

APPROVED

by Decision AT N – 2 of the Academic Council  
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**DESCRIPTION OF THE PROCEDURE FOR COMPETITIONS FOR TEACHING  
POSITIONS AND THE ASSESSMENT AND CERTIFICATION OF TEACHER  
ACTIVITY AT  
VILNIAUS KOLEGIJA / HIGHER EDUCATION INSTITUTION**

**SECTION I  
GENERAL PROVISIONS**

1. The Description of the procedure for competitions for teaching positions and the assessment and certification of teacher activity (hereinafter - the Description) at Vilniaus Kolegija / Higher Education Institution determines the qualification requirements for teaching positions of Vilniaus Kolegija / Higher Education Institution (hereinafter - the Kolegija), the organization and execution of competitions for teaching positions and the evaluation and certification of teachers' activities.

2. The Description has been prepared in accordance with the Law of the Republic of Lithuania on Science and Studies, the description of mandatory competences for the career stages of researchers of science and study institutions, and other legal acts.

3. Concepts of the Description:

3.1. **Teacher** – a person who educates and teaches students and listeners in a higher education institution and holds the position of professor, associate professor, lecturer, senior lecturer, assistant or junior assistant.

3.2. **Teacher practitioner** – a person who teaches, conducts practical classes, supervises students' practical work, introduces students to the application of scientific research in practice, helps them to carry out applied scientific activities, imparts knowledge of practical work to them.

3.2. **Expert** – a competent person with special knowledge and abilities in a certain area/areas, capable of making effective, reliable decisions, familiar with the organization of studies, research, and the areas of quality assessment and management. The expert must be impartial, not cause a conflict of public and private interests.

3.3. **Scientist** – a researcher with a Ph.D.

3.4. **Recognized artist** – a creator or performer of works of art, whose creative activity is characterized by works of particular importance to art and culture, realized in Lithuania and/or abroad, which have gained wide recognition from society and art specialists, have been evaluated with prestigious international or national prizes and other high awards, or (and ) who has trained distinguished artists and meets the requirements established by the Kolegija in which he/she seeks or holds office.

3.5. **Researcher** – a person with higher education, engaged in advancing knowledge, conceptualizing, or creating new products, processes, methods, and systems, or leading scientific research and experimental development projects. Career levels of researchers:

3.5.1. **Junior researcher** – an individual holding a master's degree or equivalent qualification in higher education; they engage in scientific (artistic) activities under the supervision of a recognized or leading researcher.

3.5.2. **Approved researcher** – a scientist (doctor of arts) whose scientific (artistic) activity is not completely independent.

3.5.3. **Recognized researcher** – a scientist (doctor of arts) who has reached the level of independence of scientific (art) activities.

3.5.4. **Leading researcher** – an independent scientist (doctor of arts) who is a leader in their field of research or science (art).

4. Researchers or recognized artists can occupy the following teaching positions at the Kolegija: professor, associate professor, assistant, junior assistant.

5. Persons who are not researchers or recognized artists can occupy the following teaching positions in the Kolegija: senior lecturer, lecturer.

6. Persons are appointed to the position of the Kolegija teacher through a public competition (tender), except in cases specified in points 9, 10, 12 and 14 of the Description, and will be entitled to no less than 0.25 of a full-time workload norm.

7. The competition-winning teacher is offered a fixed-term contract for a period of 5 years, and for the same period, their activity plan aligned with the Kolegija's strategic action plan is approved. The decision to enter into a fixed-term employment contract with the competition winner means the approval of their submitted activity plan.

8. If a teacher under a permanent contract wins a competition for a another teaching position, their employment shall continue under a permanent contract in the new post. If the only candidate who meets the conditions of the competition is an assistant or a lecturer under a permanent contract with the Kolegija, they may be promoted to a higher position in the Kolegija (to a lecturer or associate professor respectively) without competition.

9. By the decision of the Rector of the Kolegija (hereinafter referred to as Rector), based on the recommendation of the Dean of a Kolegija faculty (hereinafter referred to as Dean), HE teachers from other academic and educational institutions may be invited for a period not exceeding 2 years, provided they meet the requirements for a leading or recognized researcher career stage. Fixed-term employment contracts are concluded with the guest teachers.

10. By the decision of the Rector, based on the recommendation of the Dean for a period not exceeding 2 years, teachers practitioners may be employed at the Kolegija. While performing their duties, such teachers must engage in practical work not within scientific and educational institutions, possess at least 3 years of relevant practical work experience related to the teaching field, demonstrate professional achievements, and meet the basic teaching competencies specified by the Kolegija.

11. Guest teachers and teachers practitioners are not subject to the competitive recruitment procedure set out in the Description, but their appointment, with the exception of teachers practitioners, is governed by the qualification requirements specified in Chapters V and VI of the Description.

12. Persons not specified in points 9, 10 and 13 of the Description, who meet the qualification requirements for that position, may be accepted to the position of the Kolegija teachers without a competitive tender under a fixed-term employment contract, by the decision of the Rector, based on the recommendation of the Dean. Without a competition, persons are accepted to the position of teachers for a period of no longer than one year, while concluding a fixed-term employment contract. This contract can be extended for another period not exceeding one year. These persons may be re-hired without a competition for the positions of the Kolegija teachers no earlier than 2 years after the end of the fixed-term employment contract. The restrictions on the term of the employment contract and the re-signing of the employment contract provided for, at this point do not apply to teachers working under project work contracts and agreements on the additional function of project work. Persons whose activity in the Kolegija in the case determined by the Description was evaluated negatively, and uncertified persons can only be admitted to lower positions without a competition.

