

APPROVED

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of the Senate of Vilnius University
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of the Senate of Vilnius University)

VILNIUS UNIVERSITY REGULATIONS FOR THE ORGANISATION OF TEACHING STAFF AND RESEARCH/ART STAFF RECRUITING COMPETITIONS AND CERTIFICATION

CHAPTER I GENERAL PROVISIONS

1. The Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification (hereinafter the 'Regulations') regulate the procedure for recruiting competitions for teaching staff and research/art staff (hereinafter the 'teaching and research staff') at Vilnius University (hereinafter the 'University'), as well as performance evaluation and certification procedure for the teaching and research staff, the qualification requirements for teaching and research staff positions, and the criteria for evaluating the eligibility for the positions.

2. At the University, members of the teaching and research staff shall be appointed to positions for at least 0.25 of standard working hours upon winning an open recruiting competition, except for the cases specified in Items 6, 8, 9, and 11 of the Regulations. Persons participating in specific recruiting competitions, members of the teaching and research staff who are subject to performance evaluation or certification, shall be evaluated by applying the qualification requirements of one of the four groups of research/art area: humanities, social sciences, natural sciences, agricultural sciences, medical and healthcare sciences, technological sciences, and arts. Teaching staff (except for teaching staff in the arts, lecturers, senior lecturers, partnership professors, partnership associate professors, lecturer practitioners, and visiting lecturers) and research staff must have the competencies for the career stages of researchers at higher education and research institutions, approved by the Research Council of Lithuania, applicable to their current position or the one they are contending for. The career of researchers shall consist of the following stages:

2.1. 'first-stage researcher' means a person holding a Master's qualification degree or equivalent qualification of higher education, performing research/artistic activities under the supervision of an established or leading researcher. First-stage researchers can hold the position of a teaching assistant or research assistant;

2.2. 'recognised researcher' means a researcher/doctor of arts whose research/artistic activity is not fully independent. Recognised researchers can hold the position of an assistant professor or research fellow;

2.3. 'established researcher' means a researcher/doctor of arts who has reached a certain level of independence in their research/artistic activity. Established researchers can hold the position of an associate professor or senior researcher;

2.4. 'leading researcher' means an independent researcher/doctor of arts leading in their area of research or science/arts. Leading researchers can hold the position of a professor or research professor.

3. A fixed-term employment contract for a period of five years shall be concluded with a member of the teaching or research staff who has won the competition, and their action plan, coordinated with the University Strategic Plan and the action plan and priorities of a core unit of the University, shall be approved for the same period. The decision to conclude a fixed-term employment contract with the person who won the competition shall be considered the approval of the action plan submitted by that person.

4. When a member of the teaching or research staff who is employed under an open-ended employment contract wins a recruiting competition for a different teaching or research staff position at the University, their employment relationship in their new position shall continue under an open-ended employment contract.

During the period of an open-ended employment contract, by the decision of the Rector of the University (hereinafter the 'Rector'), upon the proposal from the head of a core academic unit of the University (hereinafter the 'core academic unit'), and at the request or with the consent of the member of the teaching or research staff, the teaching staff position of the latter may be changed or split, by means of an agreement on an employment contract for the performance of an additional job function, into an equivalent research staff position of the same career stage of researchers (except for the position of a research trainee), while the research staff position may be changed or split into an equivalent teaching staff position of the same career stage of researchers provided that the member of the teaching or research staff meets the qualification requirements for this position (hereinafter the 'qualification requirements') established by the Senate of the University (hereinafter the 'Senate').

If there is only one candidate meeting the conditions of the competition who holds the position of an associate professor, assistant professor, lecturer, senior researcher, or research fellow at the University under an open-ended employment contract, they may be promoted to a higher position at the University (respectively, to the one of professor, associate professor, senior lecturer, research professor, and senior researcher) without a competition according to the procedure established by the Senate.

5. Lecturers who have defended their dissertations and obtained a doctoral degree during the period of their fixed-term or open-ended employment contract may, at their request, shall have their position changed into that of a senior lecturer without changing the term of the employment contract.

6. Visiting teaching and research staff, partnership professors and partnership associate professors, lecturers practitioners shall not be subject to the procedure for appointment by competition set out in the Regulations, but their appointment (except for partnership associate professors, partnership professors, and lecturers practitioners) shall be subject to the qualification requirements for a competition.

The Rector, upon a proposal from the head of a core academic unit, may invite members of teaching and research staff from other higher education and research institutions who meet the requirements for career stages of leading or established researchers for a period not exceeding two years.

The appointment to the positions of partnership professors and partnership associate professors at the University shall be carried out according to the procedure established by the Senate.

By the decision of the Rector, upon a proposal from the head of a core academic unit, lecturers practitioners may be recruited at the University for a period not exceeding two years. Persons working in the lecturer practitioner position shall teach, conduct practical activities, supervise practical work of students, introduce students to the application of research in practice, assist them in performing applied research works, and share their knowledge of practical work with them. Persons recruited for this position shall have at least three years of practical work experience in the field of teaching and professional achievements. When fulfilling their duties, such lecturers must be engaged in practical work in the area of teaching and have basic pedagogical competencies. The remuneration for lecturers practitioners shall be provided for in the employment contract according to their workload. Lecturers practitioners shall not be subject to the Description of the Procedure for the Accounting of the Working Time for Teaching Staff.

7. Persons recruited as teaching staff for the first time at the University by means of a competition and who do not have previous teaching experience must, within a period of two years, complete a training programme aimed at acquiring the basics of teaching at the University.

8. Persons not specified in Items 6, 9, and 10 of the Regulations that meet the qualification requirements applicable to that position, by the decision of the Rector, upon a proposal from the head of a core academic unit, may be recruited as teaching and research staff without a competition under a fixed-term employment contract for a period not exceeding one year. This contract may be extended

for another period not exceeding one year. These persons may be repeatedly recruited as teaching and research staff of the University without a competition no earlier than two years after the expiry of a fixed-term employment contract. The teaching and research staff employed under contracts of project work and agreements on supplementary project work function shall not be subject to restrictions on the term of the employment contract and repeated conclusion of the employment contract provided for in this Item.

9. The requirements provided for in the Regulations shall not apply in cases provided for in Article 22(2) of the Statute of the University, and a person who, prior to election or appointment to a managerial position at the University or its internal organisational structure, was a member of the teaching or research staff of the University under a fixed-term employment contract, at the request thereof, shall be entitled to return to the previous teaching or research staff position by concluding a fixed-term employment contract therewith for five years. If, once the term of five years of the fixed-term employment contract has expired, the employee wins a competition and the performance of the employee who had previously won the competition is evaluated positively, an open-ended employment contract for the same position shall be concluded with them, which expires on the last day of the academic year in which the employee turns 65 years old. A person who, prior to election or appointment to a managerial position at the University or its internal organisational structure, was a member of the teaching or research staff of the University under an open-ended employment contract, at the request thereof, shall be entitled to return to the previous teaching or research staff position by concluding an open-ended employment contract therewith.

A person who, following an election or appointment to a managerial position at the University or its internal organisational structure, does not relinquish their position as a member of the teaching or research staff of the University, may, at their request, have the certification planned in respect of that person postponed until the end of the term of office of the managerial position. In such a case, the certification must be carried out no later than one year after the end of the term of office of the managerial position.

10. The Senate shall establish the conditions and the procedure for the conclusion of fixed-term employment contracts with members of the teaching and research staff over the age of 65.

11. Persons shall be recruited for positions of teaching assistants and research assistants upon a proposal from the head of a core academic unit and by the decision of the Rector or their authorised person. Candidates for these positions must meet or exceed the qualification requirements applicable to these positions. Fixed-term employment contracts shall be concluded with persons employed as teaching assistants and research assistants, the term of which shall not exceed the end of their doctoral studies. These contracts may be extended for a period of up to one year after the end of their Doctoral studies. Employees recruited for projects or commissioned work shall not be subject to the requirement of being enrolled in Doctoral studies.

CHAPTER II

PROCEDURE FOR HOLDING TEACHING AND RESEARCH STAFF RECRUITING COMPETITIONS

SECTION ONE

GENERAL REQUIREMENTS FOR HOLDING COMPETITIONS

12. Open teaching and research staff recruiting competitions shall be announced by the Rector in accordance with proposals from the heads of core units prepared as part of implementing the personnel development plan for the respective core unit. The competition shall be announced at least six months before the expected commencement of work. The Rector shall set the time limits for holding the current year's competitions and other organisational procedures required for the implementation of the Regulations at the University. The competition process (including the proper preparation of the competition notice) at the University shall be coordinated by the structural unit of the Central Administration of the University responsible for the University personnel management

(hereinafter the 'Personnel Management Unit'). When necessary, recruiting competitions for research staff in core non-academic units shall be held, according to the procedure established in the Regulations, by core academic units, which are appointed according to the topic indicated in the notice of competition.

