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Ref. no. 01/625 Dt. 12/06/2020

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Pursuant to provisions of Article 8, paragraph 3, subparagraph 3.5 and the Article 13, paragraph 2, subparagraph 2.3 of the Law no. 04/L-037 on Higher Education in the Republic of Kosovo, as well as the provisions of Article 48, paragraph 1, subparagraph 1.3 of the Provisional Statute of the University, the Senate of the University in its VIII meeting held on 12.06.2020, approved this:

## REGULATION

### ON SELECTION PROCEDURES RELATED TO THE APPOINTMENT, REAPPOINTMENT AND PROMOTION OF ACADEMIC STAFF AT THE PUBLIC UNIVERSITY "KADRI ZEKA" IN GJILAN

#### I. GENERAL PROVISIONS

##### Article 1

This regulation aims to regulate and define the selection procedures and the process for the appointment, reappointment and promotion of the full-time academic staff in UKZ based on the Law on Higher Education, the Statute of the University and the provisions of this regulation.

##### Article 2

Full professors, associate professors and assistant professors, lecturers, accompanists and assistants should be able to demonstrate a successful background in teaching, research and professional or artistic practice.

### Article 3

1. The University ensures and supports gender equality.
2. In cases when the male and female candidates have the same qualifications, priority will be given to the female candidate.

### Article 4

1. In the Academic staff of the University will be employed and engaged people in
  - 1.1. Academic teaching,
  - 1.2. Scientific research,
  - 1.3. Artistic creativity.
2. The academic staff consists of:
  - 2.1. Full professors (Prof. Dr.);
  - 2.2. Associate professors (Assoc. Prof. Dr.);
  - 2.3. Assistant professors (Assist. Prof. Dr.);
  - 2.4. Lecturers
  - 2.5. Assistants (Ass.)
  - 2.6. Accompanists

## II. CONDITIONS FOR ADMISSION AND ELECTION OF FULL PROFESSOR, ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR

### Article 5

#### CONDITIONS FOR OBTAINING THE ACADEMIC TITLE FULL PROFESSOR (Prof. Dr.) AND EMPLOYMENT

1. Academic staff who have the academic title Associate Professor apply for the title of Professor Doctor at least 4 years after he/she obtained the academic title Associate Professor.
2. For the title of Full Professor, the candidate must have:

- 2.1. The degree of doctor of science and the academic title of Associate Professor;
  - 2.2. Supervised master's thesis and doctoral dissertations (Doctoral mentoring is valid 3 years after the establishment of doctoral studies at UKZ);
  - 2.3. A significant number of monographs (at least two monographs, the published doctorate is known and accepted as monograph);
  - 2.4. Textbooks (at least one textbook);
  - 2.5. Publications in international scientific or artistic journals with at least 5 main scientific works published in international scientific or artistic journals according to AI MEST No. 01/2018 and 7/2018;
  - 2.6. Active participation in national and international conferences, with at least 5 active participations (proven in one form: with proceeding book, abstract publication or conference agenda as a reference);
  - 2.7. Long-term experience in basic and applicable research projects;
  - 2.8. High educational and pedagogical skills through practice;
  - 2.9. The ability for academic leadership;
  - 2.10. Well-known artistic creations/works or public presentations and contributions when the case of the Faculty of Arts, in particular must have contributed to the development of culture and art.
3. The evaluation report on the engagement and participation of the candidate in the activities provided in paragraph 2 is drafted in detail by the Evaluation Committee.
  4. The appointment for the title of Full Professor, as well as the duration of employment is done indefinitely.

