MINISTRY OF EDUCATION AND SCIENCE

OF THE RUSSIAN FEDERATION

**Federal State Autonomous Educational Institution of**

**Higher Education**

**National Research Tomsk Polytechnic University**

**APPROVED BY**

**TPU Rector**

**\_\_\_\_\_\_\_\_\_\_\_ P.S. Chubik**

**14 September 2015**

**REGULATIONS**

on the procedure for filling research and academic staff positions

at Tomsk Polytechnic University

Tomsk, 2015

**REGULATIONS**

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1. **GENERAL PROVISIONS**
   1. The *Regulations on the Procedure for Filling Research and Academic Staff Positions at Tomsk Polytechnic University* (hereinafter referred to as the Regulations) are developed in compliance with the Labor Code of the Russian Federation, the Federal Law No. 273-FZ *On Education in the Russian Federation* of 29 December 2012 ; the Decree of the RF Government No. 678 of 8 August 2013 *On the Approval of the List of Academic and Management Positions in Educational Institutions* (item 1, section 1 of the List); the *Procedure for Admission of Officials and Citizens of the Russian Federation to the State Secret* approved by the Decree of the RF Government No. 63 of 6 February 2010; the Order of the Ministry of Education and Science of the Russian Federation No. 1536*On the Approval of* *Regulations on the Procedure for Filling Research and Academic Staff Positions* of 4 December 2014; the Order of the Ministry of Health and Social Development of the Russian Federation No. 1n *On the Approval of the Unified Skills Guide for Positions of Managers, Specialists and Non-Manual Workers* of 11 January 2011, section: Qualification Characteristics of Managers and Specialists Positions of Higher Professional and Additional Professional Education; the Order of the Ministry of Health and Social Development of the Russian Federation No.305n (as amended on 19 December 2008) *On the Approval of Professional Qualification Groups of R&D Positions* of 3 July 2008; the Decree of the Ministry of Labor and Social Security of the Russian Federation No. 37 *On the Approval of the Unified Skills Guide for Positions of Managers, Specialists and Non-Manual Workers*of 21 August 1998; theCharter of National Research Tomsk Polytechnic University.
   2. The Regulations define the procedure and conditions for filling research and academic staff positions (professors, lecturers and research fellows) and the conclusion of labor contracts between TPU and the latter ones.

The following shall be considered research and academic staff positions (professors or lecturers): head of department, professor, associate professor, senior lecturer, lecturer and assistant lecturer.

The following shall be considered research fellow positions: head of research center, head of R&D center, head of scientific center, head of laboratory, department, sector, principal research fellow, leading research fellow, senior research fellow, research fellow, junior research fellow of a scientific division, department (further to be referred to as the research fellow).

* 1. The Regulations shall not affect persons engaged in teaching under the conditions of hourly payment.
  2. Labor relations of TPU and research and academic staff members shall be governed by fixed-term labor contract. Indefinite-term labor contract may be concluded with research and academic staff members in case and on the grounds of stipulated by TPU legal acts.

The subject of the labor contract shall be defined by the agreement between the parties and shall not contradict the existing legislation.

