

APPROVED

by Resolution No. S-2011-7-1 of 27 October 2011

of the Senate of Vilnius University

(wording of Resolution of the Senate of Vilnius University No.

SPN-63 of 24 September 2024)

DESCRIPTION OF THE PROCEDURE FOR GRANTING THE PEDAGOGICAL TITLES OF PROFESSOR AND ASSOCIATE PROFESSOR AT VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Granting the Pedagogical Titles of Professor and Associate Professor at Vilnius University (hereinafter the 'Description') sets out the requirements for candidates who seek the pedagogical titles of professor and associate professor (hereinafter the 'pedagogical titles') of Vilnius University (hereinafter the 'University') and the procedure of granting these titles at the University.

2. A pedagogical title is granted for long-standing pedagogical activity.

3. Pedagogical titles are granted by the Senate of the University (hereinafter the 'Senate') upon submission by the Rector of the University (hereinafter the 'Rector').

4. The terms used in the Description shall be understood as they are defined in the Statute of Vilnius University, the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification approved by Resolution of the Senate of Vilnius University No. S-2018-12-4 of 20 November 2018 "On the Approval of the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification" (as subsequently amended) (hereinafter the 'Regulations'), and other legal acts of the University.

CHAPTER II REQUIREMENTS FOR THE CANDIDATES SEEKING PEDAGOGICAL TITLES

5. The pedagogical title of professor may be granted to lecturers or recognised artists that meet the following requirements:

5.1. the length of their employment at university-type higher education institutions in teaching positions is no less than 15 years;

5.2. they meet at least one of the following requirements:

5.2.1. they have held at least 0.5 full-time job position of a professor earned by way of competition for at least five consecutive years and have won the competition for the second consecutive term of office at the same position, or their performance at the position of a professor for the five-year period was evaluated positively following Item 39 of the Regulations and they concluded an open-ended employment contract for this position with the University;

5.2.2. they have won the competition for the job position of a professor and, in accordance with the first paragraph of Item 4 of the Regulations, have concluded an open-ended employment contract with the University after having been certified for five years as a professor.

5.2.3. they have held at least 0.5 full-time job position of a professor for at least five consecutive years (part-time positions in various units of the University included) and have won the competition for the position of a professor and concluded a fixed-term employment contract with the University for a period of five years;

5.2.4. they have held at least 0.5 full-time job position of a professor for at least five consecutive years and have concluded a fixed-term employment contract with the University in accordance with Article 15(9) of the Statute of the University.

5.3. for at least the last five years, they have been publishing their research/art works in affiliation with the University.

6. The pedagogical title of associate professor may be granted to lecturers or recognised artists (hereinafter the ‘employees’) that meet the following requirements:

6.1. the length of their employment at university-type higher education institutions in teaching positions is no less than 10 years;

6.2. they meet at least one of the following requirements:

6.2.1. they have held at least 0.5 full-time job position of an associate professor earned by way of competition for at least five consecutive years and have won the competition for the second consecutive term of office at the same position or whose performance at the position of an associate professor for the five-year period was evaluated positively following Item 39 of the Regulations and they concluded an open-ended employment contract for this position with the University;

6.2.2. they have won the competition for the job position of an associate professor and, in accordance with Item 4 of the Regulations, have concluded an open-ended employment contract with the University after having been certified for five years as an associate professor.

6.2.3. they have held at least 0.5 full-time job position of an associate professor for at least five consecutive years and have won the competition for the position of an associate professor and concluded a fixed-term employment contract with the University for a five-year term of office;

6.2.4. they have held at least 0.5 full-time job position of an associate professor for at least five consecutive years and have concluded a fixed-term employment contract with the University in accordance with Article 15(9) of the Statute of the University;

6.3. for at least the last five years, they have been publishing their research/art works in affiliation with the University.

7. The requirement for the University’s lecturers and recognised artists to have been holding at least 0.5 full-time job position of a professor or an associate professor may be reduced to 0.25 full-time job position provided that the lecturer or recognised artist has been working at the University, their other job positions included, at least full-time for the last five years.