13. Publication of competitions announced by the Rector shall be carried out by the Personnel Management Unit. Competitions shall be published in the media of the University and the Research Council of Lithuania and, if necessary, in other media. The notice of competition must specify the beginning date of the competition, title of the position, topic (specialisation), standard working hours, description of the position and the responsibilities, qualification requirements for the position (including the educational requirements for teaching and research staff positions provided for in the Republic of Lithuania Law on Higher Education and Research), information on the remuneration amount offered, required competencies, documents required for submission, and other required information. Competition notices remain published for 30 calendar days. The head of a core unit shall be responsible for the proper preparation of competition notices and, if necessary, their publication in international media. The Personnel Management Unit shall be notified about the selected international media. The information in the notice of competition published must be identical across all selected media.

14. The announced competition may be cancelled at the stage of publishing the competitions due to objective, unforeseen circumstances, upon a reasoned proposal from the head of a core unit and by the decision of the Rector but no later than the end of the validity period of the notice. If any persons submitted documents before the competition was cancelled, the representative of a core academic unit shall notify the Personnel Management Unit, which in turn shall notify these persons about the cancellation of the competition no later than in five working days following the decision of the Rector.

15. The council of a core academic unit, taking into account the needs of the unit, shall have the right to set additional special competition requirements, which must be included in the notice of competition. The head of a core academic unit shall be responsible for preparing and including additional special competition requirements.

16. The documents of commissions indicated in the Regulations and other documents related to the organisation of competitions, performance evaluation, and certification shall be stored according to the procedure established in the legal acts of the University.

SECTION TWO

PROCEDURE FOR HOLDING TEACHING AND RESEARCH STAFF RECRUITING COMPETITIONS

17. The recruiting competition shall consist of the following stages:

17.1. submission of the documents specified in the notice of competition by persons who meet the qualification requirements for the competition and wish to participate in the competition (hereinafter the 'candidates'), in accordance with the procedure specified;

17.2. verification of whether the academic activities of the candidates for the position meet the qualification requirements for the competition, and verification of submitted documents;

17.3. selection of candidates in a core academic unit using the methods for selecting candidates chosen by the decision of the recruiting/certification commission of the core academic unit (hereinafter the 'unit commission');

17.4. expert evaluation of the candidates' academic activities and suitability for the position and, if necessary, ranking by the unit commission;

17.5. submission of the unit commission's proposals after completing the expert evaluation of candidates for the position of associate professor, assistant professor, senior lecturer, lecturer, senior researcher, or research fellow, to the head of the core academic unit no later than within five working days following the meeting of the unit commission;

17.6. submission of the recommendations of the unit commission, after completing the expert evaluation of candidates for the position of professor or research professor, to the Central Recruiting Commission and the head of the core academic unit, who must have signed the Confidentiality Pledge (Annex 5), no later than within five working days following the meeting of the unit commission;

17.7. the decision of the head of the core unit on the outcome of the recruiting competition for the position of an associate professor, assistant professor, senior lecturer, lecturer, senior researcher, or research fellow and the submission thereof to the Rector for the conclusion of employment contracts;

17.8. expert evaluation of candidates for the position of professor and research professor in the Central Recruiting Commission and submission of proposals of the Central Recruiting Commission to the Rector no later than within five working days following the meeting of the Central Recruiting Commission;

17.9. the decision of the Rector on the outcome of the recruiting competition for the position of professor or research professor.

18. For the purposes of implementing the stage specified in Item 17.1 of the Regulations, the candidates shall submit the documents specified in the notice of competition in accordance with the document submission time limits and other conditions for the participation in the competition specified in the notice. By signing the Description of Academic Activities (Annex 1) (hereinafter the 'description of academic activities'), the candidate confirms that the information provided in the description of academic activities is true, accurate, and complete. The qualifications of the candidate specified in the description of academic activities must actually exist at the time of completing the description of academic activities and cannot be acquired after the description of academic activities has been submitted. Candidates for the position of research professor and professor shall fill in the description of academic activities in English.

19. For the purposes of implementing the stage specified in Item 17.2 of the Regulations, Central Administration units of the University, responsible for the evaluation of research/art indicators and appointed by the Rector, shall verify the correspondence between the candidates' academic activities and the qualification requirements and verify the candidates' documents submitted for the competition, and shall submit their professional opinion about the outcome of this verification in writing (including email) to the Personnel Management Unit and the unit commission.

20. If it is determined during the verification provided for in Item 19 of the Regulations that the candidate's academic activities do not meet the qualification requirements for the competition, the unit commission shall evaluate the verification outcome received and shall take a decision whether the candidate is to participate in the subsequent competition procedures, and shall record this conclusion in the unit commission minutes. Where a decision has been taken that the candidate is not to participate in the subsequent competition procedures, the head of the core unit and the Personnel Management Unit, which shall inform the candidates who are excluded from further participation in the competition procedures about the outcome, shall be familiarised with the commission minutes.

21. After the verification specified in Item 19 of the Regulations, having received the candidates' documents, the unit commission, for the purposes of implementing the stage specified in Item 17.3 of the Regulations, shall decide on the methods for selecting candidates for different competitions (e.g. presentation at the core, branch academic unit, or at the academic organisational structure without the rights of an administrative unit (hereinafter the 'academic structure'), or at the unit commission; academic discussion; test lectures, etc.), which would help to better evaluate the suitability of the candidates. The various selection methods must be applied equally in respect of all candidates for the same position and carried out in accordance with the procedure established by the unit commission. If the unit commission decides not to use the methods for selecting candidates, it shall immediately conduct an expert evaluation of the candidates in accordance with the procedure established in Item 24 of the Regulations.

Where five or more candidates participate in a competition, the unit commission may decide to apply the methods for selecting candidates referred to in this Item only to the candidates selected after the evaluation provided for in Item 17.4.

22. During competitions, the expert evaluation of the candidates shall be performed by:

22.1. the unit commission – for candidates for the position of an associate professor, assistant professor, senior lecturer, lecturer, senior researcher, or research fellow;

22.2. the unit commission and the Central Recruiting Commission – for candidates for the position of professor or research professor.

23. The Rector shall, by an order, form the unit commission from commission members suggested, in accordance with the requirements set out in Items 23.1–23.3 of the Regulations, by the council of a core academic unit for a period of three years and shall appoint its chairperson. The unit commission must be composed of at least nine members and no more than 12 members. The head of a core academic unit may not be appointed a member of the unit commission. The unit commission shall be formed in accordance with the following requirements:

23.1. at least one-third of the members of the unit commission shall be individuals not employed at the University (at least one researcher (and in the event that the unit is holding a recruiting competition for a position of teaching staff in the arts – one recognised artist as well, working at another higher education and research institution) and other individuals who have a direct interest in the successful activities of the University and are able to evaluate the candidates);

23.2. when evaluating candidates for the position of professor or research professor, one of the members of the unit commission must be an international expert not employed at the University, and who is selected by the unit commission for each competition and is qualified to evaluate the suitability of the candidate(s) for the position. International experts must be selected in such a way that they are impartial with regard to the candidates, and their participation in the activities of the unit commission in the evaluation of the candidates does not cause a conflict of public and private interests. If there are several candidates for the same position, they must be evaluated by the same international experts. International experts must fill in the Academic Activity Evaluation Form for Candidates (Annex 2) (hereinafter the ‘Evaluation Form’) and submit it to the unit commission, and, if there is more than one candidate for the position, in accordance with their evaluation, rank the candidates for the position. The international expert who is co-opted into the composition of the Central Recruiting Commission and has evaluated the candidate while on the unit commission, shall have the voting right in the decision. In cases of performance evaluation and certification of the teaching and research staff, an international expert shall not be included in the composition of the unit commission;

23.3. at least two-thirds of the members of the unit commission shall be researchers, at least half of whom shall be teaching staff with at least five years of teaching experience at a university-type higher education institution, and when evaluating candidates for a position of teaching staff in the arts, recognised artists shall also be included in the composition of the unit commission;

23.4. the head of the branch academic unit of the core academic unit, where the competition is being held shall be included in the unit commission for the specific competition, and if the core academic unit does not have branch academic units – a deputy (Vice-Dean or Deputy Director) delegated by the head of the core academic unit shall be included instead;

23.5. at least one representative delegated by the University Students’ Representation; University Students’ Representation shall appoint and dismiss students’ representatives to/from the unit commission according to its procedure;

23.6. in forming the unit commission, achieving a balance between the gender representation of men and women shall be a priority;

23.7. members of the unit commission, before starting their work in the meetings of the commission, shall sign the Confidentiality Pledge (Annex 3 to the Regulations) and the Declaration of Impartiality (Annex 4 to the Regulations). The chairperson of the unit commission shall ensure the signing, registration, and storage of these documents according to the procedure established in the legal acts of the University.