* 1. On behalf of the University the labor contract shall be signed by its Rector. In accordance with the established procedure the Rector has the right to delegate authority on concluding the labor contract to other appointed officials in compliance with Authority Delegation Order or the Power of Attorney.
  2. Qualification requirements to academic positions:
* head of department: higher professional education, academic degree and academic title, experience in research and academic activity or work in organizations within the professional field related to the activity of the department within not less than 5 years;
* professor: higher professional education, academic degree of the doctor of sciences, experience in research and academic activity within not less than 5 years;
* associate professor: higher professional education, academic degree of the candidate (doctor) of sciences, experience in research and academic activity within not less than 3 years;
* senior lecturer: higher professional education and experience in research and academic activity within not less than 3 years, if academic degree of the candidate of sciences is available an experience in research and academic activity shall amount to not less than 1 year;
* assistant lecturer: higher professional education and work experience at the educational institution for not less than 1 year, upon completion of postgraduate professional education (postgraduate studies) or if academic degree of the candidate of sciences is available no special requirements to work experience shall be imposed**.**
  1. Qualification requirements to research positions:
* head of research, R&D, scientific center, laboratory, department, sector: academic degree, scientific works, experience in research and organizational activity within not less than 5 years. Highly-qualified specialists of the corresponding field of knowledge and those possessing the above mentioned experience may be employed for the period of up to 3 years.
* **principal research fellow**: academic degree of the doctor of sciences, major scientific works or diplomas for scientific discoveries, inventor’s certificates, and practical results, as well as scientific recognition in the corresponding field of knowledge;
* **leading research fellow**: academic degree of a doctor or candidate of sciences, scientific works or inventor’s certificates, as well as major practical results and achievements;
* **senior research fellow**: higher professional education and work experience in the corresponding field for not less than 10 years, scientific works or inventor’s certificates, if an academic degree is available no special requirements to work experience shall be imposed;
* **research fellow**: higher professional education and work experience in the corresponding field for not less than 5 years, inventor’s certificates or scientific works, if an academic degree is available no special requirements to work experience shall be imposed;
* **junior research fellow**: higher professional education and work experience in the corresponding field for not less than 3 years, if an academic degree, post-graduate studies completion certificate or internship is available no special requirements to work experience shall be imposed. Upon recommendation of the Academic Council of the University (institute, branch office) graduates of higher educational institutions, having sufficient practical experience, may be appointed for junior research fellow positions.
  1. Persons without the degree of a candidate (doctor) of sciences and an academic title but having experience in research and academic activity or work in organizations within the field of their professional activity, which in its turn corresponds to the activities of the University may be appointed to the position of an associate professor or a professor upon the results of competition-based election or without any competition-based election in case of secondary employment for the period of not more than 1 year or to replace an absent employee until the latter one resumes his/her duties. Persons without special training or work experience but having sufficient practical experience may participate in competition (elections) for filling research and academic staff positions upon recommendation of the Personnel Review Board of TPU Academic Council alongside with persons having special training and work experience.

1.9. The University sets additional qualification requirements to research and academic staff positions:

Additional Qualification Requirements of TPU

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Assistant Lecturer,**  **Lecturer,**  **Junior Research Fellow** | **Senior Lecturer,**  **Research Fellow** | **Associate Professor,**  **Senior Research Fellow** | Professor,  **Principal Research Fellow,**  **Leading Research Fellow** | Head of Department,  **Head of Scientific Division** |
| **Foreign** (English) **language proficiency** | В-1[[1]](#footnote-1) | | | | |
| Publications in Scopus, WOS  (in the last 3-5 years) | 1 | 2 | 3 | 4 | - |
| Publications in journals with IF>1 indexed in Scopus, WOS (in the last 3-5 years) | - | 1 | 2 | 2 | 2 |

* 1. Conformance (non-conformance) to additional qualification requirements shall be taken into account during competition-based elections.

1. Human Resources Division and the First Office of Tomsk Polytechnic University shall prepare documents for issuing the permit prior to competitions (elections) for filling research and academic staff positions which imply authorized access to state secrets.

Candidates without the permit to state secrets attach the written consent on security check (Annex 1) to the extract from the minutes of the meeting on nomination of candidates (to the application in case of self-nomination) for participation in elections and to the application of candidates to participate in competition for filling positions that imply authorized access to state secrets.

Preparation of materials for issuing the permit to state secrets shall be carried out by TPU Human Resources Division on the basis of the request made by the following:

* Vice-Rector for Research and Innovations – to issue the permit to the head of a structural division directly reporting to the Vice-Rector;
* director of an institute (branch office) - to issue the permit to the head of department, head of scientific structural division within the institute (branch office);
* head of department (head of scientific structural division) - to issue the permit to a professor, associate professor, senior lecturer, lecturer, assistant lecturer, principal research fellow, leading research fellow, senior research fellow, research fellow, junior research fellow.

In order to participate in elections or obtain the application to participate in the competition the request shall be submitted to TPU Human Resources Division not later than the first half of the working day following the day of nomination (self-nomination) to participate in elections or obtain an application to participate in the competition.

A candidate participating in a competition (elections) for filling research and academic staff positions shall address TPU Human Resources Division to issue the permit to state secrets not later than the second half of the working day following the day of nomination (self-nomination) to participate in elections or submit an application to participate in the competition. The First Office of TPU shall submit documents for issuing the permit to state secrets to authorized bodies for all candidates allowed to participate in the competition (elections). In case the authorized bodies refuse to issue the permit to state secrets to one or several candidates participating in the competition (elections) a written notice of termination of his/her (their) participation in the competition or elections is sent to him/her (them).

