

Free Academy of Tbilisi



Personnel Management Rule



Chapter I. General Provisions

Article 1. Scope of action

1.1. The personnel management rule (hereinafter - the “Rule”) establishes the general rules and conditions of staff appointment, remuneration, incentives, responsibilities, and the mechanisms of staff integration into the work environment, etc. at the Free Academy of Tbilisi LLC (hereinafter “the Academy”).

1.2. This rule is developed in accordance with the Law of Georgia on Higher Education, the Labor Code of Georgia, the Free Academy of Tbilisi Provision and other legal acts.

Article 2. Personnel of the Free Academy of Tbilisi

2.1. The personnel of the academy includes:

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

2.2. Attracting and employing staff is based on a systematic and planned approach, adhering to the principle of rational use of professional potential, which provides effective management of the academy by the necessary human resources.

2.3. The recruitment of staff is carried out in accordance with the principles of transparency and objectivity, which ensures the selection of staff with the appropriate knowledge and skills for the position.

2.4. Personnel management is carried out in accordance with the systematic, equal opportunities, respect for individuals and their dignity, integration and team unity, legal and social safety, the establishment of long-term perspective, employee participation in decision making, adhering to the principles of balancing the interests of leaders and subordinates, which ensures the proper functioning of the structural units, and the professional development of the employees of the Academy.

2.5. In order to ensure the integration of the new employee into the work environment and effective involvement in the work process, the Academy has a mechanism that envisages the following procedures:

- a. Head of Human Resources Management and Legal Support Service will inform new staff about the regulations in force at the academy, provide information about the structural units of the academy and their activities. Explain in detail the rights and responsibilities imposed on him/her by the of the Academy Provision, the provisions of the relevant structural unita, labor contracts and other acts;
- b. An employment contract will be signed with the new staff;



- c. Representatives of the relevant structural units will take care for creating appropriate working conditions for new staff functions, to provide him/her with the necessary materials, data, information, equipment.

Chapter II. Academic/invited personnel

Article 3. Positions of academic personnel

3.1. The rules and conditions of holding academic staff positions, their workload shall be determined by the Academy Provision, this Rule, and other legal acts.

Article 4. Academic personnel

4.1. The academic personnel consists of a professor, an associate professor, an assistant professor and an assistant.

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

4.3. An academic personnel may be affiliated with the Academy.

Article 5. Rules for holding an academic position

5.1. Academic staff is selected through an open competition, which is based on the principles of transparency, equality and fair competition.

5.2. The rules, conditions and terms of the competition are approved by the Rector of the Academy;

5.3. The announcement of the competition, for publicity and availability, will be posted on the Academy's website and information stand, and will be published on the website of the electronic applications at least 1 month before the documents are received.

5.4. The announcement states the terms of registration of the contestants, the terms of the competition, the list of documents to be submitted, the date of publication of the competition results. The statement may also include other information.

Article 6. Competition Commission

6.1. In order to hold the competition, a competition commission is set up by the order of the rector.



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

6.3. The commission includes representatives of the areas for which the competition is announced, it is also possible:

- a. An invited person can be appointed as the chairperson of the commission;
- b. The commission may include a representative of the student self-government;
- c. Other members of the public may also be invited to the commission.

6.4. The activities of the Commission are managed and chaired by the Chairman of the Competition Commission. The chairperson of the commission signs the decisions of the commission, chairs the sittings, exercises other powers allowed by the legislation related to the competition.

6.5. The commission has a secretary. The Secretary of the Commission shall set the agenda of the Commission, the minutes of the meeting, and exercise other powers related to the competition. A member of the commission may not participate in the competition at the same time.

