|  |  |
| --- | --- |
| **REGISTERED IN THE MINISTRY OF JUSTICE OF THE REPUBLIC OF AZERBAIJAN.**  **Note.№ 3**  **19.08.1996**  **Substitute Minister: \_\_\_\_\_\_S.C.Hasanova** | **Approved by the order**  **No 401 dated 07.08.1996 of**  **the MINISTRY OF EDUCATION.**  **Minister\_\_\_\_\_\_\_\_\_\_\_L.X.Rasulova** |

**REGULATIONS**

**ON GUIDELINES ON FILLING IN**

**PROFESSOR, TEACHER AND HEAD OF CHAIR**

**POSITIONS IN HIGHER EDUCATION INSTITUTIONS**

**BAKU - 1996**

**ADDENDUM 1**

**TO THE ORDER No 401**

**DATED 07.08.1996 OF**

**THE MINISTRY OF EDUCATION**

**OF THE REPUBLIC OF AZERBAIJAN**

**R E G U L A T I O N S**

**ON GUIDELINES ON FILLING IN PROFESSOR, TEACHER AND HEAD OF CHAIR POSITIONS IN HIGHER EDUCATION INSTITUTIONS**

**1. GENERAL REQUIREMENTS FOR FILLING IN PROFESSOR, TEACHER AND HEAD OF CHAIR POSITIONS.**

1.1. The vacant positions of head of chair, professor, associate professor, senior teacher, teacher and assistant in the higher education institutions are generally filled for the period of 5 years. When higher education institution or chairs are newly established and there is a need for highly-qualified specialists and in other exceptional cases, rector may appoint (positions need to be filled in only through competition later on) individuals for the positions on the basis of a fixed-term labor contract (not exceeding one year). The contract cannot be re-extended.

1.2. The citizens of the Republic of Azerbaijan and Azerbaijanis living abroad with qualified training, achievements in relevant science or production areas, requisite scientific-pedagogical or production experience, high moral qualities, relevant scientific name and degrees are eligible to take part in the competition.

* 1. A competition is announced for elected or appointed positions whose terms are expiring, as well as for the vacant positions of the head of chair, professor, associate professor, senior teacher, teacher and assistant.
  2. The professors of relevant major, as well as doctors of sciences and candidates of sciences with at least 5 years of scientific-pedagogical experience may take part in the competition for the position of the head of chair. In special cases (foreign language, physical fitness, art, music specializations), individuals without a scientific degree in those majors may also take part in the competition to fill in the position of the head of chair. Candidate of science bearing a scientific name of an associate professor may, in exceptional cases, take part in the competition in order to be elected a head of chair for the second term. When the activity of the head of chair is terminated for any reason before the term (in office) expires, an employee of that chair is assigned to the position by the order of rector and a competition is announced within a month to fill in the position. A competition is announced within a month to fill in the position of the outgoing head of chair. The outgoing head of chair or another employee of the chair is assigned to the position until the election.

The senior employees of relevant scientific-research and education institutions, as well as other state institutions and bodies who possess a relevant scientific name and degree and scientific authority may also work as a head of chair.

Professors and doctor of science may take part in the competition to fill in the position of professor and professors, associate professors, doctors of science and candidates of science may take part in the competition to fill in the position of associate professor.

Doctor of science with 3 years of scientific-pedagogical experience or highly qualified specialists with higher education (Masters) with 5 years of scientific-pedagogical or production experience and published scientific-methodical works may generally take part in the competition to fill in the position of senior teacher.

Candidates of science with at least one year of scientific-pedagogical or work experience in their major, as well as highly-qualified specialists with higher education (Masters) with 3 years of scientific-pedagogical or production experience and published scientific-methodical works may take part in the competition to fill in the positions of teacher and assistant. Specialists who graduated from full-time doctoral studies, successfully completed assistantship internship, graduated from higher education institution with distinction and are scientific-research oriented, as well as trainee teachers may be appointed for the period of no more than 3 years. The positions are filled in through competition in accordance with these regulations after the expiry of the term.

1.5. Individuals with relevant scientific name, degree and work experience may be recruited by the order of rector on the basis of fixed-term labour contract to do hourly or replacement work in higher education institutions.

1.6. The academic council of faculty elects associate professors, senior teachers and assistants. In exceptional cases, rector may issue a substantiated order to hold the election in the academic council of higher education institution.

1.7. If chair does not belong to the structure of any faculty, then election to fill in professor and teacher positions of these chairs are held in the academic council of higher education institution.