1. Candidates participating in the competition (elections) for filling research and academic staff positions shall be subject to requirements of the labor legislation defining the right for academic activity.

**The following persons shall not be engaged in academic activity**:

* persons deprived of the right for academic activity according to court sentence that entered into its legal force;
* persons having criminal records at present or in the past, exposed or being exposed to criminal prosecution (except for persons the criminal prosecution concerning which is terminated on exonerative grounds) for crimes against life and health, freedom, reputation and personal dignity (except for unlawful commitment to a psychiatric hospital, slander and insult), sexual immunity and personal sexual freedom, family and minors, health of the population and public morality, as well as against public safety;
* persons having unexpunged or unspent conviction for intended heavy and especially grave crimes;
* persons declared legally incapable in compliance with the procedure established by the federal law;
* persons having diseases included into the list approved by the federal executive authority responsible for the development of a state policy and statutory regulations in the field of health care.

In order to justify the right for academic activity the candidate participating in the competition (elections) for the first time shall provide the certificate of good conduct and (or) lack of criminal prosecution, or the certificate of prosecution termination on exonerative grounds.

Prior to concluding the labor contract an elected candidate shall pass preliminary medical examination.

Shall a candidate fail to pass preliminary medical examination the labor contract shall not be concluded.

1.13. Competition for the position of a professor or associate professor among the world’s leading scientists shall be held remotely in compliance with the order hereto. Scientists of world-wide reputation having invitations to work at TPU may participate in the competition. If the competition is passed successfully a fixed-term labor contract shall be concluded. Only those scientists (lecturers) having experience of occupying a similar position at leading universities (within the top of the world ranking systems QS, ARWU, THE, including discipline-based ranking) or at leading Russian and international research agencies shall be considered the world’s leading scientists.

1.14. Competition for the position of a senior lecturer, lecturer and assistant lecturer, senior research fellow, research fellow, junior research fellow of a scientific division, department shall be held by the Academic Council of an institute (branch office).

1.15. Competition for the position of the head of department, professor, associate professor, head of research, scientific division, laboratory, center, sector, principal research fellow, leading research fellow shall be held by TPU Academic Council.

1.16. Competition for research and academic staff positions of departments and scientific divisions not being part of an institute (branch office) shall be held by TPU Academic Council.

1.17. The election procedure for filling research and academic staff positions consists of the following stages:

* announcing a competition (elections);
* sending invitations to the world’s leading scientists offering work at TPU;
* submitting applications of candidates to participate in a competition (elections);
* reviewing candidates for research and academic staff positions;
* competition-based election.

Candidates for the position of a lecturer, research fellow shall have the right to be present at all stages of their evaluation and elections.

1.18. To the extent not covered by these Regulations the Labor Code of the Russian Federation shall be applied alongside with other regulations containing standards of the Labor Law, the Charter of National Research Tomsk Polytechnic University, and TPU Collective Agreement.

1.19. The procedure for filling research and academic staff positions at Tomsk Polytechnic University with foreign citizens shall be carried out according to the legislation of the Russian Federation concerning the legal status of foreign citizens in the Russian Federation and these Regulations.

1. PROCEDURE FOR COMPETITION-BASED ELECTIONS

FOR RESEARCH AND ACADEMIC STAFF

* 1. **ANNOUNCEMENT OF A COMPETITION**
     1. Conclusion of a labor contract precedes competition-based election (hereinafter referred to as the competition).
     2. Each year in April the Human Resources Division compiles a full list of research and academic staff members, whose labor contract or 5-year period of employment expires next year (in case of indefinite-term labor contract). This information is placed on the official website of the University and on the information board of an institute (branch office).
     3. As a rule, not later than January or July of the current year, and in case a vacancy is available - not later than one month from its introduction into Payroll and Staffing Schedule or in case of vacant position due to dismissal of a lecturer, research fellow, including those vacancies that appeared as a result of the aforesaid within the academic (current) year, the head of department (head of scientific structural division) as agreed upon with the director of an institute (branch office) shall prepare a request announcing the competition to the Rector’s name (Annex 2) and submit it to the Vice-Rector for Human Resources for further approval.
     4. Generally, the Human Resources Division of the University places information announcing the competition in TPU newspaper *Za Kadry* and (or) other public communication sources 2 times per year (in September and March of the current year). For University branch offices the announcement is also placed in local press at the location of a branch office and on its website. Announcement published in mass media shall be placed on TPU official website.