6.6. The sitting of the commission is authorized to make a decision if the majority of the members of the commission are present at the sitting. The issues are resolved by secret ballot at the meeting, and the decision will be considered adopted if the contestant is voted by the majority of the competition composition;

6.7. The Commission reviews the documents submitted by the contestant and evaluates them according to the following criteria (first stage):

- Compliance of the contestant's qualification with the chosen direction;
- Experience of scientific-pedagogical work;
- Number of scientific publications (monographs, textbooks, articles) published in the last 5 years, level of performance and/or deserved evaluations, reviews, editorial work, inventions;
- Participation in scientific conferences, grant programs and international trainings;
- The syllabus of the training course submitted to the competition;
- Level of knowledge of a foreign language;
- Level of computer technology knowledge.

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

6.9. The Commission is authorized to request the candidate to give a testing lecture;

6.10. As a result of the secret ballot, the commission makes a decision on the contestant, which is reflected in the minutes of the commission's final session.

Article 7. Terms for election to an academic position

7.1. A person with a doctorate or an equivalent academic degree who has at least 6 years of experience in scientific and pedagogical work may be elected to the position of Professor. A person will be elected for a term of 4 years.



7.2. A person with a doctorate or an equivalent academic degree who has at least 3 years of experience in scientific-pedagogical work may be elected to the position of Associate Professor. A person will be elected for a term of 4 years.

7.3. A person with a doctorate or an equivalent academic degree may be elected to the position of Assistant Professor for a term of 3 or 4 years.

7.4. A doctoral student may be elected to the position of Assistant for a term of 3 or 4 years.

7.5. The Academy is authorized to select qualified personnel for academic positions. In this case, the person's qualification can be confirmed by professional experience, special training and or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have the appropriate qualifications.

7.6. Additional term may be a requirement for affiliation.

Article 8. Competition procedure

8.1. The list of documents to be submitted by the contestant to the competition commission is determined by the order of the rector.

Documents to be submitted:

- Application to the Competition Commission;
- CV of the contestant;
- Copies of relevant academic degree documentation. Also copies of diplomas certifying higher education;
- List of scientific papers (for the last 5 (five) years, with reference to years);
- Document confirming the scientific-pedagogical work in the relevant field.
- The syllabus (syllabi) of the course chosen by him/her in electronic and printed form;
- A copy of the ID card;
- 2 photos - 3X4, electronically on CD;
- Recent publications, papers, books, monographs or their copies and other information.

Article 9. Rules for proceeding the competition documentation

9.1. The documents submitted by the contestants shall be registered by the Commission for Receipt of Documents, appointed by the order of the Rector of the Academy. The application submitted for the competition, which lists the submitted documents, must be registered in the registration journal.

9.2. The documents submitted by the contestants will be handed over to the Chairman of the Competition Commission by the act of acceptance.



9.3. Upon completion of the competition, the selected candidate's documentation (according to the list specified in the Academy's regulations) will be included in his/her personal file, as for the other candidates' documents, they will be returned to the candidates upon request.

Article 10. Approval of the competition results

10.1. The Rector of the Academy, on the basis of the protocol submitted by the Competition Commission, approves the results of the competition by issuing an order.

Article 11. Appeal of the competition results

11.1. In case of an appeal by the participants of the competition, the Secretary of the Competition Commission is authorized to convene a session or to discuss the mentioned issue at the invited session.

11.2. The decision on the claim shall be made in the form of a record of the tender competition commission.

11.3. The decision of the Competition Commission may be appealed to the Rector of the Academy, or after receiving an official response, in court, in accordance with the rules established by the legislation of Georgia.

Article 12. Rules and Terms for Affiliation of Academic Staff

12.1. The rules and terms of affiliation are determined by the Academy Provision.

Article 13. Invited Personnel

13.1. The invited personnel is represented by specialists with relevant qualifications participating in the educational and/or scientific-research process.

Article 14. Rules for Selection of Invited Personnel

14.1. The invited personnel is selected through an open competition, which is in line with the principles of transparency, equality and fair competition;

14.2. The rules, conditions and terms of the competition are approved by the Rector of the Academy;

14.3. According to the need, the receipt of documents for the position of invited staff is announced by the order of the Rector of the Academy;



14.4. The invited personnel is selected by the commission approved by the order of the Rector of the Academy by evaluating the documents submitted by the contestants and interviewing them.