13. Teachers who have reached the retirement age are terminated from their contract of indefinite service. In this case, their permanent contract ends on the date of the end of the last academic year, as determined by the Kolegija, in which the teacher reaches the retirement age. After the termination of the permanent contract, the employment relationship with a teacher who has reached the retirement age may be continued under a fixed-term contract for the same post

for a maximum period of 3 years. Such fixed-term employment contract shall be subject to the approval of the Academic Council of the Kolegija (hereinafter referred to as 'the Academic Council'), having assessed that the work of the staff member is necessary to ensure the continuity of the study programmes and/or research carried out by the Kolegija. With the approval of the Academic Council, such a contract may be renewed once. Upon entering into a renewed fixed-term employment contract, individuals are evaluated according to the procedure established by the Kolegija, with the period of evaluation counted from the date of the last evaluation conducted while working under a permanent employment contract at the Kolegija.

14. Persons are appointed to the position of junior assistant upon the recommendation of the Dean and decision of the Rector. Candidates for these positions must meet qualifications not lower than those of a junior researcher. Fixed-term employment contracts are concluded with individuals appointed to the position of junior assistant, which last no longer than until the completion of their doctoral studies. These contracts may be extended for a period not exceeding one year after the completion of doctoral studies.

## **SECTION II COMPETITIONS' AND CERTIFICATION COMMISSIONS**

15. Competitions' (tenders') and certification (attestation) commissions of faculties (hereinafter referred to as the Faculty Commission) and the Kolegija Competitions' and Certification Commission (hereinafter referred to as the Kolegija Commission) operate in the Kolegija. The same person cannot be confirmed member of both commissions.

16. The Faculty Commission performs the following functions:

16.1. evaluates persons who wish to participate in the competition for teaching positions (hereinafter - Candidates);

16.2. carries out teacher certification;

16.3. carries out extraordinary certification of teachers;

16.4. conducts performance evaluation of teachers.

17. the Kolegija Commission:

17.1. examines complaints regarding procedural violations of the Faculty Commission work;

17.2. controls the work of Faculty Commissions.

18. the Faculty and Kolegija Commissions consist of 9 members each.

19. the Faculty and Kolegija Commissions are established in accordance with the following principles:

19.1. one third of the members of the commissions are persons who do not work in the Kolegija;

19.2. one member each - a delegated representative of the Kolegija student representation; student representatives are appointed to commissions and dismissed from them by the Kolegija student representative office in accordance with its established procedure.

19.3. with regard to their duties, the Faculty Commission includes the Dean and Vice-dean, the Kolegija commission includes the Rector and Deputy rector for studies.

20. Members of the Faculty Commission, not provided for in points 19.2 and 19.3 of this Description, are elected by the Faculty Council on the proposal of the Faculty Council Chairperson, the Kolegija Commission is formed by the Academic Council on the proposal of the Academic Council Chairperson.

21. The Faculty and Kolegija Commissions are approved by the Academic Council for five years, the Dean of the faculty is approved as the Chairperson of the Faculty Commission, and the Rector of the Kolegija is the Chairperson of the Kolegija Commission.

22. The Faculty and Kolegija commissions approved by the Academic Council are announced by the Rector order, appointing an employee of the relevant faculty as the secretary

of the Faculty Commission, and an employee of the Kolegija administration for the Kolegija Commission.

23. If a member of the commission loses their authority (employment has ended, long-term purposeful leave has been granted, studies have been interrupted or completed, etc.), this member of the commission must be replaced by another member of the commission who meets the requirements, and the composition of the commission is re-approved in the same order as it was drawn up.

24. The Commission members, before starting work at commission meetings, sign the Confidentiality Pledge (Appendix 1) and the Declaration of Impartiality (Appendix 2). The chairpersons of the commissions ensure the signing and storage of these documents in accordance with the procedure established by the legal acts of the Kolegija.

25. The work of the Faculty and Kolegija Commissions is organized by the chairpersons of the Commission. If the chairperson of the Commission is not present at the meeting, its work is organized and other functions of the chairperson of the commission specified in this Description are performed by the chairperson of the meeting elected by the majority of the members of the Commission.

26. Meetings of the Faculty and Kolegija Commissions are legal if at least two-thirds of its members participate in them. Members of the Commission can also participate in the meeting remotely by connecting via electronic means of communication. Decisions of commissions are made by a majority vote of at least half of all Commission members by open voting. When determining the quorum, the votes of the Commission members who participated in the Commission meeting, including remotely, are counted.

27. A member of the Commission must recuse themselves, has no right to vote and is not included in the quorum in the following cases:

27.1. when deciding the question of their position, when they themselves participate in a competition or are certified, or their performance is evaluated;

27.2. when making decisions about a person related to a member of the commission by close ties of kinship, marriage or partnership, if they participate in the competition, are certified, or their performance is evaluated;

27.3. there are other circumstances that raise doubts about the commission member's impartiality.

28. If the votes of commission members are equally divided when making a decision, the decision is determined by the vote of the Chairperson of the Commission. When the chairperson does not participate in the meeting due to objective reasons or recuses from making a specific decision, the Deputy Chairperson of the Commission is elected by a majority of votes, whose vote determines the decision.

