge of office computer programs
- Knowledge of standards for authorization and accreditation

Dean of the School

Education: higher education

Experience: At least 4 (four) years of experience in the educational field

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language
- Good knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Deputy Dean of the School Education: higher education Experience: At least 4 (four) years of experience in the educational field

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language
- Good knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Program Director/Co-director Education: higher education Experience: At least 6 (six) years of experience in the educational field Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (preferred)
- Good knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Head of Exam Center Education: higher education Experience: At least 2 (two) years of experience in the educational field

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language (preferred)
- Good knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Head of Research Center Education: higher education Experience: At least 2 (two) years of experience in the educational field

Knowledge:

- Full knowledge of the state language
- Knowledge of one foreign language
- Good knowledge of office computer programs

Knowledge of the following legal acts:

- The Law of Georgia on Higher Education
- Standards for Authorization and Accreditation

Academic and Invited Staff

Professor

Education: Doctoral academic degree or equivalent scientific qualification

Experience: At least 6 (six) years of experience in scientific-pedagogical work

Skills: Research skills; Teaching skills; Communication skills

Associate Professor

Education: Doctoral academic degree or equivalent scientific qualification

Experience: At least 3 (three) years of experience in scientific-pedagogical work

Skills: Research skills; Teaching skills; Communication skills

Assistant Professor

Education: Doctoral academic degree or equivalent scientific qualification

Skills: Research skills; Teaching skills; Communication skills

Assistant

Education: PhD student

Skills: Research skills; Teaching skills; Communication skills

Academic Staff (selected by professional criteria)

Education: Higher

Experience: Qualification can be confirmed by professional experience, special training, or publications (a person with the necessary competence to achieve the learning outcomes defined in the program is considered qualified)

Skills: Research and/or teaching skills; Communication skills

Invited Staff

Education and/or Experience: Higher (academic/scientific degree - relevant to the level of teaching) and/or at least 3 (three) years of professional (teaching and/or practical) experience and/or special training and/or publications

Skills: Research/Teaching/Practical skills