#### Article 6

### CONDITIONS FOR OBTAINING THE ACADEMIC TITLE ASSOCIATE PROFESSOR (Assoc. Prof. Dr.) AND EMPLOYMENT

1. The application for obtaining the academic title of Associate Professor is made at least 4 years after obtaining the academic title of Assistant Professor.
2. For the title of Associate Professor, the candidate must have:
  - 2.1. The degree of doctor of science and the academic title of Assistant Professor;

- 2.2. A significant number of monographs (the published doctorate is known and accepted as monograph);
  - 2.3. Publications in international scientific or artistic journals with at least 3 main scientific works published in international scientific or artistic journals according to AI MEST No. 01/2018 and 7/2018;
  - 2.4. Show teaching skills;
  - 2.5. Demonstrate commitment, knowledge and mastery in the course of the specific field;
  - 2.6. Real artistic works or public presentations when the case of the Faculty of Arts.
3. The appointment for the title of Associate Professor, as well as the duration of employment is for 4 years.

#### Article 7

### CONDITIONS FOR OBTAINING THE ACADEMIC TITLE ASSISTANT PROFESSOR (Assist. Prof. Dr.) AND EMPLOYMENT

1. For the title of Assistant Professor, the candidate must have:
  - 1.1. The degree of doctor of science (In the Faculty of Arts equivalent to it);
  - 1.2. A significant number of monographs (the published doctorate is known and accepted as monograph);
  - 1.3. Publications in international scientific or artistic journals with at least 1 main scientific work published in international scientific or artistic journals according to AI MEST No. 01/2018 and 7/2018;
  - 1.4. Show teaching skills;
  - 1.5. Demonstrate commitment, knowledge and mastery in the course of the specific field;
  - 1.6. At least 3 years of work experience in higher education;
  - 1.7. Real artistic works or public presentations when the case of the Faculty of Arts.
2. The appointment for the title of Assistant Professor, as well as the duration of employment is for 4 years.

## Article 8

### CONDITIONS FOR OBTAINING THE TITLE ASSISTANT AND EMPLOYMENT

1. For the title of assistant, the candidate must fulfill the following conditions:
  - 1.1. To have successfully completed university and master studies in the relevant field;
  - 1.2. To not be older than 30 years old for the first appointment, for the Faculty of Medicine not older than 35 years;
  - 1.3. To be enrolled in Doctorate studies in the University in case of reappointment;
  - 1.4. To have a GPA not lower than 8, in both Bachelor and Master studies.
2. All the appointments and the duration of employment are for 3 years.
3. Assistants hold practice classes in bachelor and master studies.
4. Exceptionally, the assistant who has been re-elected and is a doctoral student (PhD cand), in the absence of a professor of the course may be authorized to hold limited lectures in bachelor studies with the authorization of the academic unit council and under the supervision of a professor from the department.

## Article 9

### CONDITIONS FOR OBTAINING THE TITLE LECTURER AND ACCOMPANIST

1. For the title Lecturer of foreign languages, the candidate must fulfill the following conditions:
  - 1.1. To have successfully completed his/her master studies in the chosen language;
  - 1.2. To have excellent skills in the chosen language;
  - 1.3. To have a GPA not lower than 8, in both Bachelor and Master studies;
2. Lecturers in all other Faculties except for the native Faculty have all the rights and obligations for holding lectures.
3. For the title of Accompanist, the candidate must fulfill the following conditions:
  - 3.1. To have successfully completed his/her master studies in the program of piano or any other instrument;
  - 3.2. To have a GPA not lower than 8, in both Bachelor and Master studies;
4. All the appointments for titles and the duration of employment are for 3 years.