### **SECTION III COMPETITION EXECUTION PROCEDURE FOR TEACHING POSITIONS**

29. Public competitions (tenders) for teaching positions are announced by the Rector, following the recommendations of the deans. The competition is announced no later than 6 months before the expected start of work.

30. The tender process in the Kolegija is coordinated by the Kolegija Personnel department (hereinafter - the Personnel Department).

31. Publicizing the competitions announced by the Rector on the websites of the Kolegija and the Lithuanian Science Council and, if appropriate, in international public information media is organized by the Personnel Department. The job title, topic (specialization), qualification requirements for the position, information about the amount of the offered salary, mandatory submitted documents, and additional requirements for the advertised position must be specified in the tender announcement. The competition is considered to have started from the day of its announcement on the websites of the Kolegija and the Lithuanian

Science Council. Tender announcements are publicized for at least 30 days. The deans are responsible for the proper preparation of tender announcements. The deans inform the Personnel Department about the selected international means of communication. The tender announcement information must be identical in all selected media.

32. A tender that has been announced but has not yet ended may be canceled due to objective, unforeseen circumstances, based on the dean's reasoned proposal and the Rector's order. If there were persons who submitted documents before the cancellation of the tender, the Personnel Department informs these persons about the cancellation of the tender no later than within 5 working days from the date of the Rector's order.

33. The documents of the Commissions specified in the Description and other documents related to the organization of competitions, performance evaluation and certification are stored in accordance with the procedure established by the legal acts of the Kolegija.

34. Applicants who meet the qualification requirements for the tender must submit the following documents to the Personnel Department by the date indicated in the tender announcement (can also be sent by e-mail):

34.1. application to participate in the competition;

34.2. diploma certifying higher education qualifications, diplomas of scientific degrees, certificates of pedagogical titles;

34.3. curriculum vitae;

34.4. description of the applicant's academic activities (Appendix 3);

34.5. additional documents and materials proving scientific, pedagogical, professional, practical, artistic activities or qualifications (Applicant's discretion).

35. By submitting the documents specified in points 34.2 - 34.5 of the Description, the applicant confirms that the information provided in them is correct, accurate and complete.

36. After the deadline for the submission of the Candidates' documents, the Personnel Department forwards the Candidates' documents that meet the formal requirements to the Chairperson of the Faculty Commission within 3 working days.

37. The Chairperson of the Faculty Commission must convene the Candidates' evaluation meeting no later than one month from the date of receipt of the Candidates' documents from the Personnel Department and inform the Personnel Department about the date, time and place of the meeting.

38. The Personnel Department publishes the date, time and place of the Faculty Commission meeting on the Kolegija website at <http://www.viko.lt> and informs each Candidate by mail. The Candidates' participation in the meeting is mandatory. If the Candidate does not appear at the meeting of the Faculty Commission, the Faculty Commission makes a decision that the Candidate does not participate in further tender procedures, recording this decision in the minutes of the Faculty Commission meeting.

39. When evaluating the Candidates, the Faculty Commission follows the requirements for the position set out in the tender announcement and the Description, and taking into account the Candidate's academic activity description, during the meeting fills out the academic activity evaluation form for the Applicant for the relevant position of teacher (associate professor, assistant, senior lecturer, lecturer) (hereinafter referred to as the Candidate's academic activity evaluation form) (appendices 4, 5, 6, 7), which captures the summarized opinion of all members of the Faculty Commission, justifying the evaluation of the Faculty Commission, and presents the proposal of the Faculty Commission regarding the admission of the Candidate to the position applied for.

40. If there is more than one Candidate for the same position, the Candidates are evaluated by determining the order of priority according to the qualification requirements specified in Sections V and VI of the Description. The decision on determining the order of priority is made by the Faculty Commission by open vote.

41. The chairperson of the Kolegija Commission or a member of this commission authorized by them may participate in the meeting of the Faculty Commission. The Faculty

Commission has the right to invite experts to the meeting who can objectively assess the Applicants' academic performance and present conclusions about their suitability for the position. The Chairperson of the Kolegija Commission or a member of this Commission authorized by him/her and the experts sign the Confidentiality Pledge (Appendix 1) before the meeting, and the experts also sign the Declaration of Impartiality (Appendix 2).

42. Within 2 working days after the meeting, the Faculty Commission submits the minutes of the meeting with the completed Candidates' academic performance evaluation forms to the Personnel Department.

43. The competition is considered not to have taken place if, after the announcement of the competition, none of the Candidates have submitted documents or the submitted documents did not meet the formal requirements or none of the Candidates have attended the Faculty Commission meeting.

46. The chairperson of the Faculty Commission or another Commission member authorized by him/her within 2 working days informs each Applicant by mail of the decision of this Commission regarding them. At the request of the Candidate, the chairperson of the Faculty Commission provides them with an opportunity to get acquainted with their Candidate's academic performance evaluation form.

44. A Candidate who believes that the Faculty Commission may have committed procedural violations while conducting the competition, has the right to submit a written complaint to the Kolegija Commission, no later than 5 working days after being informed about the results of the competition, in accordance with the procedure set out in the Description.