14.5. For ensuring publicity and availability, the announcement of the competition, will be posted on the Academy's website and will be published on the website of the electronic applications at least 1 month before the documents are received. The announcement states the terms of registration and the competition, the list of documents to be submitted, the date of publication of the competition results. The statement may also include other information;

14.5. In special cases, invited personnel can be selected without an open competition.

Article 15. Competition Commission

15.1. In order to hold the competition, a competition commission is set up by the order of the rector.

15.2. The number of members of the commission is determined by the odd number and cannot be less than three persons.

15.3. The commission includes representatives of the areas for which the competition is announced, it is also possible that:

- a. An invited person to be appointed as the chairperson of the commission;
- b. The commission include a representative of the student self-government;
- c. Other members of the public be invited to the commission.

15.4. The activities of the Commission are managed and chaired by the Chairman of the Competition Commission. The chairperson of the commission signs the decisions of the commission, chairs the sittings, exercises other powers allowed by the legislation related to the competition.

15.5. The commission has a secretary. The Secretary of the Commission shall set the agenda of the Commission, the minutes of the meeting, and exercise other powers related to the competition. A member of the commission may not participate in the competition at the same time.

15.6. The sitting of the commission is authorized to make a decision if the majority of the members of the commission are present at the sitting. The issues are resolved by secret ballot at the meeting, and the decision will be considered adopted if the contestant is voted by the majority of the competition commission members;

15.7. The Commission reviews the documents submitted by the contestant and evaluates them according to the following criteria (first stage):

- Compliance of the contestant's qualification with the chosen direction;
- Experience of scientific-pedagogical work;
- Number of scientific publications (monographs, textbooks, articles) published in the last 5 (five) years, level of performance and/or deserved evaluations, reviews, editorial work, inventions;



- Participation in scientific conferences, grant programs and international trainings;
- The syllabus of the training course submitted to the competition;
- Level of knowledge of a foreign language;
- Level of computer technology knowledge.

15.8. After reviewing the documentation, an interview with the contestants is scheduled (second stage);

15.9. The Commission is authorized to request the candidate to give a testing lecture;

15.10. As a result of the secret ballot, the commission makes a decision on the contestant, which is reflected in the minutes of the commission's final session.

Article 16. Terms for Invited Personnel Selection

16.1. A person with the appropriate qualification may be selected for the position of the invited staff for a period of at least 3 (three) years. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have the appropriate qualification, which is confirmed by academic/scientific degree and/or professional experience (at least 3 years of practice) and/or special training and/or publications.

Article 17. Registration of the contestant

17.1. The list of documents to be submitted by the contestant to the competition commission is determined by the order of the rector.

Documents to be submitted:

- Statement to the Competition Commission;
- CV of the contestant;
- Copies of relevant academic degree documentation. Also copies of diplomas certifying higher education;
- List of scientific papers (for the last 5 (five) years, with reference to years);
- Document confirming the scientific-pedagogical work in the relevant field;
- The syllabus (syllabi) of the course chosen by him in electronic and printed form;
- A copy of the ID card;
- 2 photos - 3X4, electronically on CD;
- Recent publications, papers, books, monographs or their copies and other information.

Article 18. Rules for proceeding the submitted documentation



18.1. The documents submitted by the contestants shall be registered by the Commission secretary. The application submitted for the competition, which lists the submitted documents, must be registered in the registration journal.

18.2. The documents submitted by the contestants will be handed over to the Chairman of the Competition Commission together with the act of acceptance.

18.3. Upon completion of the competition the selected candidate's documentation (according to the list specified in the Academy's Provision) will be included in his/her personal file (Paragraph 9.3 of Article 9 of the same rule).

