



## **SENATE OF MYKOLAS ROMERIS UNIVERSITY**

### **RESOLUTION ON THE APPROVAL OF THE PROCEDURE FOR THE SELECTION, EVALUATION AND ATTESTATION OF LECTURERS AND RESEARCHERS AT MYKOLAS ROMERIS UNIVERSITY**

In accordance with point 33.4 of the Statute of Mykolas Romeris University, the Senate of Mykolas Romeris University hereby **r e s o l v e s**:

1. To approve the Procedure for Selection, Evaluation and Attestation of Lecturers, Researchers and Academic Staff of Mykolas Romeris University (attached).

2. To declare the Resolution of the Senate of Mykolas Romeris University No. 1SN-45 of June 8, 2020 "On the Approval of the Procedure for the Selection, Evaluation and Attestation of Lecturers, Academic Staff and Other Researchers of Mykolas Romeris University" as invalid.

*I hereby publish the following resolution adopted by the Senate of Mykolas Romeris  
University*

**RECTOR OF THE UNIVERSITY**

**PROF. DR. INGA ŽALĖNIENĖ**

I hereby certify that this Resolution of the Senate of Mykolas Romeris University is authentic.

President of the Senate

assoc. prof. dr. Romas Prakapas

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6027, 6086

## **MYKOLAS ROMERIS UNIVERSITY PROCEDURE FOR SELECTION, EVALUATION AND ATTESTATION OF LECTURERS AND RESEARCH STAFF**

### **I. GENERAL PROVISIONS**

1. The Procedure for Selection, Evaluation and Attestation of Lecturers and Researchers of Mykolas Romeris University (hereinafter - the Procedure) regulates the organisation of the selection, evaluation and attestation of lecturers and researchers of the University.

2. The selection, evaluation and attestation of lecturers and researchers shall be organised and carried out in accordance with the Law on Science and Studies of the Republic of Lithuania, the Statutes of the University, the principles of selection and evaluation of employees established by the Council of Mykolas Romeris University, the Recommendations of the European Commission of 11 March 2005 on the European Charter for Scientists and the Code of Conduct for the Recruitment of Scientists, other legal acts, and these Procedures.

3. The selection and evaluation of lecturers and researchers for visiting lecturers and researchers shall be carried out by the Personnel Commission of the University, established by order of the Rector. Visiting lecturers and researchers must meet the qualification requirements of Mykolas Romeris University.

4. The selection and evaluation of lecturers and researchers to be recruited to key positions for a 5-year term of office through a public competition shall be carried out by the Mykolas Romeris University Commission for Recruitment of Lecturers and Researchers (hereinafter referred to as "the Commission"), approved by the Rector's Order. At least one third of the members of the Commission shall be persons not employed at the University. The Commission shall be responsible for the preparation of the competition for the position of professor or senior researcher.

5. The regular attestation of lecturers and researchers and attestation for the term of office shall be carried out by the Mykolas Romeris University Commission for Attestation of Lecturers and Researchers (hereinafter - the Attestation Commission). The Attestation Commission shall be established by order of the Rector. The members of the Attestation Commission shall include the Vice-Rector for Academic Affairs, the Head of the Centre for Academic Affairs or another employee of the Centre for Academic Affairs delegated by him/her, the Head of the Science and Innovation Centre or another employee of the Science and Innovation Centre delegated by him/her, a representative from each academic department, at least one representative of a social partner not employed at the University and at least one international expert. The Secretary of the Attestation Panel shall be a member of the Research Quality and Analysis Unit of the Science and Innovation Centre. The work of the Attestation Commission shall be organised in accordance with the Rules of Procedure of the Attestation Commission of the Mykolas Romeris University for Lecturers and Researchers.

6. Interim attestation of lecturers and researchers shall be carried out by the attestation commissions of lecturers and researchers of academic units (hereinafter - the Academic Unit Attestation Commission). The Academic Unit Attestation Board shall be established by order of the Dean of the academic unit.

## **II. SELECTION OF TEACHING AND RESEARCH STAFF BY PUBLIC COMPETITION**

7. Lecturers and research staff shall be recruited to their main posts for each 5-year term of office by public competition.