45. After reviewing the submitted documents and evaluating the arguments specified in the complaint, the Kolegija Commission establishes a procedural violation or the fact of its absence. Minutes will be taken during the meetings of the Kolegija Commission. If the Kolegija Commission makes a decision to consider the complaint unfounded, the decision made by the Faculty Commission shall remain valid. If a procedural violation is established, the Kolegija Commission assesses whether the established procedural violation could have influenced the results of the competition. If it is assessed that the procedural violation did not affect the results of the competition, the Kolegija Commission makes a decision to consider the complaint justified, but does not change the result of the competition. If it is estimated that a procedural violation could have influenced the results of the competition, the Kolegija Commission makes a decision to consider the complaint justified and return the results of the competition to the Faculty Commission, whose decision is being appealed, for reconsideration .

46. Complaints regarding possible procedural violations must be examined by the Kolegija Commission no later than within 10 working days from the date of receipt of the complaint, if necessary, the deadline for examining the complaint may be extended by a decision of the Kolegija Commission by no more than 10 working days. The Chairperson of the Kolegija Commission informs the Chairperson of the Faculty Commission and the Candidate who submitted the complaint about the decision made no later than within 3 working days from the day of the decision.

47. The Personnel Department prepares the Rector's order on the publication of the tender results within 5 working days from the end of the deadline for submitting complaints. If a complaint has been filed, the Rector's order to assume duties is prepared after its examination.

48. The Personnel Department, upon receiving the request from the successful candidate to assume duties, but not earlier than within 2 working days from the signing date of the Rector's order, as specified in point 47, prepares and formalizes the employment contract or its amendment. If the successful candidate refuses to enter into an employment contract, the Rector decides to conclude an employment contract with another candidate according to the established priority list (if any) or to announce a new competition.

#### **SECTION IV TEACHER ACTIVITY ASSESSMENT**

49. At least 3 months before the end of the fixed-term employment contract of the teacher who has taken up the position through a competition, the evaluation of the teacher's activity (performance) during the period specified in point 7 of the Description is carried out. If, 3 months before the end of the fixed-term employment contract, the person is temporarily unable to work or has taken pregnancy and childbirth, child care and paternity leave, as the spouse of a diplomat has gone with the diplomat to a diplomatic mission or consular institution, his/her performance assessment is carried out after the end of the temporary incapacity for work or upon returning from above-mentioned holidays, or diplomatic missions or consular offices. The period during which the Kolegija granted a person pregnancy and childbirth, child care and paternity leave, or the period when a teacher or researcher as a diplomat's spouse has gone to a diplomatic mission or consular institution together with the diplomat, is not included in the 5-year period.

50. The Faculty Commissions organize and carry out the evaluation of teachers' activity. The Personnel Department provides the faculties and the Centre with information about the upcoming activity evaluation of teachers no later than 6 months before the end of the period specified in point 7 of the Description, coordinates the activity evaluation process and collects information about the results of the activity evaluation.

51. If a teacher's activity is evaluated positively, the employment relationship with this teacher is continued after concluding an indefinite employment contract for the same duties. This contract expires in accordance with the procedure set out in point 13 of the Description. If a teacher's performance is evaluated negatively, he / she is dismissed. A teacher whose activity was evaluated negatively must be notified of dismissal no later than 10 working days in advance, and the dismissed teacher shall be paid one month's average salary as severance payment.

52. The evaluation of the teachers' activity is announced by the Order of the Rector, informing the teachers whose activity will be evaluated about the future activity evaluation and its procedure by e-mail provided by the Kolegija no later than 2 months before the activity evaluation date.

53. The teacher, whose activity will be evaluated, no later than 1 month before the performance evaluation date, must submit a Description of the Teacher's academic activity (Appendix 8) to the Chairperson of the Faculty Commission, while the head of the Department/Foreign Language Centre (hereinafter - the Centre) submits the teacher's certification file to the Chairperson of the Faculty Commission. The Chairperson of the Faculty Commission checks whether all documents have been submitted and informs the teacher/department/centre head about the missing documents. The missing documents must be submitted within 2 working days from the date of receiving the information from the Chairperson of the Faculty Commission.

54. The teacher must participate in the meeting of the Faculty Commission when evaluating their activities. The decision of the Faculty Commission is made in the absence of the teacher. If the teacher cannot participate in the meeting of the Faculty Commission for important reasons, he / she must inform the Chairperson of the Faculty Commission in writing before the Faculty Commission meeting begins. In this case, another date of the Faculty Commission meeting is set, the teacher is informed about it by e-mail. If the teacher did not inform that he/she would not be able to participate in the meeting, or did not come to the meeting, the evaluation of the teacher's performance takes place in their absence.

55. The Chairperson of the Kolegija Commission or a member of this Commission authorized by him / her may participate in the meeting of the Faculty Commission. The Chairperson of the Kolegija Commission or a member of this Commission authorized by them signs the Confidentiality Pledge (Appendix 1) before the meeting.

56. The Faculty Commission, when evaluating the teacher's activity, based on the description of the teacher's academic activity submitted by the teacher and the activity plan contained in the applicant's description of academic activity submitted for the competition, assesses whether the teacher has achieved the goals set in their activity plan, checks whether the

teacher meets the qualification requirements indicated in the description for the position held by the teacher and taking into account the teacher's reports submitted in the teacher's attestation file and the summarized results of student surveys, evaluates the teacher's pedagogical activity.