24. For the purposes of implementing the stage specified in Item 17.4 of the Regulations, the unit commission, in performing the expert evaluation of the candidates and their academic activities, must follow the requirements for the position established in the notice of competition and

the legal acts of the University, and, during the meeting, fill in the Evaluation Form for every candidate, recording the summarised opinion of all the members of the unit commission (including the opinion of the international expert specified in Item 23.2 of the Regulations, filled in by the international expert in a separate Evaluation Form and submitted to the unit commission before the meeting), thereby supporting the evaluation of the unit commission, and a recommendation of the unit commission (when the selection for the position of professor or research professor is conducted) or a proposal (when the selection for the position of associate professor, assistant professor, senior lecturer, lecturer, senior researcher, and research fellow is conducted) must be submitted for the recruitment of the candidate for the position to be filled. This completed Evaluation Form shall be attached to the unit commission minutes. The Evaluation Form of the candidate who does not understand Lithuanian shall be submitted together with its translation into English.

25. In order to better evaluate the candidates, the unit commission may bring in additional experts who can objectively evaluate the candidates' academic activities and provide conclusions on their suitability for the position. Before starting the evaluation, the experts specified in this Item shall sign the Confidentiality Pledges (Annex 5 to the Regulations), the signing, registration, and storage of which is ensured by the chairperson of the unit commission in accordance with the procedure established in the legal acts of the University. The selected additional experts shall evaluate the candidates' academic activities and complete the Evaluation Form, which the unit commission shall take into account when completing the Evaluation Form in accordance with the procedure established in Item 24 of the Regulations. These additional experts shall not have the voting right. They may be remunerated for their work in accordance with the procedure established by the legal acts of the University.

26. In the event that there is more than one candidate for the position, all of the candidates are ranked by the unit commission. The ranking is done at a meeting of the unit commission after a discussion on the suitability of each candidate. In the minutes, the unit commission sets out objectively reasonable professional arguments which led to the decision on the ranking of candidates. Where necessary, the unit commission shall take the decision on ranking by open vote.

27. The work of the unit commission shall be organised by the chairperson of the commission. If the chairperson of the unit commission is not present, the work of the unit commission shall be organised, and other functions of the chairperson of the unit commission specified in these Regulations shall be performed by a chairperson of the meeting, elected by the members of the unit commission. Work of the unit commission shall be managed by the unit commission secretary appointed by the head of the unit, who shall sign the Confidentiality Pledge (Annex 5 to the Regulations) before commencing work at the commission meetings. A meeting of the unit commission shall be deemed lawful if at least two-thirds of the members of the unit commission are in attendance. Members of the unit commission may also attend the meeting remotely via video conferencing. Members of the unit commission who are unable to attend the meeting in person shall have the right to express their opinion in writing, including by email, prior to the meeting. Decisions of the unit commission shall be taken by a simple majority vote of the members of the unit commission attending the meeting. In determining the quorum, the votes of the members of the unit commission who attended the meeting of the unit commission (including via video conferencing) and who submitted their opinion in writing (including by email) shall be counted. A member of the unit commission must withdraw from the evaluation of a candidate and shall not have the voting right and shall not be included in the quorum if said commission member or an individual with whom they have a close family, marriage, or partnership relationship is participating in the competition, or if there are other circumstances that call into question the impartiality of the member of the unit commission. Members of the commission shall express their opinion by voting 'for' or 'against'. If, when taking the decision, there is a tie between the votes of the members of the unit commission, the chairperson of the unit commission shall have the casting vote. For the purposes of implementing the stage specified in Item 17.5 of the Regulations, the minutes of the unit commission meetings shall be drafted and submitted to the head of the core unit and the Personnel Management Unit. For the purposes of implementing the stage specified in Item 17.7 of the Regulations, the head of the core

unit, having assessed the minutes submitted by the unit commission, Evaluation Forms and proposals prepared on the basis of recommendations therein, shall take a decision on the competition outcome (except for recruiting competitions of a professor and research professor) and submit proposals for the conclusion and/or amendment of employment contracts to the Rector. The head of the core unit may adopt a reasoned decision to change the proposal of the unit commission, change the ranking of candidates, or reject the candidate and recommend to the Rector that the competition be declared failed, subsequently notifying the unit commission and the Personnel Management Unit in writing thereof.

28. The unit commission, having completed the evaluation, may recommend that the head of the core unit propose to the Rector that the competition be declared failed if the competencies of the candidates do not meet the requirements for the position established in the notice of competition and the legal acts of the University.

29. Where the selection is held for the position of professor or research professor, the unit commission, for the purposes of implementing the stage specified in Item 17.6 of the Regulations, shall transfer to the Central Recruiting Commission and the head of the core academic unit, who must have signed the Confidentiality Pledge (Annex 5), the minutes of the meeting of the unit commission, Evaluation Forms specified in Item 24 of the Regulations with recommendations, information on the selected international experts, completed Evaluation Forms received from international experts and the documents submitted by candidates as well as information on candidates (minutes of the meeting of the unit commission, Evaluation Forms), who, after the expert evaluation of the unit commission are not recommended for the position and are excluded from further participation in the competition procedures, along with the reasoning for such a decision.

30. The Rector shall form the Central Recruiting Commission for four years and shall appoint its chairperson for a term of one year from the members of the Central Recruiting Commission. The Central Recruiting Commission shall consist of at least 13 members. The Central Recruiting Commission shall be formed by following these principles:

30.1. the Pro-Rector for Research of the University;

30.2. the Pro-Rector for Studies of the University;

30.3. the Pro-Rector for Organisation Development and Community Affairs of the University;

30.4. researchers representing research areas, no less than half of which shall be teaching staff with at least five years of teaching experience at a university-type higher education institution – two representatives of humanities and/or social sciences and two representatives of natural sciences, technological sciences, agricultural sciences and/or medical and healthcare sciences from the list of potential members of the Central Recruiting Commission suggested by the Senate;

30.5. at least one representative delegated by the University Students' Representation. Student representatives shall be delegated to and dismissed from the Central Recruiting Commission by the University Students' Representation in accordance with the procedure established thereby;

30.6. at least one-third of the members of the Central Recruiting Commission shall be individuals not employed at the University (at least one researcher representing humanities or social sciences and natural sciences, technological sciences, agricultural sciences and/or medical and healthcare science areas (when evaluating candidates for positions of teaching staff in the arts – one recognised artist as well, working at another higher education and research institution) and other individuals who have a direct interest in the successful activities of the University and are able to evaluate the candidates);

30.7. the head of the core unit where the selection for the position of professor or research professor is held or a performance evaluation of a professor or a research professor is held, or a person delegated by them;

30.8. the Central Recruiting Commission must have one member who is an international expert not employed at the University and who is selected according to the procedure established in Item 23.2 of the Regulations. In cases of performance evaluation of the teaching and research staff,

an international expert shall not be included into the composition of the Central Recruiting Commission;

30.9. in forming the Central Recruiting Commission, achieving a balance between the gender representation of men and women shall be a priority;

30.10. members of the Central Recruiting Commission, before starting their work in the meetings of the commission, shall sign the Confidentiality Pledge (Annex 3 to the Regulations) and the Declaration of Impartiality (Annex 4 to the Regulations). The Personnel Management Unit shall ensure the signing, registration, and storage of these documents according to the procedure established in the legal acts of the University.

31. Employees of the units of the Central Administration of the University may be invited to the meetings of the Central Recruiting Commission upon the decision of the commission. These persons shall not have the voting right and their absence from the meeting shall not constitute a procedural violation. Persons indicated in this Item attending a commission meeting must sign the Confidentiality Pledge (Annex 5 to the Regulations). The Personnel Management Unit shall ensure the signing, registration, and storage of these documents according to the procedure established in the legal acts of the University.