8. A person who is successful for the second time in succession in a competition for the same teaching and research post shall be given a contract of indefinite duration for that post. The person shall be attested in accordance with the procedure laid down in Section III of these Regulations.

9. The decision to open a public competition shall be taken by the Rector.

10. If there is a need for the post in question at the University, a public competition shall be held at least 3 months before the end of the term of office of a lecturer or researcher at the University, or at least 3 months before the planned date of recruitment of a lecturer or researcher. The notice of the competition for the post of lecturer and researcher shall be published on the websites of the University, the Lithuanian Research Council, as well as national and, if appropriate, international media. The notice shall specify the title of the vacant post, the unit where and the documents to be submitted and the date of assessment of the candidates' achievements and scientific activities, after which the activities and achievements acquired shall not be considered in the competition. The form of submission and other criteria may be specified. The notification shall specify a deadline of at least 30 calendar days for the submission of the documents.

11. Candidates' documents shall be received by the Personnel Office.

12. After the deadline for the submission of documents specified in the notice of competition, the Personnel Office shall inform the Heads of Academic Units and the Chairpersons of the Academic Units' Councils of the candidates' documents.

13. Lecturers and research staff who participate in the competition and have not worked at Mykolas Romeris University for the last five years must, within ten working days after the deadline for submitting documents for participation in the competition, participate in a public discussion or seminar organised by the relevant academic unit, or give a public presentation at the relevant academic unit.

14. The Councils of Academic Units shall make recommendations to the Commission on all the candidates in the competition for the academic unit concerned.

15. When selecting candidates for the position, the Commission shall assess their compliance with the minimum qualification requirements for persons seeking to hold the positions of lecturers and researchers (as specified in the Qualification Requirements for Lecturers, Researchers and Academic Staff of Mykolas Romeris University), and the recommendations of the Academic Unit Councils, and shall also assess the candidates' results of studies, research and scientific and scientific applied and educational activities achieved during their careers, feedback from students on teaching, completion of the workload prior to the participation in the competition, and their creative and ethical characteristics. The Commission shall assess the teaching and research staff competing for a second term of office (who have been employed by the University for the last five years) on the basis of the minimum qualification requirements and the requirements for teaching and research staff positions during the term of office. The latter shall take into account the decision of the Attestation Committee on the certification for the term of office.

16. The Commission shall take its decisions within 30 calendar days of the end of the period of acceptance of the documents. A decision shall be deemed to be a decision of the Commission as a whole, even if it is not unanimous. The distribution of the Commission's votes in adopting a resolution shall not be disclosed.

17. A tenderer for whom less than half of the members of the Commission have voted shall be deemed not to have been elected, even if the post for which the competition is open remains vacant.

18. Candidates who disagree with the results of the competition may appeal in writing to the University's Labour Disputes Commission only in respect of possible irregularities in the selection procedure. The letter of appeal shall be submitted to the Personnel Office no later than 3 working days after the announcement of the competition results. A meeting of the Labour Disputes Committee must be convened no later than seven days from the date of receipt of the appeal. The appeal must be heard no later than fourteen days from the date of receipt of the appeal. If the appeal is upheld, the nomination shall be returned to the Commission for reconsideration. The Commission shall take its final decision within 5 working days. The Commission's decision may be appealed against in accordance with the procedure laid down by law.

### **III. ATTESTATION OF TEACHERS AND RESEARCHERS**

19. Persons with permanent contracts as teachers or researchers shall be attested every 2.5 years (interim attestation) and 5 years (regular attestation). These periods shall be based on the years of service of the teacher or researcher and shall start on the first day of the teacher's or researcher's employment under a contract of indefinite duration, with subsequent periods of attestation being calculated from the date of the previous (last) attestation, as appropriate.

20. Persons holding a 5-year (tenure-track) contract for the principal duties of a lecturer or researcher shall be attested for the term of office no later than 4 months before the end of the term of office.

21. An extraordinary attestation may be organised for the University's lecturers and research staff. An extraordinary attestation may be held on the grounds of possible non-compliance with qualification requirements, improper performance of duties, or non-compliance with the University's Code of Academic Ethics. An extraordinary attestation may be announced not earlier than one year after the regular attestation of a lecturer or researcher, or not earlier than one year after the extraordinary attestation of a lecturer or researcher, or not earlier than one year after a public competition, when the lecturer or researcher has been recruited by the University.