57. During the meeting, the Faculty Commission fills in the Associate Professor's/Assistant's/Senior Lecturer's/Lecturer's academic activity assessment (evaluation) form (hereinafter referred to as the Teacher's academic activity assessment form) (appendices 9, 10, 11, 12) for each evaluated teacher, which records a summary of all members of the Faculty Commission opinion, justifying the evaluation of the Faculty Commission and presenting the conclusion of the Faculty Commission, whether the teacher is proposed for further work at the Kolegija in the same position.

58. The Faculty Commission makes a decision on the positive or negative evaluation of the teacher's performance and submits the minutes of the Faculty Commission meeting and the Teacher's academic activity assessment form to the Personnel Department no later than within 2 working days from the date of the meeting. The Personnel Department, taking into account the decision of the Faculty Commission, prepares a draft of the Rector's order on the conclusion of a permanent employment contract or a teacher's notice of dismissal and submits it to the Rector.

59. The Chairperson of the Faculty Commission no later than within 2 working days from the date of the meeting informs the teacher by e-mail provided by the Kolegija about the results of their activity assessment. At the request of the teacher whose activity is evaluated, the Chairperson of the Faculty Commission provides them with the opportunity to get acquainted with the Teacher's academic activity assessment form.

## **SECTION 5**

### **QUALIFICATION REQUIREMENTS FOR TEACHING POSITIONS**

60. This section presents the qualification requirements for teaching positions in all fields of science, except for the field of arts.

61. A scientist who is not lower than a recognized researcher can participate in the competition for the position of associate professor. A researcher aspiring to take up the position of associate professor needs to have published at least 3 scientific articles in peer-reviewed scientific publications, of which at least 1 has been published in an international scientific publication, in the last 5 years. An associate professor can be evaluated positively or certified for a period of 5 years, if he / she has published at least 3 scientific articles in peer-reviewed scientific publications, of which at least 1 is in a peer-reviewed scientific publication of an international level.

62. Priority for the post of associate professor is given to a person who, in addition to the necessary requirements specified in point 61:

62.1. published scientific articles in publications referred to in international databases in the last 5 years, in the field of the subject applied for teaching;

62.2. during the last 5 years, published scientific articles in the publications included in the list of scientific publications compiled by the Lithuanian Science Council, in the field of the subject applied for teaching;

62.3. carried out R&D works, services and projects in the past 5 years;

62.4. has at least 5 years of teaching experience in higher education;

62.5. has at least 3 (5) years of practical work experience in the subject(s) applied for teaching;

62.6. participated in expert activities, international projects in the last 5 years;

62.7. during the last 5 years, prepared study materials (virtual learning environment e-learning courses, methodological tools, etc.).

62.8. during the last 5 years, improved training activities, research, general competences in Lithuania and/or abroad;

62.9. during the last 5 years, read reports at international and/or national scientific



conferences, seminars, published them;

62.10. participated in the activities of the editorial boards of scientific journals in the last 5 years;

62.11. reviewed research papers in the last 5 years;

62.12. during the last 5 years, they guided students in the preparation of final theses;

62.13. prepared a new study subject (module) programme in the last 5 years;

62.14. was a member of a study programme and/or field committee in the last 5 years.

63. A researcher at a level no lower than an approved researcher can apply for the position of assistant. The assistant can be positively evaluated or certified for a period of 5 years if they have published at least 2 scientific articles in peer-reviewed scientific publications.

64. Preference for the position of assistant is given to a person who, in addition to the necessary requirements specified in point 63:

64.1. carried out R&D works, services and projects in the last 5 years;

64.2. published at least one scientific article in peer-reviewed scientific publications in the last 5 years;

64.3. delivered presentation(s) at scientific conferences in the last 5 years;

64.4. has at least 3 years of teaching experience in higher education;

64.5 has guided students in the preparation of final theses for the past 5 years;

65. A person with a doctorate in science (art) can apply for the position of senior lecturer. A teacher holding the position of senior lecturer may be positively evaluated or certified for a period of 5 years, if their pedagogical activity is assessed as corresponding to the functions provided for in the senior lecturer position description.

66. Priority for the position of senior lecturer is given to a person who, in addition to the necessary requirements specified in point 65:

66.1. has at least 3 (5) years of practical work experience in the subject(s) applied for teaching;

66.2. has at least 3 years of teaching experience in higher education;

66.3. during the last 5 years, prepared study materials (virtual learning environment e-learning courses, methodological tools, etc.);

66.4. participated in expert activities, international projects in the last 5 years;

66.5. during the last 5 years, he guided students in the preparation of final theses;

66.6. prepared a new study subject (module) programme in the last 5 years;

66.7. was a member of a study programme and/or field committee in the last 5 years.

67. The position of a lecturer may be held by a person with a master's degree or an equivalent higher education qualification. A teacher holding the position of a lecturer may be positively evaluated or certified for a period of 5 years, if their pedagogical activity is evaluated as corresponding to the functions provided for in the lecturer's job description.

68. Priority for the position of lecturer is given to a person who, in addition to the necessary requirements specified in point 67:

68.1. has at least 3 years of practical work experience in the subject(s) applied for;

68.2. has at least 3 years of teaching experience in higher education;

68.3. during the last 5 years, prepared study materials (virtual learning environment e-learning courses, methodological tools, etc.);

68.4. participated in expert activities, international projects in the last 5 years;

68.5. in the last 5 years, they supervised the preparation of students' final theses;

68.6. prepared a new study subject (module) programme in the last 5 years;

68.7. was a member of a study programme and/or study field committee in the last 5 years.