32. For the purposes of implementing the stage specified in Item 17.8 of the Regulations, the Central Recruiting Commission, in performing the expert evaluation of the candidates and their academic activity for the position of professor and research professor, must follow the notice of competition and the qualification requirements for the competition, take into account the recommendations provided in Evaluation Forms of unit commissions, and, during the meeting, fill in the Evaluation Form for every candidate, recording the summarised opinion of all members of the Central Recruiting Commission (including the opinion of the international expert specified in Item 29 of the Regulations, submitted to the Central Recruiting Commission by the expert in a separate Evaluation Form before the meeting), thereby supporting the evaluation of the Central Recruiting Commission, and submitting the conclusion of the expert evaluation of the Central Recruiting Commission regarding the recruitment of the candidate. This Evaluation Form shall be attached to the minutes of the Central Recruiting Commission. The Evaluation Form of the candidate who does not understand Lithuanian shall be submitted together with its translation into English.

33. In order to better evaluate the candidates, the Central Recruiting Commission may also bring in additional experts who can objectively evaluate the candidates' academic activities and provide conclusions on their suitability for the position. Before starting the evaluation, the experts specified in this Item shall sign the Confidentiality Pledges (Annex 5). The Personnel Management Unit shall ensure the signing, registration, and storage of these documents according to the procedure established in the legal acts of Vilnius University. The selected additional experts shall evaluate the candidates' academic activities and complete the Evaluation Form, which the Central Recruiting Commission shall take into account when completing the Evaluation Form in accordance with the procedure established in Item 32 of the Regulations. These additional experts shall not have the voting right. They may be remunerated for their work in accordance with the procedure established by the legal acts of the University.

34. If necessary, the Central Recruiting Commission may invite the candidates for an introductory interview at the Central Recruiting Commission, use other methods for selecting candidates, which help to better evaluate the suitability of the candidates. The various selection methods must be applied equally with respect to all candidates for the same position.

35. The work of the Central Recruiting Commission shall be organised by the chairperson of the Central Recruiting Commission. If the chairperson of the Central Recruiting Commission is not present, the work of the Central Recruiting Commission shall be organised, and other functions of the chairperson of the Central Recruiting Commission specified in these Regulations shall be performed by a chairperson of the meeting, elected by the members of the Central Recruiting Commission. A meeting of the Central Recruiting Commission shall be deemed lawful if at least two-thirds of the members of the Central Recruiting Commission are in attendance. Members of the Central Recruiting Commission may also attend the meeting remotely via video conferencing.

Members of the Central Recruiting Commission who are unable to attend the meeting in person shall have the right to vote and express their opinion in writing, including by email, prior to the meeting. Decisions shall be taken by a simple majority vote of all of the members of the Central Recruiting Commission. In determining the quorum, the votes of the members of the Central Recruiting Commission who attended the meeting of the Central Recruiting Commission (including via video conferencing) and who submitted their opinion in writing (including by email) shall be counted. A member of the Central Recruiting Commission must withdraw from the evaluation of a candidate and shall not have the voting right and shall not be included in the quorum if said member or an individual with whom they have a close family, marriage or partnership relationship is participating in the competition, or if there are other circumstances that call into question the impartiality of the member of the Central Recruiting Commission. Members of the commission shall express their opinion by voting 'for' or 'against'. If there is a tie between the votes of the members of the Central Recruiting Commission when making a decision, the chairperson of the Central Recruiting Commission shall have the casting vote. The minutes of the meetings of the Central Recruiting Commission shall be drafted and the minutes together with Evaluation Forms filled in by the Central Recruiting Commission and proposals prepared on the basis of them as well as the Evaluation Forms filled in by the unit commission and the recommendations therein shall be submitted to the Rector who, in implementing the stage specified in Item 17.9 to the Regulations, shall take the final decision regarding the competition outcome.

36. The Central Recruiting Commission may recommend to the Rector that the competition be declared failed if the competencies of the candidates do not meet the requirements for the position established in the notice of competition and the legal acts of the University.

37. Once the Rector has taken a decision on the outcome of a competition for the position of professor or research professor or endorsed the proposals from the heads of core units on the conclusion of employment contracts with the winners of competitions for the positions of associate professor, assistant professor, senior lecturer, lecturer, senior researcher, or research fellow, the Personnel Management Unit shall inform all the candidates who participated in the competition about the competition outcome no later than within five working days. The information shall be provided at the email address indicated by the candidate. At the request of a candidate, the unit commission and the Central Recruiting Commission shall provide them with an opportunity to become familiar with their Evaluation Form. If the successful candidate, who was offered an employment contract turns it down, the Rector shall take a decision to either conclude an employment contract with the next candidate (if there is one according to the ranking) or declare the competition failed.

CHAPTER III

THE PROCEDURE FOR THE PERFORMANCE EVALUATION AND CERTIFICATION OF TEACHING AND RESEARCH STAFF

SECTION ONE

THE PROCEDURE FOR THE PERFORMANCE EVALUATION OF TEACHING AND RESEARCH STAFF

38. At least three months before the expiry of a fixed-term employment contract of a member of the teaching or research staff, the evaluation of the performance of the member of the teaching or research staff within the period specified in Item 3 of the Regulations shall be carried out. If three months before the expiry of a fixed-term employment contract the member of the teaching or research staff is temporarily incapacitated for work or on pregnancy and childbirth leave, childcare leave, or paternity leave, their performance evaluation shall be carried out once their temporary incapacity for work is over or after their return from a leave specified in this Item. The period when a member of the teaching or research staff was granted pregnancy and childbirth leave, paternity leave, or childcare leave as well as the period of illness exceeding three months, upon the request of the member of the teaching or research staff, shall not be included in the period of five years. The

performance evaluation of all members of the teaching and research staff of a core unit shall be carried out once a year. The performance evaluation of members of the teaching and research staff whose performance evaluation is postponed due to reasons indicated in this Item shall be carried out during the following performance evaluation and shall not be organised separately for them.

39. Performance evaluation shall consist of the following stages:

39.1. submission of documents for performance evaluation;

39.2. evaluation of correspondence of the academic activities of the teaching and research staff to qualification requirements for certification;

39.3. evaluation of the academic activities of the teaching and research staff by the unit commission;

39.4. evaluation of the academic activities of professors and research professors by the Central Recruiting Commission.

40. Following the decision by the unit commission or the Central Recruiting Commission, additional means of presenting the activities carried out by the employees whose performance will be evaluated may be selected. The unit commission or the Central Recruiting Commission shall have the right to choose different activity presentation means (e.g. presentation of a report on academic activities in the core academic unit, branch academic unit, academic structure, unit commission, or the Central Recruiting Commission; presentation of a future plan for academic activities; academic discussion, overview lecture, etc.) to help better evaluate the academic activities of employees.

41. The performance evaluation of the teaching and research staff shall be organised and carried out by unit commissions and the Central Recruiting Commission. The Personnel Management Unit shall provide the heads of the core units and the unit commissions with information on upcoming time limits for employee performance evaluation, coordinate the evaluation process, and collect information on the outcome of completed performance evaluations. When necessary, core academic units which held the recruiting competition shall evaluate the performance of research staff employed in core non-academic units, according to the procedure established in the Regulations.

42. If the performance of a member of the teaching or research staff is evaluated positively, the employment relationship with them shall continue by concluding an open-ended employment contract for the same position. This contract shall expire on the last day of an academic year during which the member of the teaching or research staff turns 65 years old. If the performance of a member of the teaching or research staff is evaluated negatively, by the decision of the Rector and upon a proposal from the head of the core unit, the member may only be transferred to a lower position the qualification requirements of which the employee meets, by concluding a fixed-term employment contract with them in accordance with Item 8 of the Regulations, or the member may be dismissed by giving them a notice of at least ten working days. The dismissed member of the teaching and research staff shall receive a payment equal to the amount of their one month's average remuneration.

43. The performance evaluation of the teaching and research staff shall be announced annually by an order of the Rector, by notifying the employees whose performance will be evaluated about the upcoming evaluation of their performance and its procedure at the email address provided by the University at least two months before the date of the performance evaluation.

44. For the purposes of implementing the stage specified in Item 39.1 of the Regulations, members of the teaching and research staff whose performance will be evaluated shall submit the description of academic activities (Annex 6 to the Regulations) covering the activity over the last five years, in accordance with the terms and procedure established by core academic units.