## Article 10

### Vacancy procedures

1. The decision to announce the vacancy for the election or re-election of academic staff is taken by the University Senate on the proposal of the academic units.
2. The decision to announce the vacancy for the selection procedures and the process for the appointment, reappointment and promotion of the academic staff in UKZ must be approved by the Senate 6 months before the expiration of the time for which he/she has been elected.
3. The vacancy must be published on the university website and at least in one of the written media.
4. The vacancy must contain the courses from the study program and the sufficient number of hours that a job must have to be elected in the calling of the professor, assistant, lecturer or accompanist.
5. For the position of professor at least 50% of the hours foreseen for full norm should be lectures from compulsory courses and the rest of the hours, lectures from elective courses or at the Faculty of Medicine from clinical practice. The full norm is calculated within one academic year.
6. For the position of assistant at least 50% of the hours foreseen for full norm should be practice classes from compulsory courses and the rest of the hours, practice classes from elective courses. The full norm is calculated within one academic year.
7. Faculties cannot request the announcement of vacancies for positions related to full-time staff who have less than 12 months left until retirement.
8. The full-time staff, according to paragraph 7 of this article, has no right to apply in the vacancy since with the decision of the rector his/her contract will be extended for the remaining period until retirement.
9. The application must be made in paper and electronic form.
10. For application, the candidate fills in the application form (on the computer) which is available on the UKZ website.
11. Part of this regulation are also the application form and the evaluation form as well as the report for the selection of the academic staff.

## Article 11

Candidates who have completed bachelor's, master's, doctoral studies abroad must bring proof of verification of the relevant diploma otherwise the applicant's file will be considered incomplete.

## Article 12

### Evaluation Commission

1. The Evaluation Commission consisting of 3 members is proposed by the faculty council and approved by the University Senate.
2. The Evaluation Commission should have at least two (2) members from the close field of studies for which the vacancy is announced.
  - 2.1. Members of the Evaluation Commission can be internal and external (from other universities within and outside the country).
  - 2.2. The members of the evaluation commission cannot be the professors who have a lower academic call than the position for which the candidate has applied and is elected.
  - 2.3. Members of the evaluation commission can also be retired people with academic call (Prof. Dr., Assoc. Prof. Dr.) and who have not passed the age of 70.

## Article 13

### Evaluation Report

1. The evaluation commission writes, fills in the evaluation report with the concrete proposal for the selection regarding the appointment, reappointment and promotion of the academic staff in UKZ.
2. The evaluation commission may decide on interviewing candidates especially when two or more candidates have similar achievements.
3. The evaluation report is submitted to the relevant academic unit for all candidates who have applied.

## Article 14

### THE PROCEEDING OF THE EVALUATION REPORT AND SPECIAL REPORT UNTIL THE FINAL DECISION

1. The evaluation report of the evaluation commission contains:
  - 1.1. Information about the candidate;
  - 1.2. Other information on the fulfillment of the conditions according to this regulation.
2. The evaluation report is written for all candidates who have fulfilled the conditions of the vacancy with detailed justifications.
3. During the evaluation process, the candidates present a probationary-evaluation lecture. The probationary lecture is presented only on the occasion of being hired for the first time in UKZ, while for other times the teaching performance and quality of the candidate is taken into account, which is taken from the Quality Office.
4. In an observer capacity, in addition to the members of the evaluation commission, at least one member from the management staff of the faculty or University may assist in the probationary lecture.
5. At the end of the report is the proposal for the selection of the best candidate or for the non-selection of any candidate.
6. In the election proposal are elaborated the reasons for the proposal as well as the argumentations for each candidate who has not been proposed for election.
7. The evaluation commission submits the report to the academic unit after the approval of the decision for the formation of the evaluation commissions.
8. If any of the members of the evaluation commission disagrees with the proposal, the selection of the candidate, he/she can present a separate evaluation report. This evaluation report must be complete and in accordance with the detailed requirements.
9. In such cases, the dean will proceed with the separate evaluation report as with the first evaluation report but always listing it after the first report.
10. The Faculty Council and the University Senate have the right to accept one report, to reject both reports but cannot approve both reports for the same position.
11. The University through the office of human resources publishes the evaluation report of the evaluation commission.



