

Approved by
the April 14, 2021, N 9-1 resolution of
the Scientific Council of
the “Armenian State University of Economics”
State Non-Commercial Organization
Chairman of the Scientific Council,
Rector
Diana Galoyan

April 14, 2021

**REGULATION
ON FORMATION OF
THE “ARMENIAN STATE UNIVERSITY OF ECONOMICS”
STATE NON-COMMERCIAL ORGANIZATION
ACADEMIC STAFF**

I. GENERAL PROVISIONS

1. The current regulation was adopted on the basis of the “Law of the Republic of Armenia on Education”, “Law of the Republic of Armenia on Higher and Postgraduate Professional Education”, “Charter of "Armenian State University of Economics" State Non-Commercial Organization (hereinafter referred to as ASUE)”, “Regulation on Training and Certification of the ASUE Academic Staff”, and other internal legal acts.
2. This regulation defines the principles of competitive selection of ASUE academic (scientific-pedagogical, professorial) staff, the description of positions, the procedure and conditions of placement.
3. ASUE academic staff is formed by competitive selection for vacancies and by appointment of the Rector in the cases envisaged in this regulation for a term of 1 to 3 years.
4. The designation of ASUE academic staff is carried out on a contractual basis, on the basis of open competitive selection for a period of 3 to 5 years (according to the

attestation assessment score). Based on the evaluation of the academic staff member's activity results, his / her employment may last 3 years without a competitive selection.

5. The designation of ASUE scientific-administrative staff is carried out for a period of 1 academic year, up to 0.5 load, pluralistically.

6. In case of a candidate's suitability (in accordance with point 14 of this regulation) for a given position of ASUE academic staff, the Rector has the right to employ the candidate

- for a period of 1 academic year, in case of availability of a vacant position in the chair (not less than 0.25 load), and the member of ASUE academic staff for a period of 1 year with the right of annual extension,
- for an actual teaching term with payment for academic hours, in case of vacant classes in the chair (not exceeding 180 academic hours).

7. Those who are 70 or higher do not participate in the competition for the vacant positions of the academic staff at the university. The Rector of the university may, upon the recommendation of the head of the chair, conclude a part-time employment contract with them for a period of 1 year, with the right of annual extension.

II. ACADEMIC STAFF POSITIONS

8. ASUE Academic Staff includes the following positions: Professor, Associate Professor, Senior Lecturer, Lecturer, Assistant.

9. The position of a **Professor** can be held by those who have the corresponding academic degree of a Doctor of Science or a Candidate of Science (PhD) and an academic rank of a Professor, or have an academic degree of a Doctor of Science or a Candidate of Science (PhD) and at least 20 scientific papers (4 of which published in high-impact factor journals), are co-authors (or authors) of a textbook, manual, or monograph, and have 15 years of scientific-pedagogical experience.

10. The position of an **Associate Professor** can be held by those who have the corresponding academic degree of a Doctor of Science or a Candidate of Science (PhD) and an academic rank of an Associate Professor, or have an academic degree of a Doctor of Science or a Candidate of Science (PhD) and at least 10 scientific papers (2 of which published in high-impact factor journals), are co-authors (or authors) of a

textbook, manual, or monograph, and have 10 years of scientific-pedagogical experience.

11. The position of a **Senior Lecturer** can be held by those who have the corresponding academic degree of a Candidate of Science (PhD), at least 5 years of scientific-pedagogical experience, at least 5 scientific papers, are co-authors (or authors) of a textbook, manual, or monograph, or are specialists with a diploma in the given profession, or have a master's degree, and at least 5 years of professional experience.

12. The position of a **Lecturer** can be held by those who have the corresponding academic degree of a Candidate of Science (PhD), or have completed postgraduate studies (have passed qualification exams or have accumulated 175 credits in a researcher education program), have at least 3 scientific papers, or are specialists with a diploma in the given profession, or have a master's degree, and at least 3 years of professional experience.

13. The position of an **Assistant** can be held by those who either are specialists with a diploma in the given profession, or have a master's degree.

III. CRITERIA FOR ACADEMIC STAFF DESIGNATION

14. The criteria for designation of a candidate for academic staff positions are:

1. graduate or postgraduate professional qualification,
2. academic degree (academic rank , if applicable),
3. results of educational, research, teaching-methodological activities, published scientific works,
4. scientific-pedagogical experience,
5. certificate of attestation (training, qualification improvement),
6. results of student surveys evaluating pedagogical activity of a candidate who has worked at ASUE for at least one semester,

15. In accordance with the academic staff positions, the following areas of educational, research, and teaching-methodological activities are defined

- **Professors** - conducting lectures, practical (seminar) classes, scientific-methodological seminars, supervising postgraduate students' dissertations, master theses, final papers, establishing and organizing master and bachelor courses, managing master's and bachelor's degree programs, research projects, research groups and laboratories within the chair, organizing and implementing research projects, participating in the work carried out within standing committees, councils, advisory committees.
- **Associate Professor** - conducting lectures, practical (seminar) classes, scientific-methodological seminars, supervising postgraduate students' dissertations (if a permit is available), master theses, final papers, establishing and organizing master and bachelor courses, supervising scientific-pedagogical and research practicum, managing master's and bachelor's degree programs, research projects, research groups and laboratories within the chair, organizing and implementing research projects, participating in the work carried out within standing committees, councils, advisory committees.
- **Senior Lecturer** - conducting lectures, practical (seminar) classes, scientific-methodological seminars, supervising master theses, final papers and scientific-pedagogical and research practicum, implementing research projects, participating in the work carried out within advisory committees.
- **Lecturer** - conducting lectures, practical (seminar) classes, scientific-methodological seminars, supervising final papers and practicum, conducting consultations, participating in the research activities of the chair.
- **Assistant** - conducting practical (seminar) and laboratory classes, supervising practicum, participating in the research activities of the chair.