45. For the purposes of implementing the stage specified in Item 39.2 of the Regulations, units of the Central Administration of the University responsible for the evaluation of research/art indicators, appointed by the Rector, shall verify the correspondence of academic activity to qualification requirements for certification, taking into account the employee's full-time equivalent in the teaching or research staff position, and shall submit their professional opinion about the outcome of this verification in writing (including email) to the unit commission.

46. For the purposes of implementing the stage specified in Item 39.3 of the Regulations, the unit commission, in carrying out the performance evaluation of the teaching and research staff,

must follow the description of academic activities submitted by the teaching and research staff, the action plan contained in the description of academic activities submitted for a competition, must evaluate whether a member of the teaching or research staff has achieved the objectives set for themselves in their action plan, must take into account the action plan for the upcoming five years, and, when evaluating the pedagogical activities of the teaching staff, it must also evaluate the summarised results of representative surveys of students and take into account the results achieved, the qualification requirements for the certification, while evaluating the compliance with those requirements in accordance with the employee's full-time equivalent in the teaching or research staff position. If the full-time equivalent changes, the evaluation shall be performed in accordance with the rules defined in Item 61 of the Regulations. During the meeting, the unit commission shall fill in the Academic Activity Evaluation Form for Employees (Annex 7 to the Regulations) for every member of the teaching or research staff under evaluation, recording the summarised opinion of all the members of the unit commission, thereby supporting the evaluation of the unit commission, and submitting the conclusion of the commission as to whether or not the member of the teaching or research staff has achieved the objectives set out in their action plan. The unit commission shall take a decision regarding the performance evaluation of a member of the teaching or research staff (except for the position of professor and research professor) and shall submit the minutes of the meeting of the commission and the Academic Activity Evaluation Form for Employees to the head of the core unit and the Personnel Management Unit no later than within five working days from the date of the meeting. The head of the core unit shall submit proposals to the Rector for the conclusion of open-ended employment contracts. The unit commission shall, no later than in five working days from the approval of the proposals, notify the member of the teaching or research staff whose activity is under evaluation about the outcome of the evaluation.

47. The work of the unit commission shall be organised in accordance with Item 27 of the Regulations. If the performance of a unit commission member is evaluated, they must withdraw from the decision-making and shall not have the voting right and shall not be included in the quorum if said decision concerns their person.

48. When the performance of employees in the position of professor or research professor is evaluated, the unit commission shall transfer the minutes of the meeting of the unit commission, the Academic Activity Evaluation Forms for Employees with recommendations, and the description of academic activities of professors and research professors whose performance is evaluated, specified in Item 46 of the Regulations, to the Central Recruiting Commission and the head of the core academic unit.

For the purposes of implementing the stage specified in Item 39.4 of the Regulations, the Central Recruiting Commission, in carrying out the performance evaluation of professors and research professors, shall follow the documents transferred by the unit commission, the action plan contained in the description of academic activities submitted for a competition of professors and research professors, shall evaluate whether a member of the teaching or research staff has achieved the objectives set for themselves in their action plan, shall take into account the qualification requirements for certification, while evaluating the compliance with those requirements in accordance with the employee's full-time equivalent in the teaching or research staff position. If the full-time equivalent changes, the evaluation shall be performed in accordance with the rules defined in Item 61 of the Regulations, and during the meeting, the Academic Activity Evaluation Form for Employees (Annex 7 to the Regulations) for every professor or research professor under evaluation shall be filled in, recording the summarised opinion of all the members of the Central Recruiting Commission, thereby supporting the evaluation of the Central Recruiting Commission, and submitting the conclusion of the Central Recruiting Commission as to whether or not the professor or research professor has achieved the objectives set out in their action plan. The minutes of the meetings of the Central Recruiting Commission, together with the Academic Activity Evaluation Forms for Employees filled in by the Central Recruiting Commission and proposals prepared on the basis of them as well as the Academic Activity Evaluation Forms for Employees filled in by the unit commission and the recommendations therein shall be submitted to the Rector, who shall take the

final decision regarding the conclusion of open-ended employment contracts. The Personnel Management Unit shall no later than within five working days notify the member of the teaching or research staff whose activity is under evaluation about the outcome of evaluation.

49. The work of the Central Recruiting Commission shall be organised in accordance with Item 35 of the Regulations. If the performance of a member of the Central Recruiting Commission is being evaluated, they must withdraw from the decision-making and shall not have the voting right and shall not be included in the quorum if said decision concerns their person.

50. At the request of the employee whose performance is evaluated, the unit commission or the Central Recruiting Commission shall provide them with an opportunity to become familiar with their Academic Activity Evaluation Form. The Academic Activity Evaluation Form of the employee who does not understand Lithuanian shall be submitted together with its translation into English.

SECTION TWO

PROCEDURE FOR THE CERTIFICATION OF TEACHING AND RESEARCH STAFF

51. Certification of teaching and research staff shall be carried out in order to determine whether the qualifications of the teaching and research staff are commensurate with the positions held, and whether the employees are constantly improving their qualifications and achieving the five-year objectives set for themselves in the description of academic activities.

52. Members of the teaching and research staff who have open-ended employment contracts shall be certified every five years (except for the cases specified in Item 67 of the Regulations). An uncertified person or a person who has failed to submit documents for certification shall be dismissed. The guarantees established in Articles 57(7), 57(8), and 57(9) of the Labour Code of the Republic of Lithuania shall apply to the dismissed member of the teaching or research staff. Uncertified persons may be recruited without a competition only to a lower position the qualification requirements of which they meet. When their position is changed, the open-ended contract concluded with them shall remain valid.

53. Members of the teaching and research staff over 65 years of age with whom a repeated fixed-term employment contract is concluded shall be certified according to the procedure established in this Section, by calculating the period of certification from the last certification.

54. Certification of the teaching and research staff in core academic units shall be organised and carried out by the unit commissions. The Personnel Management Unit shall provide the heads of the core units and the unit commissions with information on upcoming time limits for staff certification, coordinate the certification process regulated in this Section, and collect information on the outcome of completed certifications. When necessary, core academic units which held the recruiting competition shall certify research staff employed in core non-academic units, according to the procedure established in the Regulations.

55. The period of pregnancy and childbirth leave, paternity leave, or childcare leave granted to a member of the teaching or research staff by the University, as well as the period of illness exceeding three months, at the request of the employee, shall not be included in the period of five years. In exceptional cases, the Rector shall have the right to postpone the time limit for certification of a member of the teaching or research staff for up to one year.

56. Certification shall consist of the following stages:

56.1. submission of documents for certification;

56.2. evaluation of correspondence of the academic activities of teaching and research staff to qualification requirements for certification;

56.3. evaluation of the academic activities of the employees being certified in the unit commission.

57. Following the decision by the unit commission, additional means of presenting the activities carried out by the employees being certified may be selected. The unit commission shall have the right to choose different activity presentation means (e.g. presentation of a report on academic activities in the core academic unit, branch academic unit, academic structure or unit

commission; presentation of a future plan for academic activities; academic discussion, overview lecture, etc.) to help better evaluate the academic activities of the employees being certified.

58. The certification of the teaching and research staff shall be announced annually by an order of the Rector, by notifying the employees being certified about the upcoming certification and its procedure at the email address provided by the University at least two months before the date of the certification. The first certification shall be held no earlier than three months before the end of the five-year period from the conclusion of an open-ended employment contract.

59. For the purposes of implementing the stage specified in Item 56.1 of the Regulations, employees being certified shall submit the description of academic activities (Annex 6 to the Regulations) in accordance with the terms and procedure established by core academic units.

60. For the purposes of implementing the stage specified in Item 56.2 of the Regulations, units of the Central Administration of the University responsible for the evaluation of research/art indicators, appointed by the Rector, shall verify the correspondence of academic activity of employees being certified to qualification requirements for certification and shall submit their professional opinion about the outcome of this verification in writing (including email) to the unit commission.