## SECTION VI

## **QUALIFICATION REQUIREMENTS FOR TEACHING POSITIONS IN THE FIELD OF ARTS**

69. A doctor of arts or a recognized artist with a master's degree or equivalent higher education can participate in the competition for the post of associate professor (docent). A doctor of arts or a recognized artist seeking the position of associate professor must have at least 5 years of teaching experience in a higher education institution and needs to have published (created, performed or exhibited) significant works of art or projects, and their artistic and/or pedagogical activities are favorably evaluated by professional art specialists, experts. A doctor of arts or a recognized artist seeking the position of associate professor (docent) needs to have fulfilled at least one of the following requirements in the last 5 years:

69.1. have implemented at least 5 significant national and/or international art projects, which include public performance, presentation and/or release of the artwork in publishing houses, video and audio recording studios, etc., and/or the publication of the artwork or its publication recognition with prestigious foreign and/or Lithuanian prizes, other important awards;

69.2. prepared at least 1 original creative publication or published at least one scientific paper in a cultural or professional publication and prepared artists participating in public artistic activities. An associate professor (docent) can be positively evaluated or certified for a 5-year period if they have implemented at least 5 significant national and/or international art projects; gave public lectures aimed at popularizing art; led professional mastery courses and/or published articles, reviews in cultural, artistic and professional publications.

70. Preference for the post of associate professor is given to a person who, in addition to the necessary requirements specified in point 69:

70.1. published or performed at least 2 works of art of national fame and/or their interpretations in the last 5 years;

70.2. participated in the preparation and/or implementation of at least 2 international and/or national art projects, events or competitions in the last 5 years;

70.3. participated in expert activities, national and/or international projects, events and competitions in the last 5 years;

70.4. during the last 5 years, prepared study materials (virtual learning environment e-learning courses, methodological tools, etc.);

70.5. in the last 5 years, improved the general competences of educational activities, art research, in Lithuania and/or abroad;

70.6. during the last 5 years, he gave presentations at international and/or national conferences, seminars, and published them;

70.7 gave lectures in the last 5 years under international teacher exchange programmes;

70.8. during the last 5 years, he guided students in the preparation of final theses;

70.9. prepared a new study subject (module) programme in the last 5 years;

70.10. was a member of a study programme and/or field committee in the last 5 years;

70.11. conducted educational projects and/or art promotion activities in the last 5 years.

71. A doctor of arts or a recognized artist with a master's degree or equivalent higher education may apply for the position of assistant. A doctor of arts or a recognized artist seeking the position of assistant must have at least 3 years of teaching experience in a higher education institution and needs to have published (created, performed or exhibited) significant works of art or projects. A doctor of arts or a recognized artist seeking the position of assistant needs to have fulfilled at least one of the following requirements in the last 5 years:

71.1. has implemented at least 3 significant national and/or international art projects that include public performance, presentation and/or release of the artwork in publishing houses, video and audio recording studios, etc., and/or the publication of the artwork or its publication recognition with prestigious foreign and/or Lithuanian prizes, other important awards;

71.2. published at least one scientific article in a cultural or professional publication. An assistant can be positively evaluated or certified for a period of 5 years if they have

implemented at least 3 significant national and/or international art projects; gave public lectures aimed at popularizing art; led professional mastery courses and/or published articles, reviews in cultural, artistic and professional publications.

72. Preference for the position of assistant is given to a person who, in addition to the necessary requirements specified in point 71:

72.1. published or performed at least 1 nationally or internationally renowned artworks and/or their interpretations in the last 5 years;

72.2. participated in the preparation and/or execution of at least 1 international and/or national art project, event or competition in the last 5 years;

72.3. participated in expert activities, national and/or international projects, events and competitions in the last 5 years;

72.4. prepared study materials (virtual learning environment e-learning courses, methodological tools, etc.) in the last 5 years;

72.5. during the last 5 years, improved the general competencies of educational activities, art research in Lithuania and/or abroad in the last 5 years;

72.6. during the last 5 years, he/she gave presentations at international and/or national conferences, seminars, and published them in the last 5 years;

72.7. during the last 5 years, gave lectures under international teacher exchange programmes;

72.8. conducted educational projects and/or art promotion activities in the last 5 years.

73. A doctor of arts can apply for the post of senior lecturer. A teacher holding the position of senior lecturer may be positively evaluated or certified for a period of 5 years, if they have given public lectures aimed at popularizing art; conducted professional mastery courses and their pedagogical activities were assessed as meeting the functions provided for in the senior lecturer's job description.

74. Preference for the position of senior lecturer is given to a person who, in addition to the necessary requirements specified in point 73:

74.1. has at least 3 years of practical work experience in the subject(s) applied for;

74.2. has at least 3 years of teaching experience in higher education;

74.3. prepared study materials (virtual learning environment e-learning courses, methodological tools, etc.) in the last 5 years;

74.4. participated in expert activities, national and/or international projects, events and competitions in the last 5 years;

74.5. guided students in the preparation of final theses in the last 5 years;

74.6. prepared a new study subject (module) programme in the last 5 years;

74.7. was a member of the study programme and/or field committee in the last 5 years.

75. The position of a lecturer may be held by a person with a master's degree or an equivalent higher education qualification. A teacher holding the position of a lecturer may be positively evaluated or certified for a period of 5 years, if their pedagogical activity is evaluated as corresponding to the functions specified in the lecturer's job description.