12. Candidates have the right to complain about the evaluation report:
  - 12.1. The complaint is addressed to the faculty council;
  - 12.2. The faculty council forms a three-member commission for resolving complaints against the reports of the evaluation commissions in the first instance.
  - 12.3. The commission may approve or reject the complaint.
13. The faculty council votes the report of the evaluation commission together with the report of the complaints commission on the candidates' claims.
14. The Faculty Council submits the voted proposal to the University Studies Commission.
15. The study commission advises the senate for decision-making.
16. The Senate, by a majority of votes, votes in favor or against the evaluation report for the candidates separately. The evaluation report must be accompanied by the report of the study commission.
17. All candidates who have fulfilled the conditions of the vacancy are notified with the decision of the Senate.
18. The Commission of Complaints and Appeals of the Senate prepares a written report on candidates' complaints.
19. In case the commission of complaints approves or rejects the candidates' claims, the case is closed by the decision of the Senate.
20. The decision of the senate is final.
21. Dissatisfied candidates have the right to initiate court proceedings in the competent court.

#### Article 15

All academic staff after the completion of regular procedures will be appointed by the rector according to the decision of the Senate based on the proposal of the academic unit.

#### Article 16

#### VACANCY DEADLINES

1. The vacancy lasts 15 days from the day of publication.

2. The evaluation commission should be appointed within 10 days from the announcement of the vacancy.
3. The Senate approves the evaluation commissions 10 days after the end of the vacancy.
4. The preparation of reports and the proposal or rejection for the selection of candidates is done within 20 days after the approval of the evaluation commission by the Senate.
5. The publication of the reports of the evaluation commissions is done 3 days after the approval by the Faculty Councils.
6. The publication of the candidates' reports and the complaints against the proposal of the evaluation commission are made within 15 days.
7. The review of complaints against the reports of the evaluation commission and the approval of reports and complaints in the Faculty Council is done within 15 days.
8. The Faculty Councils submit the reports of the evaluation commissions and the decisions regarding the complaints of the candidates to the Study Commission within 10 days.
9. The Study Commission must submit to the University Senate the proposals of the evaluation commissions and the report of the study commission within 20 days.
10. The Senate takes a decision on the proposals of the Faculty Councils not later than 20 days after receiving the report of the Study Commission.
11. If the Senate rejects the proposal of the Faculty Council, the relevant course is returned for consideration to the Faculty Council within 3 days.
12. The Faculty Council is obliged to reanalyze the courses for re-evaluation within 7 days after receiving the decision of the Senate for rejection and to submit the relevant decision to the Study Commission within 3 days.
13. If the Faculty Council brings the same proposal, the Senate within a period not longer than 15 days from their acceptance makes a final decision.
16. The decision of the Senate, no later than 15 days after the publication on the website of the university and the submission of the decision to the party in electronic form, can be appealed to the Commission of Complaints and Appeals of the Senate, which serves as the last instance of appeal in UKZ.
17. For special cases, before the proposal reaches the senate, at the request of the rector the deadline of the whole procedure can be extended up to a maximum of 30 days.

## Article 17

### JOURNALS AND PLATFORMS IN WHICH UKZ ACADEMIC STAFF APPLY

1. Based on the Statute of the UKZ and other legal acts in power, the works published in international scientific journals during the evaluation of the candidates who applied for the vacancy are valid only in the field of the candidate, in journals indexed on respective academic bases and categorized as follows:

1.1. Works published in journals which are indexed on the following academic bases are equally valued with 1:

- 1.1.1. Web of Science (<http://mjl.clarivate.com/>)
- 1.1.2. Scopus (Elsevier) (<https://www.scopus.com>)
- 1.1.3. EBSCOhost (<http://www.ebscohost.com/academic>)
- 1.1.4. WorldCat (<http://www.worldcat.org>)
- 1.1.5. Directory of Open Access Journals (<http://www.doaj.org>)

2. Works published in journals which are indexed on the following academic bases are equally valued with 0.85:

- 2.1. WorldWideScience (<http://www.worldscience.org>)
- 2.2. Microsoft Academic Search (<http://academic.research.microsoft.com>)
- 2.3. BASE (Bielefeld Academic Search Engine) (<http://www.base-search.net>)