61. For the purposes of implementing the stage specified in Item 56.3 of the Regulations, when performing the evaluation of academic activities of the employee being certified, the unit commission shall take into account the description of academic activities submitted by the employee being certified, the outcome of the activity presentation means mentioned in Item 56.4 of the Regulations (if they were applied), and, when evaluating the pedagogical activities of teaching staff, it shall also evaluate the summarised results of representative surveys of students, qualification requirements for the certification, compliance with those requirements, and the results achieved, in accordance with the employee's full-time equivalent in the teaching or research staff position:

61.1. the employee shall be certified for the full-time equivalent in the teaching or research staff position that they won the competition for, and during the second and subsequent certifications – for the full-time equivalent in the position that the employee being certified held on the first day of the period for which the certification is being performed;

61.2. if the full-time equivalent in the teaching or research staff position that the employee being certified held increased during the period for which the certification is being performed, the employee shall be certified in accordance with the full-time equivalent held the longest during the period for which the certification is being performed, taking into account the requirements for that full-time equivalent;

61.3. if the full-time equivalent in the teaching or research staff position that the employee being certified held decreased during the period for which the certification is being performed on the initiative of the employee, the employee shall be certified in accordance with the procedure established in Item 61.1 of the Regulations;

61.4. if, during the period for which the certification is being performed, a member of the research staff was transferred, without holding an open competition, to an equivalent teaching staff position, or a member of the teaching staff was transferred to an equivalent research staff position, certification shall be performed in accordance with the full-time equivalent and time worked in proportion to all of the positions held, in accordance with the procedure established in Items 61.2–61.3 of the Regulations;

61.5. the full-time equivalent of the employee being certified may not be more than one post. If the full-time equivalent of an employee being certified calculated in accordance with the procedure established in Items 61.1–61.4 of the Regulations is more than one post, the employee shall be certified for the full-time equivalent in the position that they won the competition for, and during the second and subsequent certifications – for the full-time equivalent in the position that the employee being certified held on the first day of the period for which the certification is being performed.

62. In performing the evaluation of the academic activities of the employees being certified, the unit commission shall fill in an Academic Activity Evaluation Form for Employees (Annex 7 to the Regulations) for every employee being certified during the meeting, recording the summarised

opinion of all the members of the unit commission and stating whether the employee is to be certified. The Academic Activity Evaluation Form of the employee being certified who does not understand Lithuanian shall be submitted together with its translation into English. This completed Academic Activity Evaluation Form for Employees shall be attached to the unit commission minutes. The unit commission shall take the final decision on the certification or non-certification of the employee and familiarise the Rector, the head of the core unit and the Personnel Management Unit with the minutes of the meeting and the evaluation conclusions no later than within five working days from the date of the meeting. The unit commission shall inform the employee being certified about the decision taken regarding the certification no later than within five working days from the date of the meeting. At the request of the employee being certified, the unit commission shall provide the employee being certified with an opportunity to become familiar with their Academic Activity Evaluation Form.

63. If the feedback on the pedagogical activities of the member of the teaching staff in the summarised results of representative surveys of students is repeatedly negative, the unit commission may take a decision to certify the member of the teaching staff with the stipulation that the member of the teaching staff must undertake to improve their pedagogical activities, which must be re-evaluated by the unit commission two years later.

64. The work of the unit commission shall be organised in accordance with Item 27 of the Regulations. If a member of the unit commission is being certified, they must withdraw from the decision-making and shall not have the voting right and shall not be included in the quorum if said decision concerns their person.

65. The unit commission may invite the member of the teaching or research staff being certified to the meeting of the unit commission to evaluate their academic activities. The unit commission may also invite additional experts, who can objectively evaluate the academic activities of the employees being certified and provide conclusions on their suitability for the position. The selected additional experts shall evaluate the academic activities of the employees being certified and complete the Academic Activity Evaluation Form for Employees (Annex 7 to the Regulations). The experts shall not have the voting right and may be remunerated for their work in accordance with the procedure established by the legal acts of the University. Persons indicated in this Item attending a commission meeting must sign the Confidentiality Pledge according to the form provided in Annex 5 to the Regulations. The chairperson of the unit commission shall ensure the signing, registration, and storage of these documents according to the procedure established in the legal acts of the University.

66. If doubts arise regarding the qualifications or compatibility of a member of the teaching or research staff with the position held, the Rector may, upon a reasoned proposal from the head of the core unit, announce an extraordinary certification of said member of the teaching or research staff. An extraordinary certification may be announced no earlier than one year after the employee commences work in the position. The employee must be informed about the extraordinary certification at least two months before the date of said certification. An employee may not be certified more than once a year. Extraordinary certifications shall follow the same procedure as other certifications.

67. During an extraordinary certification, the term of office already served or the period that has elapsed since the last certification, as well as the full-time equivalent held by the employee being certified, must be taken into account, in accordance with Item 61 of the Regulations.

68. If the certification time limits for an employee holding more than one position do not coincide as a result of winning the competitions at different times, the certification may, at the request of the employee, be held at the same time for all of the positions held. In this case, certification in each position shall be carried out taking into account the full-time equivalent and the proportionate time worked, scheduling the time limit for the next certification in five years for all of the positions held. If an employee holds different positions at different core units, the performance of certifications at the same time shall be possible only with the consent of the heads of both units.

CHAPTER IV

PROCEDURE FOR EXAMINING COMPLAINTS REGARDING PROCEDURAL VIOLATIONS FOR COMPETITIONS, PERFORMANCE EVALUATION, AND CERTIFICATION

69. Candidates or employees being evaluated and certified who believe that the unit commission or the Central Recruiting Commission may have committed procedural violations in performing its functions shall have the right to lodge a complaint in writing (including email) no later than within five working days of being informed, in accordance with the procedure established in the Regulations, about the decision taken regarding the outcome of the competition, performance evaluation, or certification. Expert evaluation conclusions shall not be subject to appeal.

70. Complaints shall be addressed to the Personnel Management Unit, which shall then forward them to the commissions specified in Item 71 of the Regulations for examination.

71. Complaints regarding possible procedural violations by a unit commission shall be examined by the Central Recruiting Commission. Complaints regarding possible procedural violations by the Central Recruiting Commission shall be examined by an *ad hoc* commission formed by an order of the Rector, consisting of at least three impartial members from the list of potential commission members proposed by the Senate of the University. At least one member of the *ad hoc* commission formed under an order of the Rector must be a representative delegated by the University Students' Representation. When examining a complaint regarding a possible procedural violation, a representative of the University Works Council or a trade union representative shall be invited to the meetings of commissions as observers. Employees of the units of the Central Administration of the University and the chairperson of the commission of the relevant core academic unit may be invited to meetings under the decision of the commission to present their professional opinion. They shall not have the voting right. Persons indicated in this Item attending a commission meeting must sign the Confidentiality Pledge (Annex 5 to the Regulations). The Personnel Management Unit shall ensure the signing, registration, and storage of these documents according to the procedure established in the legal acts of the University.

72. The commission examining the complaint, having reviewed the submitted documents and having assessed the arguments specified in the complaint, establishes the fact of a procedural violation or absence thereof. Minutes of meetings of the commission shall be drafted.

73. If a procedural violation fact is established, the commission examining the complaint shall evaluate whether the procedural violation could have affected the outcome of the competition, performance evaluation, or certification. If it is established that a procedural violation has not affected the outcome of a competition, performance evaluation or certification, a proposal shall be made to the Rector to uphold the complaint, but not to change the outcome of the competition, performance evaluation, or certification.

74. If it is established that a procedural violation could have affected the outcome of a competition, performance evaluation, or certification, a proposal shall be made to the Rector to uphold the complaint and return the outcome of the competition, performance evaluation, or certification for a review to the commission the decision of which has been appealed.

75. Complaints regarding possible procedural violations must be examined no later than within 15 working days of the date of receipt thereof; if necessary, following the decision of the commission examining the complaint, the term may be extended for a period not exceeding ten working days. The Central Recruiting Commission or unit commission shall be notified about the final decision taken. The Personnel Management Unit shall notify the person who lodged the complaint about the outcome of the examination of the complaint.

76. Complaints not mentioned in Items 69–75 of the Regulations shall be examined in accordance with the procedure established by the laws of the Republic of Lithuania.

