



“KADRI ZEKA” UNIVERSITY

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Pursuant to the provisions of Article 8, paragraph 3, point 3.5, and Article 13, paragraph 2, point 2.3 of the Law on Higher Education of the Republic of Kosovo, as well as the provisions of Article 48 paragraph 1, point 1.3 and Article 161 of the Provisional Statute of the University, the Senate of this University at the meeting held on 07 April 2014, approved this:

Regulation on Selection of the Academic Staff in “Kadri Zeka” University in Gjilan

I. General Provisions

Article 1

This Regulation sets out the General Conditions for Selection of academic personnel for full time employment relationship pursuant to the Law on Higher Education and the University Statute as well as specific criteria for selection of academic staff issued by the Senate of the University.

Article 2

The regular professors, associate professors and assistant professors shall be able to witness a successful background of teaching, research and professional or artistic practice.

Article 2

University ensures and supports the gender equality. In cases where male and female candidates have the same qualifications, priority will be given to female candidates.

Article 4

The decision to announce the competition for selection or re-selection of academic staff is taken by the university's senate according to the proposal of the academic units. The competition shall be open for 15 calendar days from the day of its publication.

The decision to announce the re-selection competition must be approved by the Senate 6 months before the expiry of duration the academic staff were selected for.

The public competition must be advertised through public information media, in at least three daily newspapers and on the University web site.

The competition must contain the scientific field in which the candidate is to be selected, the deadline for application and the general and specific terms and conditions for selection.

Article 5

Candidates who have completed bachelor, master, doctoral studies abroad are required to submit evidence of their diploma verification, otherwise the applicant's file will be considered incomplete.

Article 6

For the evaluation of the candidates, a review committee is appointed. The Review Committee is appointed by the Faculty or Senate no later than 30 days from the date of the announcement of the competition. The Dean within 8 days formally notifies the members of the Review Committee on its establishment and composition.

The Review Committee is composed of no less than three members. Members of the Review Committee may be internal or external (from other universities in the country and from abroad).

Members of the Review Committee cannot be of lower title than the title published in competition for selection of respective candidates.

Members of the Review Committee may also be retired persons who have science titles (regular and associate professor), but not those who are older than 70.

Article 3

The Review Committee writes the records, fills in the forms, evaluates data and submits the written record to the academic unit for all applicants. The Review Committee may decide for the interview of candidates and particularly when two or more candidates have similar achievements.

Article 8

The record of the Review Committee contains as follows:

- Details on the candidate;
- Other data for fulfillment of general conditions and assessment based on the specific criteria under this regulation.

At the end of the Record comes the proposal for the selection of the best candidate or for the selection of none. The selection proposal elaborates the reasons for this proposal as well as the findings for each candidate that has not been proposed.

The Review Committee submits its report to the academic unit within 30 calendar days after the receipt of the documents.

If any member of the Review Committee has a different opinion on the proposal to promote the candidate then that member is encouraged to submit a "special report" to the management structures of the Faculty or University. This must be a complete report in compliance with requirements detailed herein. In such cases, the Dean will present the two reports to the Council of the Faculty or the Senate of the University.

The Faculty or Senate of the University holds the right to accept one, reject the two reports but can not approve both for the same position.

The University, through the Human Resources Office publishes the Record of the Review Committee.

If the Faculty approves the Committee's proposal, the report is sent to the Study Committee for verification and then the study committee proposes to the Senate for decision-making. If the Faculty does not approve the report, the procedure ends here, whereas the competition may be re-advertised for that position.

The University Bulletin publishing all the reports reviewed in the Senate is published at least 15 days before the Senate meeting, respectively upon the proposal of the study committee.

Article 9

During the evaluation process the candidates are subject to the test-evaluation presentation. In the capacity of the evaluator besides the members of the evaluation committee at least one member from the management staff of the Faculty or University is going to assist.

Article 10

All academic staff during the period led by the interim bodies after the end of the regular procedures will be appointed by the Rector and the Provisional Managing Council in cooperation with MEST, according to the Senate decision based on the proposal of the academic unit.

