



**ORDER
OF THE PRO-RECTOR FOR STUDIES
OF VILNIUS UNIVERSITY**

**ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR THE
ELECTION OF THE BEST LECTURERS OF VILNIUS UNIVERSITY**

No. R-492 of 10 November 2017
Vilnius

In accordance with Article 45(1) of the Statute of Vilnius University, Item 1(1) of Order of the Rector of Vilnius University No. R-252 of 15 June 2017 “On the Delegation of the Rector’s Mandate and the Formalisation of Decisions within the Assigned Areas of Activity and Administration”, and taking into account the proposal from the Commission for the Recognition of the Best Lecturers of Vilnius University in 2016, with the aim to ensure a smooth and objective election process of the best lecturers of Vilnius University,

I h e r e b y approve the Description of the Procedure for the Election of the Best Lecturers of Vilnius University (attached).

Pro-Rector for Studies

Assoc. Prof. Dr Valdas Jaskūnas

APPROVED
by Order No. R-492 of 10 November 2017
of the Pro-Rector for Studies
of Vilnius University

DESCRIPTION OF THE PROCEDURE FOR THE ELECTION OF THE BEST LECTURERS OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Election of the Best Lecturers of Vilnius University (hereinafter the 'Description') sets out the procedure for organising the election of the best lecturers (hereinafter the 'Election') of Vilnius University (hereinafter the 'University'), the nomination of candidates, and their assessment.
2. The purpose of the election of the best lecturers is to encourage the lecturers, students, and the administration to engage in the development of the culture of the quality of studies.
3. To be eligible for the election, a lecturer must hold at least a 0.5 full-time position at the University, have at least three years of teaching experience, and have not been recognised as having violated the Code of Academic Ethics of Vilnius University.

CHAPTER II PROCEDURE FOR THE ELECTION OF THE BEST LECTURERS

4. The election shall be organised and implemented by the Study Quality Subdivision.
5. The candidates to participate in the election may be submitted to the administration of the core academic unit of the University (hereinafter the 'Unit') by branch academic units of the Unit, the Students' Representation, student research societies, lecturers and other members of the academic community of the Unit.
6. The administration of the Unit, together with the Students' Representation of the Unit, shall select two to three of the best lecturer nominations and submit them to the Study Quality Subdivision. The candidates shall be presented in writing by submitting an application for the participation in the election of the best lecturers of Vilnius University describing their pedagogical activities (Annex to the Description). The Study Quality Subdivision shall submit the received applications to the Best Lecturers Election Commission established by the Rector (hereinafter the 'Commission').
7. The Commission, following the criteria set out in Chapter III of the Description, shall assess the activities of the candidates and provide the Rector with a list of the best lecturers that they recommend to be awarded.
8. The nominations of the best lecturers shall be announced by the Order of the Rector, granting them the Rector's Award. The monetary amount of the Award and the number of Awards provided each year shall be determined by the Rector.
9. The list of the best lecturers shall be published in the University's newsletter and/or on the website. The Study Quality Subdivision shall organise the presentation of the best lecturers' teaching experience to the academic community.

CHAPTER III CRITERIA FOR THE ELECTION OF THE BEST LECTURERS

10. The Commission shall assess the lecturers participating in the election on the basis of the following criteria:

- 10.1. the purposefulness, inventiveness, and dissemination of methodological activities;
 - 10.2. the application of the relevant research activities in the study process;
 - 10.3. the results of the University's surveys of the students' opinions on the subjects taught by the candidate ;
 - 10.4. the application of innovative teaching and assessment methods in the study process;
 - 10.5. active participation in the study organisation activities;
 - 10.6. personal qualities that create a study-friendly environment;
 - 10.7. the ability to create a learning environment that promotes the expression of the personality talents;
 - 10.8. additional information and documents reflecting the uniqueness of the academic activities of the lecturers.
11. The criteria referred to in Item 10 of the Description are of a recommendatory nature. In its decision-making, the Commission may also follow other criteria.

Annex to
the Description of the Procedure for the Election
of the Best Lecturers of Vilnius University



To the _____ of Vilnius University
(Council of the core unit/Best Lecturers Election Commission)

**APPLICATION FOR THE PARTICIPATION IN THE ELECTION OF THE BEST
LECTURERS OF VILNIUS UNIVERSITY**

(date)
Vilnius

Information about the applicant Full name: Position: The unit where the person studies/works: Tel.: E-mail:
Information about the lecturer: Full name: Unit: Position: Tel.: E-mail:
Description of the candidate's activities and their significance.

I confirm that the information provided is correct

(Applicant's signature)