Article 19. Approval of the competition results

19.1. The Rector of the Academy, on the basis of the protocol submitted by the Competition Commission, approves the results of the competition by issuing an order.

Article 20. Appeal of the competition results

20.1. In case of an appeal by the participants of the competition, the Secretary of the Competition Commission is authorized to convene a session or to discuss the mentioned issue at the invited session.

20.2. The decision on the claim shall be made in the form of a record of the tender competition commission.

20.3. The decision of the Competition Commission may be appealed to the Rector of the Academy, or after receiving an official response, in court, in accordance with the rules established by the legislation of Georgia.

Chapter III. Administrative and support personnel

Article 21. Administrative and support positions

21.1. The following belong to administrative/support positions:

- a. Rector, appointed by the decision of the founders;
- b. Vice Rector for education, appointed by the Rector;
- c. Head of Quality Management Service, appointed by the Rector;
- d. The School Dean, who is elected by a majority vote of the school board;
- e. The administrative staff of the Academy (other than the Rector) is appointed by the order of the Rector;
- f. The Rector concludes labor contracts with the administrative staff of the Academy.
- g. Support positions include other positions required for the activities of the academy provided for in the staff/non-staff list.



21.2. Rules for holding an administrative/support position

- a. The rules and terms for holding administrative and support positions, as well as job descriptions shall be determined by the Academy Provision, the provisions of the relevant structural units, the present rule, other legal acts.
- b. Administrative and support positions are held by election/appointment and/or competition.
- c. For the positions of support staff provided by the administrative and staff list the Academy is announcing vacancies. Applications for vacancies will be posted on the Academy's website for public access and availability, and can also be posted on the applications website. The application shall indicate the name of the vacant position, the list of documents to be submitted, the terms and conditions of submission of documents, the date of the interview, the date of the announcement of the interview results. The application may also include other information.
- d. A person shall be appointed to a support position provided in the administrative and staff list if he/she meets the terms (qualification requirements) specified in this Rule (Appendix 1).
- e. The support staff of the academy provided in the non- staff list is selected by the order of the Rector and the labor contract concluded with him.

Chapter IV. Personnel remuneration, incentives and responsibilities

Article 22. Remuneration of Personnel

22.1. Remuneration of academic and invited personnel is determined by the employment contract concluded with them and corresponds to their workload.

22.2. Remuneration of administrative and support personnel is determined by the employment contract concluded with them and meets their qualification requirements.

Article 23. Personnel incentives and responsibilities

23.1. Failure to fulfill/improperly fulfill the responsibilities by the personnel stipulated in the employment contract shall result in imposition of liability in accordance with the current legislation and the rules established by the Academy.

23.2. Fulfillment of the obligations stipulated by the labour contract, implementation of other activities useful for the Academy are the basis for incentives.



23.3. Every year, the Human Resources Management Service monitors the effectiveness of management, which is carried out by assessing the competencies of the employee, and determines the needs of career development, professional skills improvement, encouragement, and professional development of the staff;

23.4. Based on the conclusion submitted by the human resources management service, the head of the financial and material resources service decides on the issue of the use of incentive forms in each specific case and submits a draft of the conclusion to the rector.

Article 24. Transitional provisions

24.1. This rule shall come into force immediately upon signing;

24.2. Amendments and additions to the rules are made by the Senate;

Qualification requirements for the personnel

Rector

Education: Higher

Experience: At least 6 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

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

Head of Quality Management Service

Education: Higher

Experience: At least 2 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Head of Human Resources Management Service

Education: Higher

Experience: At least 3 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;



- Knowledge of one of the foreign languages (preferably);
- Good knowledge of office computer programs;
- Knowledge of the unified rules of case management;

Knowledge of the following legal acts:

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

Human Resources Management Service Specialist

Education: Higher

Experience: Experience of working in the educational sphere to fulfill the function of case management;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Knowledge of office computer programs (Consumer level);
- Knowledge of human resource management;

Knowledge of the following legal acts:

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

Head of the Financial and Material Resources Service/Main specialist

Education: Higher

Experience: At least 6 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

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

Head of Registry and Information Technology Service

Education: Higher

Experience: At least 1 year of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Knowledge of office computer programs (Consumer level);
- Knowledge of the rules of registry proceedings;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Registry and Information Technology Service Specialist

Education: Special

Experience: Experience working on registry in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Perfect knowledge of office computer programs
- Knowledge of legal acts related to the register;

Head of the International Relations Service

Education: Higher

Experience: At least 1 year of practical work experience;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages;
- Perfect knowledge of office computer programs

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

International relations service specialist



Education: Higher

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages;
- Perfect knowledge of office computer programs

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Head of Public Relations Service

Education: Secondary/ Higher

Experience: Practical work experience;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Perfect knowledge of office computer programs

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Public Relations Service specialist

Education: Secondary/Higher

Experience: Practical work experience;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Perfect knowledge of office computer programs

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Head of the Legal Support Service

Education: Higher

Experience: At least 4 years of experience working as a lawyer;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Perfect knowledge of office computer programs

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Head of the Safety and Health Care Service

Education: Higher

Experience: Experience working in the field of security;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Knowledge of office computer programs
- Knowledge of legal acts in the field of safety and health.

Safety and Health Care Service specialist

Education: Higher

Experience: Experience working in the field of security;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Perfect knowledge of office computer programs
- Knowledge of legal acts in the field of safety and health.

Medical Cabinet Doctor

Education: Higher

Experience: At least 2 years of experience working as a doctor;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);



- Knowledge of office computer programs;
- Qualification Certificate.

Head of the Library

Education: Higher

Experience: At least 2 years of experience working as a librarian;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Perfect knowledge of office computer programs;
- Knowledge of the International Library System;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Assistant to the Head of the Library

Education: Higher

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Perfect knowledge of office computer programs;
- Knowledge of the International Library System;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Head of the Student/Alumni Assistance and Career Development Center

Education: Secondary/Higher

Experience: Working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Perfect knowledge of office computer programs;



- Authorization and Accreditation Standards.

School Dean

Education: Higher

Experience: At least 4 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Deputy dean of the school

Education: Higher

Experience: At least 4 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Program Head/co-head

Education: Higher

Experience: At least 6 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;



- Authorization and Accreditation Standards.

Head of Examination Center

Education: Higher

Experience: At least 2 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages (preferably);
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Head of the scientific research center

Education: Higher

Experience: At least 2 years of working experience in the educational sphere;

Knowledge:

- Perfect knowledge of the state language;
- Knowledge of one of the foreign languages;
- Good knowledge of office computer programs;

Knowledge of the following legal acts:

- Law of Georgia on Higher Education;
- Authorization and Accreditation Standards.

Academic and invited personnel

Professor

Education: Academic degree of Doctor or equivalent;

Experience: At least 6 years of experience in scientific and pedagogical work;

Skills: Research skills; Pedagogical skills; Communication skills.

Associate Professor

Education: Academic degree of Doctor or equivalent;



Experience: At least 3 years of experience in scientific and pedagogical work;

Skills: Research skills; Pedagogical skills; Communication skills.

Assistant Professor

Education: Academic degree of Doctor or equivalent;

Skills: Research skills; Pedagogical skills; Communication skills.

Assistant

Education: PhD student;

Skills: Research skills; Pedagogical skills; Communication skills.

Academic personnel (Selected on a professional basis)

Education: Higher

Experience: Qualifications can be confirmed by professional experience, special training and/or publications (A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have a relevant qualification);

Skills: Research and/or pedagogical skills; Communication skills.

Invited Personnel

Education and/or experience: Higher (academic/scientific degree - relevant level of education) and/or at least 3 years experience of professional (pedagogical and/or practical) and/or special training and/or publications;

Skills: Research and/or pedagogical skills; Communication skills.