Article 11

1. The academic staff of the University will hire or engage people in:
 - Academic Teaching;
 - Science Research;
 - Artistic Creation;
2. Academic personnel is composed of:
 - Regular Professors (Prof. Dr.);
 - Associate Professors (Prof. Assoc. Dr.);
 - Assistant Professor (Prof. Ass. Dr.)
 - Lecturer (hired);
 - University Assistant (Ass.).
 - Lecturers and Accompanists (Faculty of Arts).

Article 12

The terms for appointing and promoting any title of academic staff include relevant qualifications and relevant work experience.

General Terms - Regular Professor

Article 13

1. For the title of regular professor of the academic unit, the candidate must have the following qualifications:

- To have a degree of the doctor of science and the title of the associate professor (equivalent to it at the Faculty of Arts);
- Show high level and academic competence and scientific experience for the subject that is proven by:
- A significant number of monographs, textbooks, publications in international scientific or artistic journals with at least 5 major works published in international scientific or artistic journals;
- Active participation in national and international conferences;
- Created or well known artistic works or to have had public presentations and contributed when it is the case of the Faculty of Arts; in particular should have contributed to the development of culture and art;
- Long-term experience in basic and applied research projects;
- High educational and pedagogical skills through reasonable practice;
- Academic tutorship skills;
- Tutorship of master and doctoral theses.

3. All appointments for titles as well as duration of employment are made for indefinite term.

Specific Criteria - Regular Professor

Article 14

Assessment points by category for regular professor:

Professors	Points
1. Bachelor	3 to 15 points
2. Master	3 to 15 points
3. Test presentation	0 to 20 points
4. Foreign languages	0 to 13 points
5. Seminar works	0 to 30 points
6. Experience	0 to 7 points

Point 1: Bachelor and Master

Grades	Bachelor	Master	PhD	Points (Total)
Grade 6 to 7	3	3		
Grade 7 to 7.50	5	5		
Grade 7.5 to 8	7	7		
Grade 8 to 8.5	9	9		
Grade 8.5 to 9	11	11		
Grade 9 to 9.5	13	13		
Grade 9.5 to 10	15	15		

If the applicant has completed 4 years of undergraduate studies and has continued in doctoral studies, then the master score is calculated as follows:

- a) If there is an average grade in PhD, it adds to the average grade of basic studies and is divided by 2.
- b) If there is no average grade in PhD, then the average grade of basic studies is applied

In cases where the average grade in the PhD is not specified, the Review Committee evaluates and determines the score based on the field of study and the position for which the candidate competes.

Point 2: Test presentation

Test presentation _____ 0 to 20 points

The evaluation of the test presentation is made by the members of the review committee and at least one representative of the Faculty or University.

Point 3: Foreign languages

		Points (Total) 13 points
Foreign language	English, German, French language	0-6
	Regional languages (Slavic, Turkish, Greek etc.)	0-4
	Other languages	0-3

If the committee does not have sufficient knowledge for the assessment, then additional credible documents will be required attesting knowledge of foreign languages or the person competent for assessment is appointed.

Point 4: Seminar works

		Points (Total) 30 points
Science Paper	Science Monograph	0-9
	International Journal Papers	0-8
	Regional Journal Papers (Albania, Macedonia, Montenegro, Serbia)	0-4
	Kosovo Journal Papers	0-2
	Presentations in Conferences	0-3
	University Publications	0-4

Point 5: Experience

Points (Total) 7 points

Work Experience:	1. In teaching	0-5
	2. Other professions related to the field of teaching.	0-2

Note: If none of the candidates reach 61 points, the competition for that position is repeated.

