Bartësi Privat i Arsimit të Lartë

Private Bearer of Higher Education

ALMA MATER EUROPAEA

CAMPUS COLLEGE REZONANCA





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| Prot. No. : |  |
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Pursuant to Article 77, paragraph 2 of the Statute of Alma Mater Europae Campus College Rezonanca (AMECCR), in compliance to the Law on Higher Education no. 04/L-037, Law on Labor no. 03/L-2012, Administrative Instruction no. 01/2018 on The Recognition Principles of Platforms and International Journals with Reviews, and Administrative Instruction on Supplement and Precision (Annex I - MEST) No. 7/2018 and AI no. 01/2018 on the Recognition Principles of Platforms and International Journals with Reviews, the Senate of AMECCR, in its meeting held on 10.12.2021, approved this:

**REGULATION**

**On Appointment, Reapointment and Promotion of Academic Staff at Alma Mater Europae Campus College Rezonanca**

Article 1

Purpose

1. This regulation aims to regulate and define the selection procedures for the appointment, reappointment and promotion of academic staff to academic titles in all Departments of the College.

2. Provisions herein regulate all issues that are not explecitly regulated in the Statute of the College regarding the appointment, reappointment and promotion of academic staff to academic titles.

Article 2

Academic Staff

Pursuant to Article 75, point 2, of the Statute of the College, the academic staff of the College consists of: Full Professors (Prof.), Associate Professors (Assc. Prof.), Assistant Professors (Asst. Prof.), Lecturers (Lect.), Assistants (Asst.), Junior Assistants (Jr. Asst.) and Clinical Mentors (Clin. Mentor).

Article 3

Criteria for appointment to academic titles

1. Evaluation procedures for the appointment of academic title are based on the evaluation of the following activities:

a. Educational activity (teaching)

b. Scientific research and professional activity

c. Service activity

2. In the educational activity it is evaluated: teaching activity with a focus on relevant experience, quality of teaching, training, awards and mentoring.

3. In scientific research and professional activity are evaluated: staff publications according to article xx of this Regulation.

4. Service activities include: College-related services, Faculty-related services, and Community-related services.

Article 4

Scientific Research and professional activity of academic staff

1. Papers published in international scientific journals can be used for the purposes of appointment, reappointment and promotion by the first and corresponding author.

2. The following criteria apply to the corresponding author:

a. Corresponding author is considered the author who is identified as such in the published paper;

b. If more than one corresponding author is specified in the paper, the first author identified as such is considered the corresponding author;

c. If no corresponding author has been identified in the paper, the second author of the paper is considered the corresponding author;

d. If there are only two authors in the paper and the corresponding author is not identified, the second author of the paper is considered the corresponding author.

Article 5

Recognition Principles of Platforms and International Journals

1. Based on AI (MEST) no. 01/2018 on the Recognition Principles of Platforms and International Journals with Reviews and Administrative Instruction on Supplement and Precision Precision (Annex I - MEST) No. 7/2018 and AI no. 01/2018 on the Recognition Principles of Platforms and International Journals with Reviews, during evaluation of the candidates present in the competition, the papers related to the field of the candidate, published in the journals that are indexed in the respective academic bases categorized as follows, are valid:

a. Papers published in journals that are indexed in the following academic bases are equivalent to publication coefficient 1:

a.1. Web of Science (<http://mjl.clarivate.com>)

a.2. Scopus (Elsevier) (<http://www.scopus.com>)

a.3. EBSCOhost (<http://www.ebscohost.com/academic_>

a.4. WorlCat (<http://www.worldcat.com>)

a.5. Directory of Open Access Journals (<http://www.doaj.org>)

b. Papers published in journals that are indexed in three academic platforms determined by the Senate are equivalent to publication coefficient 0.85:

b.1. WorldWideScience (<http://www.worldwidescience.org>)

b.2. Microsoft Academic Search (<http://academic.research.microsoft.com>)

b.3. BASE (Bielefeld Academic Search Ingine (<http://www.base-search.net>)

c. Papers published in journals that are indexed in two academic platforms determined by the Faculty Council are equivalent to publication coefficient of 0.70:

c.1. PubMed (<http://www.ncbi.nlm.nih.gov/pubmed>)

c.2. ProQuest (<http://www.proquest.com/libraries/academic/databases>)

c.3. ERIC-Education Research Information Center (<http://eric.ed.gov/>)

c.4. ERIH PLUS (<http://dbh.nsd.uib.no/publiseringskanaler/erihplus>)

d. Papers published in the following scientific journals defined by the Departments are equivalent with publication coefficient 0.55:

Article 4

Appointment of Academic Titles

1. Pursuant to Articles 78, 79, 80 and 81 of the Statute of the College on the appointment of academic staff titles: full Professor, Associate Professor, Assistant Professor and Lecturer, the candidate must meet all criteria arising from provisions of the Statute of the College and the Law on Higher Education.