76. Preference for the position of lecturer is given to a person who, in addition to the necessary requirements specified in point 75:

76.1. has at least 3 years of practical work experience in the subject(s) applied for;

76.2. has at least 3 years of teaching experience in higher education;

76.3. during the last 5 years, prepared study materials (virtual learning environment e-learning courses, methodological tools, etc.);

76.4. participated in expert activities, national and/or international art projects, events and competitions in the last 5 years;

76.5. supervised the preparation of students' theses in the last 5 years;

76.6. prepared a new study subject (module) programme in the last 5 years;

76.7. was a member of the study programme and/or field committee in the last 5 years.

## SECTION VII TEACHER CERTIFICATION PROCEDURE

77. During the period of an open-ended employment contract, a person holding the position of a teacher is certified every 5 years, or an extraordinary certification may be prepared for the teacher in accordance with the procedure established in Chapter VIII of the Description. The period during which the Kolegija granted the teacher pregnancy and childbirth, child care and paternity leave, as well as the period of illness lasting more than 3 months, or the period when the teacher, as the spouse of a diplomat, has gone with the diplomat to a diplomatic mission or consular institution, is not included in the attestation period. An uncertified teacher is dismissed. The guarantees set out in Article 57, parts 7, 8 and 9 of the Labour Code of the Republic of Lithuania apply to the dismissed teacher.

78. The certification of teachers is carried out in order to determine whether the qualifications of the teachers correspond the current position, whether the teacher constantly improves their qualifications and whether they achieve the goals set for the 5-year period in the Description of the academic activity of the teacher.

79. Faculty commissions organize and carry out teacher certification. The Personnel Department provides the faculties and the Centre with information about the upcoming teacher certification no later than 4 months before the end of the teacher certification period, coordinates the certification process and collects information about the certification results.

80. The certification of teachers, taking into account the submission from the Personnel Department, is announced by order of the Rector. The order announcing the attestation approves the schedule of certification procedures (hereinafter referred to as the Schedule).

81. Before the date specified in the Schedule, The Faculty submits a list of teachers to be certified in the current year to the Personnel Department. The Personnel Department prepares the Rector's order on the approval of the list of teachers to be certified. The Head of the Department/Centre informs the teachers about the upcoming certification and its procedure by e-mail provided by the Kolegija no later than 2 months before the attestation date.

82. The lecturer to be certified must submit a description of the lecturer's academic activities to the chairman of the Faculty Commission no later than 1 month before the date of certification, and the head of the department/centre shall submit the lecturer's certification file to the chairman of the Faculty Commission. The chairman of the faculty commission checks whether all documents have been submitted and informs the lecturer/department/center head about the missing documents. The missing documents must be submitted within 2 working days from the date of receiving the information from the chairman of the Faculty Commission.

83. In the teacher's attestation file, the documents necessary for certification are stored in the Department or Centre according to the procedure established by the Kolegija.

83.1. annual records of the teacher's full-time workload;

83.2. annual reports of the teacher's work;

83.3. copies of documents confirming the activities performed by the teacher;

83.4. summaries of student surveys.

84. No later than 5 working days before the meeting of the Faculty Commission, the date, time and place of the meeting of the Commission shall be published publicly on the website of the Faculty.

85. The teacher must participate in the meeting of the Faculty Commission when considering the issue of their certification. The decision of the faculty commission is made in the absence of the teacher. If the teacher cannot participate in the meeting of the Faculty Commission for important reasons, they must inform the Chairperson of the Faculty Commission in writing before the Faculty Commission meeting begins. In this case, another date of the Faculty Commission meeting is set, about which the teacher is informed by e-mail. If the teacher did not inform that they would be unable to attend the meeting or did not show up for the meeting, the certification proceeds without their participation.

86. The Chairperson of the Kolegija Commission or a member of this Commission authorized by him/her may participate in the meeting of the Faculty Commission. The Chairperson of the Kolegija Commission or a member of this Commission authorized by him/her signs a Confidentiality Pledge (Appendix 1) before the meeting.

87. The Faculty Commission, while conducting the teacher's certification, based on the teacher's description of the academic activity submitted by the teacher and the teacher's activity evaluation or the activity plan contained in the teacher's academic activity description submitted for the teacher's last attestation, assesses whether the teacher has achieved the goals set in their activity plan, checks whether the teacher meets the qualification requirements established for the position held by the teacher and taking into account the teacher's reports submitted in the teacher's attestation file and the summarized results of student surveys, evaluates the teacher's pedagogical activity.

88. During the meeting, the Faculty Commission fills out the Teacher's academic activity evaluation form for each certified teacher, which captures the summarized opinion of all members of the Faculty Commission, justifying the Faculty Commission's assessment and presenting the Faculty Commission's conclusion as to whether the teacher is certified for further work at the Kolegija for the same position.

89. The Faculty Commission makes a decision on the teacher's certification and submits the minutes of the Faculty Commission meeting and the Teacher's academic performance assessment form to the Personnel Department no later than 2 working days from the date of the meeting. The Personnel Department, taking into account the decisions of the Faculty Commission, prepares the draft of the Rector's order on the approval of the attestation results and submits it to the Rector.

90. The Chairperson of the Faculty Commission no later than within 2 working days from the date of the meeting informs the teacher about the results of their attestation by mail provided by the Kolegija. At the request of the teacher who has been certified, the Chairperson of the Faculty Commission provides them with the opportunity to get acquainted with the Teacher's academic activity assessment form.