Article 8

General terms - Associate Professor

1. For the title of associate professor, the candidate must meet the following conditions:

- To have the title of the doctor of science and the academic title of the assistant professor (equivalent to it at the Faculty of Arts);
- A specific number of monographs, publications on international scientific or artistic journals with at least 3 major works published on international journals;
- The applicant must have created real artistic works or have had public presentations, in the case of the Faculty of Arts
- Must demonstrate teaching skills;
- It is required to witness work, knowledge and skills in the respective scope subject.

2. All appointments for titles as well as duration of employment are set for four years.

Specific Criteria - Associate Professor

Article 16

Assessment points by category for associate professor:

Professors	Points
7. Bachelor	3 to 15 points
8. Master	3 to 15 points
9. Test presentation	0 to 20 points
10. Foreign languages	0 to 13 points
11. Seminar works	0 to 30 points
12. Experience	0 to 7 points

Point 1: Bachelor and Master

Grades	Bachelor	Master	PhD	Points (Total)
Grade 6 to 7	3	3		
Grade 7 to 7.50	5	5		
Grade 7.5 to 8	7	7		
Grade 8 to 8.5	9	9		
Grade 8.5 to 9	11	11		
Grade 9 to 9.5	13	13		
Grade 9.5 to 10	15	15		

If the applicant has completed 4 years of undergraduate studies and has continued in doctoral studies, then the master score is calculated as follows:

- c) If there is an average grade in PhD, it adds to the average grade of basic studies and is divided by 2.
- d) If there is no average grade in PhD, then the average grade of basic studies is applied

In cases where the average grade in the PhD is not specified, the Review Committee evaluates and determines the score based on the field of study and the position for which the candidate competes.

Point 2: Test presentation

Test presentation _____ 0 to 20 points

The evaluation of the test presentation is made by the members of the review committee and at least one representative of the Faculty or University.

Point 3: Foreign languages

		Points (Total) 13 points
Foreign language	English, German, French language	0-6
	Regional languages (Slavic, Turkish, Greek etc.)	0-4
	Other languages	0-3

If the committee does not have sufficient knowledge for the assessment, then additional credible documents will be required attesting knowledge of foreign languages or the person competent for assessment is appointed.

Point 4: Seminar works

		Points (Total) 30 points
Science Paper	Science Monograph	0-9
	International Journal Papers	0-8
	Regional Journal Papers (Albania, Macedonia, Montenegro, Serbia)	0-4
	Kosovo Journal Papers	0-2
	Presentations in Conferences	0-3
	University Publications	0-4

Point 5: Experience

Points (Total) 7 points

Work Experience:	1. In teaching	0-5
	2. Other professions related to the field of teaching.	0-2

Note: If none of the candidates reach **61** points, the competition for that position is repeated.

General terms - Assistant Professor

Article 17

- For the title of assistant professor, the candidate must meet the following conditions:
 - Must have the grade of doctor of science, (in the Faculty of Arts, equivalent to it);
 - A certain number of selected monographs and publications reviewed on international scientific or artistic journals with at least one major work published and reviewed on international journals;
 - The applicant must have created artistic works or have had public presentations, in the case of the Faculty of Arts;
 - Must demonstrate teaching skills.
 - The applicant must have at least three years of working experience in the teaching process at Universities.
- All appointments for titles as well as duration of employment are set for four years.

Specific Criteria - Assistant Professor

Article 18

Assessment points by category for assistant professor:

Professors	Points
13. Bachelor	3 to 15 points
14. Master	3 to 15 points
15. Test presentation	0 to 20 points
16. Foreign languages	0 to 13 points
17. Seminar works	0 to 30 points
18. Experience	0 to 7 points

Point 1: Bachelor, Master and PhD

Grades	Bachelor	Master	PhD	Points (Total)
Grade 6 to 7	3	3		
Grade 7 to 7.50	5	5		
Grade 7.5 to 8	7	7		
Grade 8 to 8.5	9	9		
Grade 8.5 to 9	11	11		
Grade 9 to 9.5	13	13		
Grade 9.5 to 10	15	15		

If the applicant has completed 4 years of undergraduate studies and has continued in doctoral studies, then the master score is calculated as follows:

- e) If there is an average grade in PhD, it adds to the average grade of basic studies and is divided by 2.
- f) If there is no average grade in PhD, then the average grade of basic studies is applied

In cases where the average grade in the PhD is not specified, the Review Committee evaluates and determines the score based on the field of study and the position for which the candidate competes.