(Description of Academic Activities Form for Competition Participants)

DESCRIPTION OF ACADEMIC ACTIVITIES

Full name:	
Digital identifier (ORCID) or a link to researcher's profile	
Exact title of the position you are applying for (from the notice of competition):	
Date of completion of the description of academic activities:	

Information and documents submitted:

- Curriculum vitae along with a list of publications.
- Statement of experience (narrative CV)
(a description of up to three pages of experience in research, project, pedagogical, or other activities). Taking into account the qualification requirements for the position to be filled, it is recommended that the description focus on:
 - *experience in the development and dissemination of R&D ideas, projects, hypotheses, methodologies, etc.;*
 - *organisational experience, cooperation with other researchers, participation in scientific community activities;*
 - *experience in developing researchers;*
 - *experience in expert activities;*
 - *experience in the dissemination of R&D outcomes to the general public;*
 - *experience in teaching and supervising students;*
 - *experience in educational content creation and application of student-oriented study methods;*
 - *educational expert experience and experience in the organisation of studies;*
 - *other experience you deem relevant (related to the position to be filled).*
- Taking into account the qualification requirements for the position to be filled, please summarise the information on the most notable activities/results achieved in the table below:

Competency	Please list up to 5 activities for every listed competency, along with your personal contribution to their organisation/performance
Performance of R&D/artistic activity	
Organisation of R&D/artistic activity (including academic leadership)	
Dissemination and impact of R&D/artistic activity outcomes	

Expert evaluation of R&D&I/artistic activity	
Experience in educational content creation and application of student-oriented study methods	
Performance of educational expert activity and/or activity of the organisation of studies	
Other academic and social activity	

4. Action plan for a five-year term

(a description of up to one page, briefly presenting the research, art, and/or teaching action plan, the objectives of competency development that would be pursued if you won the competition)

5. List of proposed evaluators

If you are a candidate for the position of professor or research professor, please provide contact information for at least three foreign researchers/artists or international research/art organisations that are active in the same field of research/art and can evaluate your achievements.
Please do not include researchers with whom you have close personal and professional relations that may affect the evaluation. 1. 2. 3.
Provide information on undesirable evaluators (optional): 1. 2. 3.

I hereby confirm that the information provided is true, accurate, and complete:_____

Candidate's signature (not applicable if signed by e-signature)

Vilnius University Regulations
for the Organisation of Teaching Staff and
Research/Art Staff
Recruiting Competitions and Certification
Annex 2

(Academic Activity Evaluation Form for Candidates for Teaching or Research Staff Positions)

ACADEMIC ACTIVITY EVALUATION FORM FOR CANDIDATES

Full names of the members of the commission / full name of the expert:
Full name of the candidate:
Core unit:
Exact title of the position to be filled (from the notice of competition):
Completion date:

Please evaluate the candidate's competencies and the quality of activities carried out in the form below:

Activity under evaluation	Not applicable	Insufficient (negative evaluation)	Sufficient (positive evaluation)	Comment
Performance of R&D/artistic activity	☐	☐	☐	
Organisation of R&D/artistic activity	☐	☐	☐	
Dissemination and impact of R&D/artistic activity outcomes	☐	☐	☐	
Expert evaluation of R&D/I/artistic activity	☐	☐	☐	
Experience in educational content creation and application of student-oriented study methods	☐	☐	☐	
Performance of educational expert activity and/or activity of the organisation of studies	☐	☐	☐	
Objectives for the term of office and potential for the future (evaluation of the academic action plan)	☐	☐	☐	

> **Does the candidate meet the requirements for the position?**

Yes ☐

No ☐

> If the answer is ‘yes’, would you propose¹/recommend² recruiting this candidate for the position to be filled at Vilnius University?

Yes ☐

No ☐

Brief commentary:

(up to 300 words for the reasoning)

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¹ To be selected and filled in by the unit commission when making a proposal regarding candidates (except for the positions of professor and research professor) to the head of the unit; by the Central Recruiting Commission when making a proposal regarding candidates for the positions of professor and research professor to the Rector.

² To be selected and filled in by the unit commission when making a recommendation regarding candidates for the positions of professor and research professor to the Central Recruiting Commission.

(Confidentiality Pledge Form)

(full name of the member of the commission)

CONFIDENTIALITY PLEDGE

I, _____, in the
capacity of

(full name)

a member of a recruiting/certification commission/Central Recruiting/Certification Commission/commission formed to investigate a complaint regarding possible procedural violations in the Central Recruiting Commission (select the applicable option) (hereinafter the 'Commission') of (indicate the core academic unit) of Vilnius University:

1. Hereby pledge:

1.1. to protect confidential information which will become known to me in the course of my duties as a member of the Commission and use it only for the purposes and procedures established by laws and other legal acts;

1.2. to safeguard the documents entrusted to me, which contain confidential information, in such a way that third parties do not have access to them or use them, unless legal acts provide for otherwise;

1.3. not to disclose confidential information to third parties;

1.4. not to make or keep any copies of the documents submitted to me.

2. I have been informed that confidential information consists of:

2.1. documents submitted by candidates/employees, recruiting/certification commissions of core academic units of Vilnius University (*only in the Confidentiality Pledge of a member of the Central Recruiting Commission*), experts or units of Central Administration of Vilnius University, except for legally publicly available documents;

2.2. information related to the evaluation of the suitability of candidates (applicable only for competitions) obtained during Commission meetings or electronic correspondence;

2.3. opinions or voting results of participants of Commission meetings;

2.4. the ranking of candidates for the same position and its changes (applicable only for competitions);

2.5. evaluations of interviews with candidates, test lectures taught by them or other selection methods applied (applicable only for competitions);

2.6. decisions adopted by the Commission, their annexes and the arguments presented therein, if they are not made public according to the procedure established by the legal acts of Vilnius University;

2.7. minutes of Commission meetings, audio recordings of meetings and electronic correspondence.

3. By signing this pledge, I hereby confirm that:

3.1. I have read this pledge, its content is clear and understandable to me;

3.2. I have been warned that in the event of a breach of this pledge, I will be required, in accordance with the procedure laid down by law, to compensate for the damage caused thereby and to assume responsibility for the negative consequences suffered.

(Declaration of Impartiality Form)

(full name of the member of the commission)

DECLARATION OF IMPARTIALITY

I, _____, in the
capacity of _____
(full name of the member of the commission)

a member of a recruiting/certification commission/Central Recruiting Commission/commission formed to investigate a complaint regarding possible procedural violations in the Central Recruiting Commission (select the applicable option) (hereinafter the 'Commission') of (indicate the core academic unit) of Vilnius University:

1. Hereby undertake:

1.1. to perform my duties objectively, constructively, impartially, and in good faith, in accordance with the legal acts of Vilnius University, the principles of integrity, transparency, legality, and the information available;

1.2. to withdraw and not participate in the procedures of preparing, considering and adopting decisions of the Commission in accordance with the procedure set out in the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification approved by the Senate of Vilnius University when:

1.2.1. the issue being investigated is directly related to me;

1.2.2. the issue being investigated is related to people closely associated with me. It has been made clear to me that persons closely associated with me are relatives and persons related to me by close relationship of consanguinity and affinity, as defined in Articles 3.135 and 3.136 of the Civil Code of the Republic of Lithuania, as well as a spouse, cohabitant, or partner, children (adopted children), parents (adoptive parents), brothers (half-brothers), sisters (half-sisters) of a spouse, cohabitant, or partner and my adoptive parents, adopted children, half-brothers, half-sisters;

1.2.3. there are other circumstances that call into question my impartiality;

1.3. not to use and prevent the use of information which I will acquire while participating in the activities of the Commission for the benefit of my own private interests and/or those of the persons closely associated with me.

2. By signing this declaration, I hereby confirm that:

2.1. I have read this declaration, its content is clear and understandable to me;

2.2. I have been warned that in the event of a breach of this pledge, I will be required, in accordance with the procedure laid down by law, to compensate for the damage caused thereby and to assume responsibility for the negative consequences suffered.

(Confidentiality Pledge Form)

(full name)

CONFIDENTIALITY PLEDGE

I, _____, attending
(full name)

the meeting¹ of a recruiting/certification commission/Central Recruiting Commission/commission formed to investigate a complaint regarding possible procedural violations in the Central Recruiting Commission (hereinafter the 'Commission') of (indicate the core academic unit) of Vilnius University:

1. I hereby pledge:

1.1. to protect confidential information which will become known to me during the meetings of the Commission or in familiarising myself with the information provided by the Commission, and use it only for the purposes and procedures established by laws and other legal acts;

1.2. to safeguard the documents entrusted to me, which contain confidential information, in such a way that third parties do not have access to them or use them, unless legal acts provide for otherwise;

1.3. not to disclose confidential information to third parties;

1.4. not to make or keep any copies of the documents submitted to me.

2. I have been informed that confidential information consists of:

2.1. documents submitted for the activity of the Commission, except for legally publicly available documents;

2.2. the entirety of the information considered during the meeting of the Commission;

2.3. decisions adopted by the Commission, their annexes, and the arguments presented therein, if they are not made public according to the procedure established by the legal acts of Vilnius University;

2.4. minutes of Commission meetings, audio recordings of meetings and electronic correspondence.