3. Works published in journals which are indexed on the following academic bases are equally valued with 0.70:

- 3.1. Scimago Journal & Country Rank (<http://www.scimagojr.com>)
- 3.2. PubMed (<http://www.ncbi.nlm.nih.gov/pubmed>)
- 3.3. ERIH PLUS (<https://dbh.nsd.uib.no/publiseringkanaler/erihplus>)
- 3.4. HeinOnline (<https://heinonline.org>)
- 3.5. CrossRef (<http://www.crossref.org>)
- 3.6. Central and Eastern European Online Library (<https://www.ceeol.org>)
- 3.7. Hrvatska znanstvena bibliografija (<https://bib.irb.hr/>)
- 3.8. ULAKBIM – National Academic Network and Information Center

(<http://cabim.ulakbim.gov.tr/tr-dizin/tr-dizinde-dizinlenen-dergi-listesi>)

3.9. CAB Direct (<https://www.cabdirect.org/cabdirect/>)

3.10. zbMATH (<https://zbmath.org>)

3.11. IEEE Xplore Digital Library (<https://www.ieee.org./index.html>)

3.12. DBLP – Computer Science Bibliography (<http://dblp.uni-trier.de/>)

3.13. ProQuest (<http://www.proquest.com/libraries/academic/databases>)

3.14. Open akademik Journals Index (<http://oaji.net/>)

3.15. JSTOR (<https://www.jstor.org/>)

3.16. ERIC – Education Research Information Center (<http://eric.ed.gov/>)

4. Works published in the following journals are equally valued with 0.55:

4.1. South-East European Journal of Ophthalmology (<http://www.seeos.eu/>)

4.2. Studime (<http://www.ashak.org/?cid=1,31>)

4.3. Studime albanologjike (<https://fhf.edu.al/?s=studimet+albanologjike>)

4.4. The Journal of International Turkish Language & Literature Research  
(<http://dedekorkutdergisi.com/OncekiSayilar.aspx>)

4.5. Cahiers d'histoire Culturelle (<https://www.entreveues.org/revues/cahiers-dhistoireculturelle/>)

4.6. Medien & Zeit (<http://medienundzeit.at/>)

4.7. Kuwait Journal of Science (<https://journalskuwait.org/>)

4.8. South-East European Journal of Earth Observation and Geomatics  
(<https://ejournals.lib.auth.gr/seejeog/index>)

4.9. International Journal of Contemporary Architecture – The New ARCH (<http://the-newarch.net/>)

4.10. Gjurmime Albanologjike

(<http://www.instituti.albanologjik.com/index.aspx?SID=19&LID=2&AID=1175&Ctype=1&ACatID=15>)

4.11. Music Theory Spectrum (Oxford Academy) UK  
(<https://academic.oup.com/mts/pages/About>)

4.12. Grove Music Online Dictionary (Oxford Music Online) UK  
(<http://www.oxfordmusiconline.com/>)

4.13. The Musicologist (International Journal of Music Studies) TURKEY

(<http://musicologistjournal.com>)

4.14. Acta Musicologica (International Musicological Society) SWISS

(<https://www.actamusicologica.net>)

4.15. The World of Music (Journal of Musicology of Georg August University – Gottingen)  
GERMANY (<http://www.journal-the-world-of-music.com>)

5. As works published in international scientific journals are considered the works published outside Kosovo and outside neighboring countries of Kosovo, except for the case when the candidate is from the field of Albanian studies for whom the works published in journals in Kosovo and Albania with an international newsroom are also valid.

### III TRANSITIONAL PROVISIONS

#### Article 18

1. With the entry into force of this regulation, the regulation on the selection, re-selection of academic staff at the University "Kadri Zeka" ceases to be implemented, No. 01/315, dt. 18.03.2019.
2. This regulation enters into force from the day of approval in the Senate of the University "Kadri Zeka", Gjilan.
3. The University Senate in its VIII meeting held on 12.6.2020 unanimously approved this regulation.

Gjilan, 12 June, 2020

RECTOR

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Assoc. Prof. Dr. Bajram Kosumi