Point 2: Test presentation

Test presentation _____ 0 to 20 points

The evaluation of the test presentation is made by the members of the review committee and at least one representative of the Faculty or University.

Point 3: Foreign languages

		Points (Total) 13 points
Foreign language	English, German, French language	0-6
	Regional languages (Slavic, Turkish, Greek etc.)	0-4
	Other languages	0-3

If the committee does not have sufficient knowledge for the assessment, then additional credible documents will be required attesting knowledge of foreign languages or the person competent for assessment is appointed.

Point 4: Seminar works

		Points (Total) 30 points
Science Paper	Science Monograph	0-9
	International Journal Papers	0-8
	Regional Journal Papers (Albania, Macedonia, Montenegro, Serbia)	0-4
	Kosovo Journal Papers	0-2
	Presentations in Conferences	0-3
	University Publications	0-4

Point 5: Experience

		Points (Total) 7 points
Work Experience:	1. In teaching	0-5
	2. Other professions related to the field of teaching.	0-2

Note: If none of the candidates reach 61 points, the competition for that position is repeated.

General conditions - Assistant

Article 19

1. For the title of assistant, the candidate must meet the following conditions:

- Must have successfully completed Master studies in the respective field of study;
- Must not be older than 30 years when appointed for the first time;
- Must have registered doctoral level studies in a University when reappointed;

2. The average grade of bachelor and master studies must be not lower than 8.
3. All appointments as well as duration of employment are set for three years.
4. Assistants hold exercise hours in bachelor and master studies.
5. Exceptionally, the assistant who has been reappointed, in the absence of a professor in the specific subject, may be authorized to hold limited lectures in bachelor studies upon the authorisation of the council of the academic unit and under the supervision of a professor from the department.

Article 20

Specific Criteria - Assistant

Assistants	Points
1. Bachelor	15 to 30 points
2. Master	15 to 30 points
3. Assessment presentation	0 to 30 points
4. Foreign languages	0 to 10 points

Point 1: Bachelor and Master

Grades	Bachelor	Master	Points (Total)
Grade 8 to 8.5	15	15	
Grade 8.5 to 9	20	20	
Grade 9 to 9.5	25	25	
Grade 9.5 to 10	30	30	

Note: If any of the candidates has an average grade under 8 at one of the levels of study, then the average grade from two levels (bachelor and master) is added and divided by 2 and is used in the score. As a result, the average over 8 is used for score, otherwise if the average is under grade 8 even after adding the average grades from two levels, the candidates are eliminated.

Point 3: Test presentation

Test presentation

Note: The evaluation of the test presentation is made by the members of the review committee and at least one representative of the Faculty or University.

Point 4: Foreign languages

		Points (Total) 10 points
Foreign language	English, German, French language	0-4
	Regional languages (Slavic, Turkish, Greek etc.)	0-3
	Other languages	0-3

Note: If none of the candidates reach 61 points, the competition for that position is repeated.

Article 20

1. For the title of lecturer of foreign languages, the candidate must meet the following conditions:
 - Must have successfully completed Master studies in the respective language;
 - Must have excellent abilities in the selected language;
 - The average grade of bachelor and master studies must be not lower than 8, in both levels of studies.
2. Lecturers in other faculties other than mother faculty have all the rights and obligations for holding lectures.
3. For the title of accompanist, the candidate must meet the following conditions:
 - Must have successfully completed Master studies, department of piano or any other musical instrument;
 - The average grade must be not lower than 8, in both levels of studies.
4. All appointments for titles as well as duration of employment are set for three years.

Gjilan, November 2015

RECTOR
Prof. Assoc. Dr. Bajram Kosumi
Signed and stamped in original