The announcement of the competition in mass media shall contain a reference to TPU website revealing information on the competition. These Regulations are also placed on the same website.

* + 1. The announcement of competition-based elections, placed on TPU website, shall state the following:
* list of research and academic staff positions to be announced for competition;
* qualification requirements, including additional qualification requirements of TPU with regard to certain research and academic staff positions;
* place (address) and deadline (not later than 1 month from the day of publishing an announcement in mass media) for applications to participate in the competition;
* place and date of holding the competition.
  + 1. In case of a vacant position the competition is announced within the academic year in the order established by these Regulations.
    2. Competition for research and academic staff positions may be announced in the following cases:
* expiry of the labor contract of a lecturer, research fellow occupying the stated position;
* availability of a vacancy of a lecturer, research fellow due to increase in the staffing number of lecturers (research fellows) or dismissal of a lecturer, research fellow, including within the academic (current) year.
  + 1. Competition for a vacant position shall not be announced in case the employee is hired under secondary employment conditions for up to one year, as well as in case of replacing temporarily absent employee, whose place is kept according to the legislation, until the latter one resumes his/her duties.
    2. Competition for research and academic staff positions due to expiration of the labor contract of an employee holding the specified position shall not be announced if a position within a structural division is to be changed or reduced in accordance with the established procedure.
    3. Competition for research and academic staff positions shall not be announced when the latter one is transferred upon his/her consent and due to reorganization of a structural division and (or) reduction of its staff number to a similar position or to the position with lower qualification within the same structural division or if transferred to another structural division before termination of the validity period of the labor contract.
    4. Competition for filling the following positions shall not be held:
* positions of the head of department;
* positions of research and academic staff members occupied by pregnant women;
* positions of research and academic staff members occupied by women with children under three years old under indefinite-term labor contract.
  1. ACCEPTANCE OF DOCUMENTS FOR A COMPETITION
     1. The application for participation in the competition shall be submitted to the name of the Rector within the deadline specified in the announcement.

The following shall be enclosed to the application of a candidate **from among TPU employees**:

* list of research and scientific-methodical works certified in accordance with the established procedure;
* documents confirming compliance to qualification requirements, including additional ones, specified in the announcement;
* recommendation according to a standard form (Annex 3);
* documents confirming completion of professional development courses within the last 5 years;
* statement (essay) on his/her personal contribution to the improvement of education, research and other activities of the university in compliance with TPU Development Program;
* characteristics and reference letters (presented at the wish of a candidate);
* effective contract status report.

The following shall be enclosed to the application of a candidate other than TPU employee **(external person)**:

* CV;
* list of research and scientific-methodical works certified in accordance with the established procedure;
* documents confirming compliance to qualification requirements , including additional ones, specified in the announcement (copies of academic certificates, copies of documents confirming academic degree, academic title, copy of the work book);
* recommendation according to a standard form (Annex 3);
* documents confirming completion of professional development courses within the last 5 years;
* characteristics and reference letters (presented at the wish of a candidate);
* certificate of good conduct and (or) lack of criminal prosecution, or the certificate of prosecution termination on exonerative ground.

Candidates participating in the competition for a position implying access to state secrets shall pass through additional registration procedure in compliance with item 1.10 of these Regulations.

* + 1. The application with all attachments shall be submitted to TPU Human Resources Division to prepare the statement on the compliance of a candidate to qualification requirements. Human Resources Division shall have the right to decline an application in case of the following:
* failure to submit the stated documents;
* violation of the established terms of submitting an application which is notified by Human Resources Division and sent to the head of a structural division where the competition was announced;
* non-compliance of a candidate to qualification requirements for the corresponding position unless there is recommendation of the Personnel Review Board of TPU Academic Council on allowing such candidate to the competition (except for candidates for the position of an associate professor and a professor).
  + 1. Candidates participating in the competition for research and academic staff positions may withdraw their applications at any stage of the competition. In case the only candidate withdraws his/her application for participation in the competition, the latter one shall be considered invalid.
    2. The candidates shall have the right to review these Regulations, qualification requirements for the corresponding position, terms and conditions of the labor contract, TPU Charter, Collective Agreement, which are placed on [www.hr.tpu.ru](http://www.hr.tpu.ru).
    3. Upon termination period for submitting applications the Human Resources Division shall send documents of candidates for participation in the competition for filling all research and academic staff positions to personnel commissions of institute (branch offices). Documents of candidates for participation in the competition for filling research and academic staff positions within departments and scientific divisions, not being part of an institute (branch office), shall be sent to Personnel Review Board of TPU Academic Council.