IV. ACADEMIC STAFF FORMATION PROCEDURE

16. The formation of ASUE academic staff is carried out in the following sequence:

- open competition for vacancies,
- appointment to positions in cases provided for by this procedure.

17. The replenishment of the academic staff vacancies in the chairs is carried out in the following cases:

- guaranteed annual increase in academic workload,
- retirement of a teacher, termination of his / her employment contract,
- teacher's early termination of academic activity due to health condition or other reasons,
- not extending/renewing the employment contract after the expiration.

18. In case of elimination of positions (less than 0.25 academic workload, dissolution of the faculty and / or chair, reduction of workload and change of other significant conditions of work organization), the employer proposes to sign an employment contract with changed conditions, on which the employee's disagreement gives the employer the right to terminate the employment contract in the manner prescribed by the Republic of Armenia Labor Code.

V. ACADEMIC STAFF SELECTION PROCEDURE

19. For competitive selection of ASUE academic staff an announcement is made in the republican press at least once a year which defines the terms of the competition, the requirements for the candidate and the deadline for submission of applications (30 days from the publication of the announcement).

20. Within the mentioned time period candidates must submit the following to the Human Resources Management Department of the University:

- application letter to the Rector,
- staff registration form,
- copies of documents confirming the academic degree (qualification) and academic rank (if applicable),
- list of published scientific and methodological works,
- resume/curriculum vitae,
- attestation document,
- a copy of the labour-book.

21. The candidate's application will not be considered if the required proper documents are not available and (or) the submission deadline has not been met.

The candidate's application is rejected by the Rector if his / her qualification does not meet the conditions of the competition or does not correspond to the professional direction of the chair.

22. The eligible candidates' applications are discussed at the relevant chair meeting.

The chair submits the record of the opinions and results of voting (secret or open, according to the decision of the chair) on the candidate to the Scientific Secretary of the University for sending to the Competition Commission of the University to receive their written conclusion.

23. The Competition Commission with the participation of at least 2/3 of the members examines the participants' documents and other submitted materials and gives a conclusion.

The Scientific Secretary submits the cases of the candidates for the position of Lecturer, Assistant, Associate Professor (the record of the results of voting and opinions on them) to the relevant faculty council, and the case of the candidate for the position of Professor to the Scientific Council of the University.

24. The Scientific Council organizes a secret voting with the participation of at least 2/3 of the members.

The Head of the Competition Commission (and one of the members of the commission in the faculty council) presents the candidates' data, the chair's and the Competition Commission's conclusions.

After the discussions and speeches, the names of the candidates who did not withdraw are registered in the ballots based on the Scientific Council's decision.

25. At the suggestion of the Scientific Council members, in order to hold a secret voting and summarize the results, by the decision of the Scientific Council, a Committee of not less than 3 people (odd number) are elected from the members of the Council.

Candidates cannot become a member of the Committee. The Committee elects a chairman from among its members.

26. The Committee makes decisions based on the majority of votes.

27. If there is only one candidate, the ballot must state the candidate's last name, first name, and the words "for" and "against".

28. In case of more than one candidate, their last names and first names should be indicated in alphabetical order and there should be an empty box for voting.

The phrase "I am against everyone" is mentioned on the bottom line of the ballot.

29. The ballots for more than one vacancy (number indicated) in the same chair for the positions of Associate Professor, Senior Lecturer, Lecturer or Assistant must alphabetically indicate the candidates' surnames and names and an empty box for voting, as well as the phrases "not more than ___ (number of vacancies) candidates can be voted "for", and "I am against everyone" on the bottom line.

30. Each member of the Scientific Council receives one ballot by signing the voter list. After the voting, the Committee summarizes the voting results, registers the invalid ballots and prepares a record.

Valid ballots are those which,

- in case of one candidate, indicate either "for" or "against",
- indicate either a vote for the candidates not more than the maximum number of vacancies available in the chair or "I am against everyone".

Invalid ballots are those which,

- indicate a vote for the candidates more than the maximum number of vacancies available in the chair,
- contain unnecessary notes, signs.

31. A candidate who receives the maximum number of votes (not less than 50% + 1) of the members participating in the meeting of the Scientific Council is considered selected, and a decision is made upon it.

32. If candidates receive equal votes, a double voting is organized in the same meeting for the remaining vacancies. The candidate who receives the maximum number of votes (not less than 50% + 1) of the members participating in the meeting of the Scientific Council is considered selected, and a decision is made upon it.

33. For candidates who received 50% + 1 in double voting, but received equal votes, the following priorities are taken into consideration when designating for the vacant positions:

- academic degree,
- pedagogical experience (according to maximum length).

34. Double voting is organized in accordance with this regulation.

35. Based on the decision of the Scientific Council, the Rector designates the selected person to the announced position.

36. The competition results are annulled only in case of violating this regulation.

37. Not including women who are on maternity, prenatal or postnatal leave to take care of a child under the age of 3 in the competition list or not concluding a contract with them after passing the competition is prohibited.

38. Holding a competition for lecturers ahead of time during the dissolution and unification of chairs is prohibited.

VI. TRANSITIONAL AND FINAL PROVISIONS

39. Provisions provided for in point 7 of this Regulation do not apply to those who were selected (appointed) prior to the entry of this Regulation into force. They hold office until the contract expires.

40. This Regulation enters into force on April 14, 2021, with the exception of sub-point "5" of point 14, which will enter into force on January 1, 2022.