2. The candidate may be considered as the first or corresponding author of the published papers if the specific criteria are met according to article xx, paragraph xx of this regulation.

Article 5

Appointment Duration and Limitations

1. All appointments to academic titles as well as the duration of employment are made in accordance with the relevant provisions of the Statute of the College

2. Promotion is not an automatic process, it is a competitive and deserving process for all positions.

3. For the categories of teachers, the first title to be obtained is Asst. Prof, respectively Lecturer, if it is a real need of the College.

4. The academic title obtained in the College can be revoked by the Senate of the College if the following is verified by strong reasoning and argumentation:

a. Falsification or fraud during the assessment or examination;

b. Plagiarism or infringement of copyright in the preparation of the thesis or other written work;

c. Unethical practice.

5. Foreign citizens and stateless persons of the Republic of Kosovo establish employment relations according to the Law on Labor, under the conditions and criteria defined by special law on the employment of foreign citizens and according to international conventions.

Article 6

Competition Procedures

1. All competition procedures for the appointment, reappointment or promotion of academic staff are carried out in a transparent manner in accordance with relevant provisions of the Statute of the College and the Law on Labor.

2. The College does not announce vacancies for positions related to regular academic staff, who have less than 12 months left until retirement, except in cases where the accreditation of the respective program is endangered.

3. The contract of the staff with regular employment, according to point 2 of this article, is extended for the remaining period until retirement by the Rector, with a decision.

4. The Rector, with based reasoning, may decide to propose to the Senate the announcement of the vacancy for certain position of the academic staff, even if such vacancy is not foreseen in the Faculty proposal.

5. The competition is announced on the website of the College for a period of fifteen (15) calendar days.

6. Applicants must submit the required documents in hard copy to the relevant Faculty, and electronically the official email address of the College.

Article 7

Evaluation and Appeals Committees

1. For each position announced in the Competition, the College appoints Evaluation Committee, as well as the Appeals Committee, with high professional, academic and ethical credibility.

2. These Committees, as provided by point 1 of this article, consisting of 3 professors at the level of Faculty/Department, are appointed in a meeting of the Faculty Council, summoned by the Dean seven (7) days after the opening of the competition.

3. Members of the Appeals Committee can not be memebrs of Faculty leading structures, relevant departments or members of Evaluation Committee.

4. The Evaluation Committee must have at least one (1) member from the respective field of the announced competition.

5. The members of the Evaluation Committee must have a higher academic title or at least the same as the position for which the candidate has applied.

6. Chairperson of the Evaluation Committee is the member of the committee with the highest academic title. If more than one member of the Evaluation Committee have high academic titles, respectively in cases when all members of the Committee have the same academic title, the Chairperson will be the oldest member, respectively the member appointed by consensus.

7. In the absence of a sufficient number of Professors, as provided by points 4 and 5 of this article, Professors from other Departments may be appointed as part of the Evaluation Committee, but in this case the Chairperson of the Committee is the Professor from the Department that the applications are being evaluated for.

8. Members of the Evaluation Committee may also be from other institutions in the country and abroad. In this case, at least one (1) member of the Committee is internal. When the Committee has two (2) external members, the internal member, with authorization, is the Chairperson.

9. In the absence of a sufficient number of Professors with full-time employment, as provided by points 4 and 5 of this article, retired Professors from the respective field, not older than 70 years, respectively emeritus professors who have a teaching contract even at this age, may be appointed as part of the Evaluation Committee.

10. A member of the Committee, within five (5) days after the establishment of the Evaluation Committee, may declare in writing his withdrawal from the Committee with credible reasons. The Dean of the Faculty summons the meeting of the Faculty Council, within seven (7) days, and in case of resignation approval, requests the co-optation of the member in the Committee.