## **SECTION VIII TEACHER EXTRAORDINARY CERTIFICATION PROCEDURE**

91. If there are doubts about the teacher's qualifications and compliance with the current duties, the Academic Council may announce an extraordinary certification of the teacher based on the reasoned proposal of the director or dean.

92. The academic council's decision to announce the teacher's extraordinary certification must specify the reasons for announcing the extraordinary attestation.

93. The teacher's extraordinary certification may be announced if:

93.1. the teacher repeatedly does not perform or does not properly perform the tasks assigned to them;

93.2. the teacher does not perform the activities of the planned pedagogical load for two years in a row without justifiable reasons;

93.3. Students give unfavourable evaluations of the teacher's activities for two consecutive years.

94. The Chairperson of the Academic Council informs the teacher about his / her announced extraordinary certification and the certification procedure via the Kolegija provided email no later than two months before the date of the extraordinary certification.

95. The teacher's extraordinary certification may be announced no earlier than one year after they began to assume the relevant duties.

96. The teacher may undergo certification no more frequently than once per year.

97. The extraordinary certification will be executed according to the procedure established in section VII of the Description.

**SECTION IX**  
**COMPLAINT INVESTIGATION PROCEDURE OF ACTIVITY ASSESSMENT AND**  
**PROCEDURAL VIOLATIONS OF THE CERTIFICATION**

98. A teacher who believes that the Faculty Commission may have committed procedural violations during the evaluation or attestation of their activity, has the right to submit a written complaint to the Kolegija Commission no later than 5 working days after they were informed about the results of the evaluation or attestation of their activity.

99. After reviewing the submitted documents and evaluating the arguments specified in the complaint, the Kolegija Commission establishes a procedural violation or the fact of its absence. Minutes are taken during the meetings of the Kolegija Commission. If a procedural violation is established, the Kolegija Commission assesses whether the established procedural violation could have influenced the results of the teacher's performance evaluation or attestation. If it is assessed that the procedural violation did not affect the results of the teacher's performance evaluation or attestation, the Kolegija Commission makes a decision to consider the complaint justified, but does not change the result of the teacher's performance evaluation or attestation. If it is estimated that a procedural violation could have affected the results of the teacher's performance evaluation or attestation, the Kolegija Commission makes a decision to consider the complaint justified and to return the results of the teacher's performance evaluation or attestation to the Faculty Commission, whose decision is being appealed, for reconsideration.

100. The Kolegija Commission must investigate complaints regarding possible procedural violations no later than within 10 working days from the date of receiving the complaint. If necessary, by decision of the the Kolegija Commission, the deadline for investigating the complaint may be extended by no more than 10 working days. The Chairperson of the the Kolegija Commission informs the Chairperson of the Faculty Commission and the teacher who submitted the complaint via their work email addresses about the decision made no later than within 3 working days from the date of decision-making.

101. A teacher who disagrees with the decision of the Kolegija Commission has the right to submit a complaint regarding the decision of the Kolegija Commission to the Academic Council within 5 working days from the notification about the decision of the Kolegija Commission.

102. After reviewing the submitted documents and evaluating the arguments specified in the complaint, the Academic Council establishes a procedural violation or the fact of its absence. Minutes are taken during the meetings of the Academic Council. If the Academic Council makes a decision to consider the complaint unfounded, the decision made by the Kolegija Commission shall remain valid. If a procedural violation is established, the Academic Council assesses whether the established procedural violation could have influenced the results of the teacher's performance evaluation or attestation. If it is assessed that the procedural violation did not affect the results of the teacher's performance evaluation or attestation, the Academic Council makes a decision to consider the complaint justified, but does not change the result of the teacher's performance evaluation or attestation. If it is assessed that a procedural violation could have influenced the results of the teacher's performance evaluation or attestation, the Academic Council makes a decision to consider the complaint justified and return the results of the teacher's performance evaluation or attestation to the Faculty Commission, where the teacher's performance evaluation or attestation was conducted, for reconsideration.

103. The Academic Council must investigate the complaint within 20 working days from the date of receipt of the complaint, if necessary, the deadline for investigating the complaint may be extended by no more than 10 working days by the decision of the Academic Council. The Chairperson of the Academic Council will notify the Chairperson of the Faculty Commission, the Chairperson of the Kolegija Commission and the teacher who submitted the

complaint about the adopted decision by office e-mail are informed no later than within 3 working days from the day of the decision.

104. The decision of the Academic Council in the Kolegija is final.

## **CHAPTER X VALIDITY OF THE DESCRIPTION**

105. THE DESCRIPTION takes effect from the day of its approval by the Academic Council and its announcement by the order of the Rector of the Kolegija.

106. The Description comes into force from the day of its approval by the Academic Council. Individuals appointed to teaching positions prior to the entry into force of this Description are certified in accordance with the procedure established by the Description for the Competitions for teaching positions and Teacher certification procedure, approved by the Decision of the Academic Council of February 27, 2019, No. AT-2.

107. The Description may be amended in accordance with changes to the Law on Science and Studies of the Republic of Lithuania, the Kolegija Statute, or other legislative acts.

108. CHANGES TO THE DESCRIPTION CAN BE INITIATED BY THE KOLEGIJA ACADEMIC COUNCIL, THE KOLEGIJA RECTOR AND THE FACULTY COUNCILS.