When reviewed by personnel commissions of an institute (branch office), documents of candidates for filling positions of heads of scientific structural divisions shall be sent by the secretary of the personnel commission of an institute (branch office) to Personnel Review Board of TPU Academic Council.

Reports of the Personnel Review Board of TPU Academic Council and the personnel commission of an institute (branch office) shall serve as guidelines and shall be attached to documents for competition and submitted for review to TPU Academic Council (Academic Council of an institute (branch office)).

* 1. EVALUATION OF CANDIDATES FOR

RESEARCH AND ACADEMIC STAFF POSITIONS

* + 1. Termination period for submitting applications to participate in the competition is followed by the evaluation procedure.

Evaluation of candidates is held:

* for all research and academic staff positions – at the meeting of personnel commission of an institute (branch office), where the competition was announced, except for research and academic staff positions of departments and scientific divisions not being part of an institute (branch office);
* for positions of heads of research, R&D, scientific centers, laboratories, departments, sectors after reviewed at the meeting of personnel commission of an institute (branch office) – at the meeting of Personnel Review Board of TPU Academic Council. Also, candidates for research and academic staff positions of departments and scientific divisions, not being part of an institute (branch office), shall be reviewed at the meeting of Personnel Review Board of TPU Academic Council.
  + 1. Academic Secretaries of Academic Councils of institutes (branch offices) shall ensure preparation of documents for the competition.
    2. Head of department (head of scientific structural division) shall inform candidates on time and place of the meeting of a personnel commission of an institute (branch office), where candidates are to be reviewed.

The secretary of a personnel commission of an institute (branch office), executive secretary of Personnel Review Board of TPU Academic Council shall inform candidates on time and place of the meeting, where candidates are to be reviewed.

* + 1. The candidates shall have the right to be present at meetings of Personnel Review Board of TPU Academic Council and at meetings of a personnel commission of an institute (branch office), where they are to be reviewed. Failure to appear at the meeting shall not prevent a candidate to be reviewed at the meeting of the above mentioned committees.

In all cases the Personnel Review Board of TPU Academic Council and personnel commission of an institute (branch office) shall review the effective contract status report of research and academic staff members.

* + 1. Candidates for academic staff positions may be offered to deliver trial lectures or to hold other academic classes, and candidates for research fellow positions may be offered to make a report on the suggested topic within the research field of a structural division where the competition was announced.
    2. Upon termination of evaluation of candidates the Personnel Review Board of TPU Academic Council and personnel commission of an institute (branch office) shall issue recommendations on every candidate in writing:
* statement of personnel commission of an institute (branch office);
* statement of the Personnel Review Board of TPU Academic Council.

Recommendations of the personnel commission of an institute (branch office) and the Personnel Review Board of TPU Academic Council shall be accepted by open simple majority voting by the members of the Board participating in a meeting in compliance with the established procedure for holding such meetings. The meeting of the Personnel Review Board of TPU Academic Council and a personnel commission of an institute (branch office) shall be considered quorate if not less than half of its total members are present.

Statements of both the Board and the commission must be disclosed during the meeting. Negative statement on the candidate at any stage of considering his/her application shall not be the reason for refusal from participation in the competition.