11. The Evaluation Committee is provided with all necessary documentation by the administration of the College.

12. Evaluation Committee summons the other members of the committe and drafts the evaluation report, no later than fifteen (15) days after the closing of the competition.

13. If the Evaluation Committee has not respected the deadlines provided by this Regulation, the Faculty Council has the right to change the composition of the Committee members. The new Committee, which within ten (10) days must draft and submit the report on the competition candidates.

14. During its work, the Evaluation Committee must respect legal provisions, other legal and sub-legal acts in force, the Statute of the College, this Regulation and the conditions of the Competition.

15. The Evaluation Committee should give priority to the candidates who best meet the criteria for appointment, reappointment or promotion. The commission must justify its recommendations. Related to the candidates that do not meet the minimum requirements, it is sufficient to mention the conditions that are not met.

16. The final report, signed by the three members of the Evaluation Committee, is submitted by the Chairperson of the Committee to the respective Faculty Council.

17. In case any of the Committee member has a different opinion, he/she must submit a "separate proposal" to the relevant Faculty Council.

18. The Faculty Council, no later than seven (7) days after the submission of the report by the Evaluation Committee, discusses the proposal, respectively discusses both proposals, if the criteria are met according to point 17 of this article, and approves the proposal. The Faculty Council may reject the proposal, respectively both proposals, in cases when criteria in point 17 of this article are met, but it can not approve both proposals for the same position.

19. The members of the Evaluation Committee bear legal, disciplinary and ethical responsibility for the accuracy of the data recorded in the evaluation report.

Article 8

The Procedure following the Submission of the Report by the Evaluation Commttee

1. The Faculty Council forwards the electronic version of the report to the Office of Academic Affairs of the College, within three (3) days from the day of approval of the evaluation report.

2. The Office of Academic Affairs, compiles the Bulletin and forwards it to the College’s Computer Center, within seven (7) days after receiving the report, for its publication on the website of the College.

3. The Bulletin remains published on the website for fifteen (15) days from the day of publication.

4. In cases when the Office of Academic Affairs finds that the submitted report is not properly documented, it should ask the Vice Rector for Education to oblige the relevant Faculty to complete the documentation before its publication in the Bulletin.

5. During the time of Bulletin publication, dissatisfied candidates have the right to file a complaint to the Appeals Committee. Complaints are submitted to the administration of the respective Faculty.

6. After the expiration of the Bulletin deadline, the Faculty Council evaluates the reports of the Evaluation Committee, including the report of the Appeals Committee, within ten (10) days, and decides whether or not to approve the reports.

7. Appeals Committee must, within three (3) days, review the appeals filed during the Bulletin publication phase, and respond in writing related to the complaint. The Committee must submit the report for review to the relevant Faculty Council, within a period of seven (7) days. The report is submitted to the College's Office for Academic Affairs.

Article 9

Review of the Faculty Council proposal by the Senate

1. The Senate of the College, within fifteen (15) days from the receipt of the proposal by the Faculty Council, makes a decision to approve or reject the proposal of the Council. If the proposal is rejected, the case is returned to the Faculty Council for reconsideration within three (3) days.

2. The Faculty Council submits relevant decision to the Office for Academic Affairs of the College, within seven (7) days after receiving the decision of the Senate for case review and re-evaluation.

3. If the Faculty Council brings the same decision after review, then Senate makes the final decision, within fifteen (15) days of its receipt.

4. The voting procedure in the Senate regarding the proposals of the Faculty Council for the appointment and promotion of the academic staff is conducted according to the Rules of Procedure of the Senate.

5. Academic staff that receives a positive evaluation from the previous instances but who does not win the necessary votes of the Senate members for promotion, is reappointed to the academic title he/she already has.

6. The decision of the Senate may be appealed to the Senate Complaints and Appeals Commission, no later than fifteen (15) days after the receipt of the decision, which serves as the final instance of appeals in the College.

7. In special cases before the proposal is submitted to Senate, by the request of the Rector, the deadline for the entire procedure may be extended for a maximum of thirty (30) days.

8. If all vacancies of the competition are not filled within the set deadline, then the remaining vacancies may be re-announced in another competition by the request of the Faculty.

Article 10

Final provisions

1. This Regulation enters into force on the day of its approval.

Senate Chairperson of Alma Mater Europaea

Campus College Rezonanca

Acad.Prof.Dr. Arian R. Idrizaj, MD, the Rector of the Colege