22. The Personnel Office shall provide the Centre for Science and Innovation with the details of the persons to be subject to regular, intermediate or post-tenure certification at least three months before the date of regular, intermediate or post-tenure certification. Together with the details of the persons to be subject to regular attestation, the Personnel Office shall forward to the SIC the decisions on the intermediate attestation and any other documents related to the intermediate attestation. On the basis of the data received, the Science and Innovation Centre shall prepare a proposal from the Vice-Rector for Academic Affairs to the Rector to issue an order for the attestation of a lecturer or a researcher, specifying the deadline by which the attestation is to be carried out and the committee which will carry out the attestation.

23. The chairperson of the attestation board or the chairperson of the attestation board of the relevant academic unit shall set the date of the attestation meeting. The attestation board or the attestation board of the academic unit concerned shall inform the head of the academic unit of the

University in which the teacher or researcher to be attested is employed, as well as the teachers and/or researchers to be attested, of the scheduled attestations and the dates of the attestation meetings. The Attestation Board or the Attestation Board of the relevant academic unit shall inform the lecturers and/or researchers and the heads of academic units of the announced attestation by e-mail provided by the University at least two weeks before the scheduled meeting of the Attestation Board or the Attestation Board of the relevant academic unit.

24. In the case of regular and intermediate attestation, teaching and research staff who have fulfilled the requirements during their term of office may not be invited to a meeting of the Attestation Board or the Attestation Board of the relevant academic unit. Lecturers and research staff who have not fulfilled the requirements during their term of office shall be summoned to the meeting of the Attestation Board or the Attestation Board of the academic unit concerned at least one week in advance, stating the date, time and place of the meeting. If the staff member concerned fails to give notice that he/she will be unable to attend the meeting for a valid reason, or if he/she refuses to attend, the meeting shall be held in his/her absence.

25. In the case of attestation for tenure, teaching and research staff shall be summoned to a meeting of the Attestation Board at least one week in advance, stating the date, time and place of the meeting. If the staff member does not give notice that he/she will be unable to attend the meeting for a justifiable reason, or if he/she refuses to attend, the meeting of the Board shall be held in the absence of the staff member concerned.

26. After notification of the attestation, the attested lecturer and/or researcher shall, within 5 working days, fill in a questionnaire, in which he/she shall indicate the data relevant for the attestation on the results achieved in science, studies and other evaluated activities.

27. During the regular attestation, the fulfilment of the requirements of lecturers and/or researchers during the term of office and compliance with the University's Code of Academic Ethics shall be assessed. The evaluation shall take into account the person's professional and/or work experience and professional qualities, as well as student feedback. During the regular attestation, the results achieved by the lecturer or researcher shall be evaluated, as well as his/her prospective performance, which shall be substantiated by documents (certificates on scientific publications accepted for publication, monographs being written, new study programmes being developed, etc.). The Attestation Committee may invite additional experts who can objectively assess the academic performance of the teachers and researchers being attested and provide conclusions on their suitability for their duties.

28. At the mid-term and post-tenure reviews, the academic performance of lecturers and/or research staff in meeting the requirements during the tenure period and compliance with the University's Code of Academic Ethics shall be assessed. The evaluation shall take into account the professional and/or work experience and qualities of the individual, as well as student feedback. During the mid-term and post-tenure reviews, the results achieved by the lecturer or researcher and the prospects of his/her activities shall be assessed, which shall be documented (certificates of scientific publications accepted for publication, monographs being written, new study programmes being established, etc.). The attestation committee or the attestation committee of the relevant academic unit may invite additional experts who can objectively assess the academic performance of the lecturers and researchers being attested and provide conclusions on their suitability for their duties.