* + 1. Evaluation of candidates for research and academic staff positions takes place in compliance with the established meeting schedule compiled by the director of an institute (academic secretary of an institute, executive secretary of the Personnel Review Board of TPU Academic Council) and shall be submitted to Human Resources Division not later than 3 working days after announcing the competition.
    2. In compliance with these Regulations the responsibility for carrying out the evaluation of candidates for research and academic staff positions shall be borne by the heads of institutes (branch offices). TPU Human Resources Division shall ensure control over the procedure of evaluation for a specific position.
  1. COMPETITION-BASED ELECTIONS
     1. Competition-based elections for research and academic staff positions shall be carried out for the following positions:
* professor, associate professor, head of research, R&D, scientific centers, laboratories, departments, sectors, principal research fellow, leading research fellow, as well as research and academic staff positions of departments and scientific divisions not included into the structure of institutes (branch offices) - at the meeting of TPU Academic Council;
* senior lecturer, lecturer, assistant lecturer, principal research fellow, research fellow, junior research fellow - at the meeting of the Academic Council of an institute (branch office) where the competition is announced.
  + 1. Academic Secretaries of the corresponding Academic Councils of institutes (branch offices), the Academic Secretary of TPU Academic Council shall ensure preparation of documents for holding the competition. The set of documents shall include documents submitted by candidates, statement of the Human Resources Division, statement of the Personnel Review Board of TPU Academic Council, statement of personnel commission of an institute (branch office). Human Resources Division shall ensure control over regularity of the specified documents.
    2. The procedure for competition-based elections includes evaluation of candidates (nominations, answers of candidates to questions of the members of the council, presentations of candidates), secret ballot, vote counting and approval of secret ballot results.
    3. In order to carry out the secret ballot the Academic Council, where competition-based election is held, elects the Counting Board consisting of not less than three members of the council by open simple majority voting by the members of the council participating in a meeting. Only members of the Academic Council present at the meeting take part in a ballot. The Counting Board issues the prepared standard bulletins against written acknowledgement of every member of the meeting. After voting the bulletin is placed in a ballot box. Members of the Counting Board open a ballot box, count bulletins and issue the minutes of the Counting Board following voting results. The Academic Council approves the minutes of the Counting Board by simple majority voting by the members of the council participating in a meeting.

In case of electronic voting bulletins are not distributed among the members of the council. Information is shown on the electronic panel. Depending on their voting position, members of the Academic Council press either of the following buttons:

* either “for” (“YES”);
* either “against” (“NO”);
* either “abstention” (“ABST”).

Vote of a member of the Academic Council that failed to press either button shall be treated as “abstention”. Voting results via the electronic system shall be displayed on the monitor.

Members of the Academic Council shall approve the minutes of the Counting Board on the basis of the electronic voting.

* + 1. A candidate receiving the highest number of votes through a secret ballot by the members of the Academic Council, but not less than half plus one vote of the quorum consisting of 2/3 from the official members of the Academic Council shall be considered elected through the competition.
    2. In case the elections were held with regard to two or more candidates and neither of them gained the required number of votes, there shall be a second round of elections with further secret voting with regard to two candidates that gained the maximum votes in the first round.

In case neither candidate gained more than a half of all votes during repeat secret voting, the competition shall be considered invalid.

* + 1. If no applications are submitted the competition shall be considered invalid. In this case the competition is announced again according to these Regulations.

1. ELECTION PROCEDURE

FOR THE POSITION OF THE HEAD OF DEPARTMENT

3.1. ANNOUNCEMENT OF ELECTIONS

1. Conclusion of the labor contract with the head of department is preceded by elections of the head of department (hereinafter to be referred to as the elections). The head of department is chosen by a ballot on an alternative basis by TPU Academic Council.
2. Every year in April the Human Resources Division compiles a list with last names of heads of departments, whose labor contract expires the next academic year. This information is placed on the official website of the University and on the information board of an institute (branch office).
3. The elections shall be announced against the Rector’s order. The term of issuing the order shall not be earlier than three months prior to termination of authorities of the head of department (prior to the expiration date of temporary fulfillment of duties of the head of department). Elections shall be announced in TPU newspaper *Za Kadry* and (or) other public communication sources upon recommendation of TPU Human Resources Division. For University branch offices the announcement shall also be placed in the local press upon their location. The announcement published in mass media must be posted on TPU website.

Announcement of the competition in mass media shall contain a reference to TPU website revealing information on the competition.

1. Announcement of elections, placed on TPU website, shall state the following:

* list of departments where the elections are announced;
* qualification requirements, including additional qualification requirements of TPU with regard to the position of the head of department;
* place (address) and deadline for applications to participate in the elections from candidates within the procedure of self-nomination or extracts from the minutes of a structural division meeting containing nomination of candidates;
* place and date of holding the elections.