CHAPTER III THE PEDAGOGICAL TITLE GRANTING PROCEDURE

8. The University employee who seeks the pedagogical title shall submit an application to the head of the core academic unit of the University (hereinafter the ‘Unit’) that they work at, along with their CV including information on their pedagogical activity. If the employee has worked at university-type higher education institutions other than the University during the assessment period, they shall provide confirming statements.

9. The head of the Unit, taking into account the academic activity of the Unit’s lecturers, may themselves suggest granting a pedagogical title to an employee by submitting information about the employee’s pedagogical activity and confirming statements in the event that the employee has worked at university-type higher education institutions other than the University.

10. Upon receiving an employee’s application under Item 8 of the Description or the head of the Unit’s proposal for an employee under Item 9 of the Description, the Human Resources Division of the Central Administration of the University (hereinafter the ‘Human Resources Division’) and the Department for Research and Innovation perform the compliance check regarding the requirements set out in Chapter II of the Description and submit the information to the head of the Unit. The head of the Unit, upon receiving information about the compliance check, shall inform the representatives of the Students’ Representation of the University at the Unit thereof, asking to provide the students’ opinions on the pedagogical activity of the candidates for the pedagogical title.

11. On the grounds laid down in Items 8 and 9 of the Description, the head of the Unit shall submit a proposal to the council of the Unit to discuss granting the pedagogical title, alongside submitting the students' opinions on the candidates.

12. The council of the Unit shall adopt a decision on the proposal to grant the pedagogical title after assessing the information provided by the head of Unit and the students' opinions on the pedagogical activity of the candidates. The decision of the council of the Unit and the documents of the candidate that meets the requirements set out in Items 5 and 6 of the Description shall be submitted to the Commission of Granting Pedagogical Titles (hereinafter the 'Commission') no less than 30 calendar days before the meeting of the Senate where the matter of pedagogical title granting will be discussed.

13. The documents of candidates for the pedagogical title shall be examined and the conclusions submitted to the Rector by the Commission, which shall consist of seven members (at least one of the Commission members shall be a person delegated by the Students' Representation of the University) and be established and its chairperson approved by the Senate, upon proposal from the Rector:

13.1. the deputy chair of the Commission shall be appointed from the members of the Commission by its chairperson;

13.2. the Commission's activities shall take the form of meetings. A Commission's meeting shall be considered legitimate if at least two-thirds of the Commission members are present;

13.3. decisions of the Commission shall be adopted by the majority of the Commission members attending the meeting. In the event of a tie, the chairperson of the Commission (or, in their absence, the deputy chair of the Commission) shall have the casting vote;

13.4. Minutes shall be taken at the Commission's meeting. The establishment of the Commission shall be organised and the meeting materials and minutes prepared by the Human Resources Division. The minutes shall be signed by the chairperson of the Commission (or, in their absence, by the deputy chair of the Commission) and the secretary of the meeting.

14. Taking into account the Commission's conclusion, the Rector shall submit a proposal to the Senate on granting the pedagogical titles alongside a draft resolution of the Senate in accordance with the procedure set out in the Rules of Procedure of the Senate.

15. The Senate shall adopt a decision on granting the pedagogical titles of professor or associate professor of the University. When the Senate decides to grant the employee the title of professor or associate professor of the University, the Human Resources Division shall prepare and present the employee with a certificate of a professor or associate professor of the University signed by the Rector, which verifies that the title of professor or associate professor has been granted.

16. The Human Resources Division manages the record keeping of granting professor and associate professor certificates. The certificates of the pedagogical titles of professor or associate professor of the University are registered in the certificate registration and issuing books. Certificate templates, their accounting documents, certificate registration and issuing books are stored pursuant to the procedure established at the University.

17. The information on the pedagogical titles granted to the University's employees is compiled in the human resources management information system. The documents provided by the candidates for the pedagogical title are attached to the Commission's minutes and kept in the University document management system pursuant to the procedure established at the University.