1. An announcement for competition is not made to fill in the positions of women who are pregnant and giving birth, as well as those with up to 3-year old children.
2. Competition is publicized in press and other mass media means in accordance with these regulations.
3. **Guidelines on filling in professor, teacher and head of chair positions.**
4. In all cases, academic council (prior to confidential voting) hears information on specialization training of each candidate participating in the competition in order to be elected to professor, teacher and head of chair positions.
5. The names and surnames of competition participants are included in voting bulletin. (Sample 1).

2.3. Name and surname of a candidate shall be left intact or be crossed out in the bulletin if voting in favor and against respectively. Each voter may only vote for one candidate. The bulletin is considered void if names and surnames of two or more candidates are left intact.

2.4. Academic council selects a counting commission of 3-5 individuals to count the votes. The counting commission declares the results of voting per candidate and his/her protocol is approved by the academic council in line with the existing rules and included in the competition documents. The decision of academic council is approved by the order of rector.

2.5. At least, 2/3 of academic council members shall be present for the meeting to be valid.

Candidate obtaining over 50% of votes of academic council members is elected to the position. If none of candidates obtain over 50% of votes in the first stage of competition, two candidates with the most votes (one candidate if only two candidates took part in the voting) are put to the vote in the same meeting.

2.6. All candidates are entitled to take part in the gathering or meeting focusing on their election.

2.7. If no application is received for participation in the competition or no candidate is elected in the voting, the competition is considered void. If a new competition is announced for the positions, the candidates of prior competition may also take part in.

2.8. Election shall be completed in the space of three months after the announcement of competition at latest. The leadership of higher education institution is directly responsible for the delay in holding of competition for no acceptable reason.

2.9. Competition-related complaints may be submitted to the rector or founder of higher education institution from the date of announcement of competition to 15 days after the election.

2.10 The rector or founder of higher education institution may revoke the competition or the results of election, if any article of the regulations is breached.

**3. Guidelines on holding competition**

* 1. The competition in higher education institution may be announced for the whole academic year.
  2. The admission of documents for participation in the competition lasts 30 days from the day of announcement.
  3. An individual needs to provide the following documents along with the application to rector in order to take part in the competition:

- personal registration sheet of personnel;

- curriculum-vitae;

- copies of higher education, scientific name and degree documents;

- authenticated list of published scientific works, discoveries and inventions;

- it is sufficient to provide an application to rector, a list of scientific works, discoveries and inventions for those who work in higher education institutions which announced the competition.

Refusal to admit applications for participation may occur, when a candidate does not meet the criteria or missed the application deadline.

3.4. Documents are initially discussed in the meeting of relevant chair. The head of chair or officer in charge leads the meeting for election of professors and teachers. The chair objectively assess scientific and scientific-pedagogical performance of each candidate and take a relevant decision. The substantiated opinion of the chair on each candidate is submitted to the (faculty) academic council of higher education council. The candidates participating in the competition may take part in the meeting of chair or learn its decision.

* 1. The dean of faculty (rector or vice-rector for educational affairs in chairs of higher education institutions) leads the meeting of chair for election of the head of chair.
  2. The rector of higher education institution approves the election schedule of positions standing for re-election based on the submission of human resources department in the beginning of each academic year (by 15 September). Professors and teachers are updated at least one month ahead of election.
  3. Rector dismisses individuals who did not file an application to fill in a position or failed the competition not later than the end of current semester and the following note is made in the employment history: “Dismissed from the position upon the expiry of elected term”. In this case, the heads of chairs are provided a maximum of one year employment in the higher education institution by the order of rector on a condition of participation in the future competition.
  4. When two or more chairs are merged, or when a chair is split into new chairs, the election of professor-teacher personnel is not held before the expiry of their elected terms. Their terms are calculated from the date of election, which took place before the chairs were merged (or split).

When a decision is taken to merge chairs, the head of one of merged chairs is elected a head of a new chair in the same meeting of academic council by confidential voting. The term of the elected head is calculated from the date of election held for that individual before merger of chairs.

When a chair is split into new chairs, the head of initial chair leads one of chairs until the expiry of his/her elected term. Competition is held to fill in the positions of heads of other chairs.

When the name of chair is changed, the head and employees of the chair perform their duties until the expiry of their elected terms.

* 1. The heads of chairs, professors and teachers, who are deemed unfit to hold their positions for the reasons of unethical behavior, violation of work discipline, failure to duly perform their duties and other cases envisioned in the legislation of the Republic of Azerbaijan, are dismissed by the order of rector in line with the rules contemplated in the legislation. In this case, the decision is based on the submission of relevant chair and the opinion of academic council they were elected by.

**SAMPLE 1**

**Bulletin**

on confidential voting of the meeting of (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*(date, protocol number)*

the academic council of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on election

*(higher education institution (faculty)*

to the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Order

№

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.

2.

3.

Name and surname of a candidate shall be left intact (if voting in favour) or be crossed out (if voting againt).