29. For the first interim and regular attestations, the University's requirements for the posts of qualified lecturers and research staff in force at the time of the conclusion of the contract of employment shall apply, and for the subsequent attestations, the University's requirements for the

posts of qualified lecturers and research staff in force at the time of the most recent regular attestation shall apply. In the case of attestation for tenure, the University's requirements for the posts of qualified lecturers and researchers in force at the time of the conclusion of the five-year contract shall apply. In the case of the certification of lecturers and researchers, the overall requirements for the 5-year or tenure period shall be reduced proportionately for the period from the date of the signed open-ended contract or the date of the regular certification to the date of the certification (for persons with open-ended contracts for lecturers and researchers) or for the period from the beginning of the tenure period to the date of the certification (for persons with fixed-term contracts for lecturers or researchers for a 5-year period). The requirements shall also be reduced proportionately to take account of periods of absence from duties or workload for objective reasons, maternity leave and leave to care for a child until the child reaches the age of three years. In the case of part-time work, sick leave for more than ninety (90) calendar days per year, the requirements shall be reduced proportionately.

30. At the time of the regular attestation and at the time of the attestation for tenure, the performance of teaching and/or research staff shall be evaluated as follows: attestable, non-attestable. The mid-term attestation shall assess the extent to which the requirements have been fulfilled during the tenure period and how reasonable and realistic the plan is to fulfil the remaining requirements during the tenure period.

31. After assessing the viability of the performance of the certified lecturer or researcher at the time of the regular attestation, the Attestation Committee may decide to postpone the attestation for up to one year, specifying the requirements to be fulfilled by the certified lecturer or researcher by a specific deadline, after which the certification shall be carried out as described in the present Procedures. Ordinary attestation may be postponed only once. In the event of postponement of a regular attestation, the next attestation shall be carried out in accordance with the normal deadlines, irrespective of the postponement period.

32. The Attestation Board or the Attestation Board of the relevant academic unit shall take a decision on the attestation by drawing up minutes of the meeting, which shall contain the conclusion of the Attestation Board or the Attestation Board of the relevant academic unit and the reasons for it. The minutes shall be signed by the chairperson of the Board of Attestation or of the Board of Attestation of the academic unit concerned, or by the member of the Board of Attestation or of the Board of Attestation of the academic unit concerned who was chairperson of the meeting, if the chairperson of the Board of Attestation or of the Board of Attestation of the academic unit concerned was not able to be present at the meeting. Resolutions shall be adopted by a simple majority of the members of the Board of Attestation or of the Board of Attestation of the academic unit concerned. The distribution of votes of the Attestation Board or the Attestation Board of the academic unit concerned shall not be disclosed in the adoption of the resolution.

33. The attestation commission or the attestation commission of the relevant academic unit, having evaluated the performance of a lecturer and/or researcher, may submit proposals on remuneration to the Personnel Commission of the University, as well as state that the lecturer or researcher is eligible for a higher position.

34. The attestation committee or the attestation committee of the relevant academic unit shall inform the certified lecturer, researcher and the head of the academic unit of the University where the certified lecturer or researcher works of the decisions taken on certification by e-mail provided by the University within 5 working days at the latest. If no reply is received from the recipient's e-mail server about errors in sending the e-mail, the delivery to the recipient shall be deemed successful.

35. If the performance of a lecturer and/or researcher is assessed as 'not passable' in the course of an ordinary or extraordinary attestation, the person concerned shall be dismissed from his/her post in accordance with the procedure laid down by law. Taking into account the professional qualifications, professional qualities and other relevant circumstances of the person who has not been tested, the person who has not been tested may be offered another teaching or research post.

36. The attestation board or the attestation board of the relevant academic unit shall forward the signed and registered minutes, together with the other attestation documents, to the Personnel Office within 5 working days of the date of the minutes. The documents relating to the attestation shall be kept in the attestee's personal file.

37. Lecturers and researchers who disagree with the decision of the Attestation Commission or the Attestation Commission of the relevant academic unit shall have the right to lodge an appeal to the University Labour Disputes Commission on the grounds of substantial procedural violations. The letter of appeal shall be submitted to the Personnel Office no later than within 3 working days from the date of acquaintance with the decision of the Attestation Board or the decision of the Attestation Board of the relevant academic unit. A meeting of the Labour Disputes Committee must be convened within seven days of receipt of the appeal. The appeal must be heard no later than fourteen working days from the date of receipt. If the appeal is upheld, the Attestation Board shall conduct the attestation afresh. The re-certification decision shall be taken by the Attestation Board within 5 working days. The re-decision of the Attestation Board may be appealed against in accordance with the procedure laid down by law.

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