3. By signing this pledge, I hereby confirm that:

3.1. I have read this pledge, its content is clear and understandable to me;

3.2. I have been warned that in the event of a breach of this pledge, I will be required, in accordance with the procedure laid down by law, to compensate for the damage caused thereby and to assume responsibility for the negative consequences suffered.

¹ Where a person does not attend the Committee meeting but merely familiarises themselves with the information provided to them, which, pursuant to Item 2 of the Confidentiality Pledge, is confidential, this provision shall be worded as follows:

'in familiarising myself with the information provided by a recruiting/certification commission/Central Recruiting Commission/commission formed to investigate a complaint regarding possible procedural violations in the Central Recruiting Commission (hereinafter the 'Commission') of (indicate the core academic unit) of Vilnius University: <...>'

(Description of Academic Activities Form for Certification/Performance Evaluation)

DESCRIPTION OF ACADEMIC ACTIVITIES

Full name:	
Position	
Core unit/branch academic unit of the core academic unit ² :	
Date of completion of the description of academic activities:	

Please fill in this description of academic activities in connection with activities undertaken or milestones achieved by you over the last five years at the University (or on behalf of the University), **taking into account the qualification requirements of the position held.**

RESEARCH AND DEVELOPMENT
PERFORMANCE OF R&D
List of all scientific and other academic publications, generated from the eLABa information system: The most significant (up to five) achievements over the evaluation period (please indicate your contribution): Patents obtained or/and patent applications submitted: Academic or professional awards, other academic recognition: Other related activities:
ORGANISATION OF R&D
List of scientific projects conducted/in progress (indicate the title, number of the project, funding institution/programme, duration, position/role in the project): List of project funding applications submitted over the evaluation period (indicate the title, number of the project, funding institution/programme):
Supervision of commissioned work and/or participation in its execution: Supervision of researcher teams:

² To be completed only by employees being certified

Participation in training and/or developing scientists and researchers:

- supervision of doctoral students, postdoctoral researchers (indicate full names of doctoral students and postdoctoral researchers, the duration of studies, and defended dissertations):
- supervision of research internships of students, research projects during summer/semester, student scientific societies or participation in organising their activities:
- participation in other training activities (participation in activities of Doctoral Studies Committees/doctoral dissertation defence panels, consulting doctoral students, peer review of research projects of applicants for third-cycle studies, teaching third-cycle study subjects or modules, examination of doctoral students, peer review of doctoral dissertation manuscripts, etc.) of young researchers (doctoral students and postdoctoral researchers):

Other related activities:

DISSEMINATION OF R&D OUTCOMES AND FORSEEING THEIR IMPACT

Guest presentations at scientific events:

Other presentations at conferences and other scientific events:

Organisation of scientific events (indicate event names, dates, and the role in organising them):

Other related activities:

EXPERT EVALUATION OF R&D

Experience in expert evaluation of programmes and projects (indicate institution and/or method):

Participation in expert working groups, preparation of recommendations for public and/or private sector:

Participation in thematic research networks:

Work on the editorial boards of academic publications:

Peer review of academic publications:

Other related activities:

ARTISTIC ACTIVITY³

mandatory for **employees being certified** for the positions of professor, associate professor, assistant professor, and teaching assistant in the arts

International-level works and events:

National-level works and events:

Local-level works and events:

³ Only to be completed by teaching staff in the arts

List of all scientific and art publications (may be provided at the end of the description of academic activities and/or generated from the eLABa information system):

Five most significant achievements of artistic activity, their visibility and impact:

Experience in international cooperation:

Membership in professional organisations or associations and participation in their management (indicate the organisation and your role in its activity):

Academic or professional awards, other academic recognition:

PEDAGOGICAL COMPETENCIES

mandatory for **employees being certified** for teaching staff positions

Reflection of practice in teaching and supervising students by answering the guiding questions:

- What competencies and skills do you try to develop in students?
- How do the study and evaluation methods of your choice enable achieving the intended teaching objectives?
- How well do you ensure research-based teaching and learning?
- How do you take advantage of feedback (i.e. student learning outcomes, student and colleague comments) to evaluate the effectiveness of the teaching methods used?
- What are your strong points as a teacher?

Descriptions of course units taught over the last five years or links to electronic versions thereof:

List of teaching and methodological materials of course units taught, developed over the last five years and freely accessible to students (for digital resources, provide links to the virtual learning environment):

Up to five of the best, including award-winning or otherwise recognised, student final theses (final projects) produced under your supervision over the last five years, listed by study cycles:

A list of pedagogical competencies training sessions attended over the last five years, and copies of the training certificates:

Participation in the work of study programme committees over the last five years:

Educational expert activities carried out over the last five years (implemented institutional and interinstitutional initiatives for the development of studies; an expert role in the implementation of national education policy; participation in the activities on external evaluation of higher education quality):

Other information testifying to pedagogical experience and useful for evaluating competencies:

Information about student survey outcomes is provided by the unit of the Central Administration of Vilnius University responsible for the quality and development of studies. If the person under evaluation has not worked at Vilnius University before, they may submit the outcome of surveys of students about the course units taught by them from another higher education institution.

Guidelines for Evaluating the Pedagogical Competencies, approved by Order No. R-12 of 11 January 2023 of the Rector of Vilnius University (as subsequently amended) are intended for the preparation of the Description of Pedagogical Competencies.

OTHER ACADEMIC AND SOCIAL ACTIVITIES

Work in management or self-governance bodies, committees, commissions, or working groups at the institutions:

Public education, science and art dissemination activities:

Other relevant information:

Objectives for the term of office (IMPLEMENTATION OF THE ACTION PLAN)

A description of up to one page (750 words), briefly presenting the achieved research, art, and/or teaching, and competency development objectives, specified in the form for the competition/previous term of office:

Objectives for the subsequent term of office (ACTION PLAN)

A description of up to one page (750 words), briefly presenting the research, art, and/or teaching action plan, the objectives of competency development that would be pursued if you won the competition (or until the next certification):

Guiding questions:

- What scientific research do you plan to conduct?
- What scientific activity outcome do you plan to achieve? (mandatory for **employees** in the positions of professor, research professor, associate professor, senior researcher, assistant professor, research fellow, teaching assistant, research assistant)
- What artistic/creative outcome do you plan to achieve? (mandatory for **employees** in positions of the teaching staff in the arts)
- What objectives do you set for the team you are supervising and for yourself as the supervisor? (mandatory for **employees** in the positions of professor, research professor, associate professor, senior researcher)
- What objectives do you set for yourself in terms of improving pedagogical competencies?
- What are your objectives in working with first-stage researchers and young researchers (students, doctoral students, postdoctoral researchers)?

I hereby confirm that the information provided is true, accurate, and complete:
_____ Candidate's signature (not applicable if signed by e-signature)

(Academic Activity Evaluation Form for Employees)

ACADEMIC ACTIVITY EVALUATION FORM FOR EMPLOYEES

Full names of the members of the commission:
Full name of the employee:
Core unit/branch academic unit of the core academic unit:
Employee's position:
Full-time equivalent of the employee:
Completion date:

Please evaluate the academic activity of the employee over the certification/performance evaluation period using the form below:

Activity under evaluation	Not applicable	Insufficient (negative evaluation)	Sufficient (positive evaluation)	Comment
Performance of R&D/artistic activity	☐	☐	☐	
Organisation of R&D/artistic activity	☐	☐	☐	
Dissemination and impact of R&D/artistic activity outcomes	☐	☐	☐	
Expert evaluation of R&D&I/artistic activity	☐	☐	☐	
Pedagogical competencies	☐	☐	☐	
Objectives for the term of office (evaluation of the implementation of the academic action plan)	☐	☐	☐	
Objectives for the subsequent term of office (evaluation of the academic action plan)				

> **Is the employee proposed⁴/recommended⁵/being certified⁶ to continue working at Vilnius University in the same position?**

Yes ☐

No ☐

⁴ To be selected when the performance of a member of the teaching or research staff is evaluated according to the procedure established in Section One of Chapter III of Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification, and the unit commission submits proposals (except for the positions of professor and research professor) to the head of the unit, while the Central Recruiting Commission submits proposals (for the positions of professor and research professor) to the Rector.

⁵ To be selected when the performance of a member of the teaching or research staff (professor and research professor) is evaluated according to the procedure established in Section One of Chapter III of Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification, and the unit commission submits recommendations to the Central Recruiting Commission.

⁶ To be selected when the certification of a member of the teaching or research staff is performed according to the procedure established in Section One of Chapter III of Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification.

Brief commentary:

<i>(up to 300 words)</i>