1. ACCEPTANCE OF DOCUMENTS FOR ELECTIONS
2. Once the announcement of elections is made the candidates for a position of the head of department shall be nominated. One or several structural divisions of an institute or branch office (departments, centers, laboratories, etc.), which the specified department belongs to, as well as Academic Councils of TPU institutes (branch offices), and TPU Academic Council shall have the right to nominate candidates for a position of the head of department. The number of candidates for a position shall not be limited.
3. Nomination shall be carried out at the meeting of structural divisions of institutes (branch offices) or the Academic Council meetings. Nomination of candidates at meetings shall be carried out by oral or written statement of any employee of the above mentioned structural division from among research and academic staff or any member of the above mentioned Academic Council. The fact of nomination shall be registered by the minutes, where the written consent of the nominated candidate for a position of the head of department, is fixed. In case the written consent of the nominated candidate is not available or the candidate refuses to participate in election for a position of the head of department the latter one shall not be nominated. The decision of the structural division or the Academic Council shall be made by open simple majority voting.
4. Once the candidates are nominated for a position of the head of department all documents of persons having the written consent to stand for a position of the head of department shall be submitted to TPU Human Resources Division within not later than 3 working days from the date of nomination.

Candidates that gave their consent to participate in the elections within the nomination procedure shall submit the following documents to the Human Resources Division:

* extract from the minutes of the meeting on candidate nomination for the position of the head of department with his/her written consent to stand for the position of the head of department;
* list of research and scientific-methodical works certified in accordance with the established procedure alongside with attached characteristics and recommendations;
* documents confirming completion of professional development courses within the last 5 years;
* progress report for the last year - for the acting head of department when elected for a new term (with its further placement on TPU HR website);
* development program of the department according to TPU Development Program (with its further placement on TPU HR website);
* written consent on security check of a candidate to obtain the permit to state secrets (for the head of department participating in elections for a position implying access to state secrets);
* statement (essay) on his/her personal contribution to the improvement of education, research and other activities of the University in compliance with TPU Development Program.

The following shall also be enclosed to the application of a candidate other than TPU employees **(external persons)**:

* CV;
* copy of academic certificates;
* copies of documents confirming his/her academic degree (academic title);
* copy of the work book certified in accordance with the established procedure;
* certificate of good conduct and (or) lack of criminal prosecution, or the certificate of prosecution termination on exonerative grounds.

1. Self-nomination is acceptable for participation in the elections. Self-nomination shall be carried out by filling an application to the name of the Rector. Self-nominated candidates shall submit an **application on self-nomination** directly to TPU Human Resources Division. An application together with documents shall be submitted to TPU Human Resources Division that makes a conclusion on the compliance of a candidate to qualification requirements. Human Resources Division has the right to decline documents of a candidate in the following cases:

* failure to submit the stated documents,
* failure to meet the established deadline for submitting an application.

1. Candidates participating in the competition for the position of the head of department may withdraw their applications at any stage of the competition. If withdrawal of the candidate from elections for the position of the head of department at his/her will led to lack of alternatives, the elections shall be considered invalid.
2. Candidates shall have the right to study these Regulations, qualification requirements for the corresponding position, conditions of the labor contract, TPU Charter, and TPU Collective Agreement, which are placed on TPU HR website.
3. Upon termination period of submitting applications (extract from the minutes on candidates’ nomination) the Human Resources Division shall evaluate candidates on their compliance with requirements of TPU management and corporate competencies and ensure their testing via SHL system. Further, the documents shall be submitted to the personnel commission of an institute (branch office).

3.3. EVALUATION OF CANDIDATES FOR THE POSITION OF THE HEAD OF DEPARTMENT

1. Evaluation of candidates for a position of the head of department, including those participating in elections within self-nomination procedure, shall be carried out within 1 month upon completion of the procedure of nomination (self-nomination) of candidates.
2. Evaluation of candidates for a position of the head of department shall be carried out in succession at the meeting of a personnel commission of an institute (branch office) and at the meeting of the Personnel Review Board of TPU Academic Council.

Secretary of a personnel commission of an institute (branch office) and executive secretary of the Personnel Review Board of TPU Academic Council shall inform candidates on time and place for holding the meeting where such candidates are to be reviewed.

1. Candidates shall have the right to be present at the meeting of a personnel commission of an institute (branch office) and at the meeting of the Personnel Review Board of TPU Academic Council. In case the candidate fails to attend the meeting, his absence shall not prevent both commissions from his/her evaluation at such meetings.

Upon results of a meeting of a personnel commission of an institute (branch office) the secretary shall submit recommendations and a set of documents for further consideration by the Personnel Review Board of TPU Academic Council.

1. Statement of the Personnel Review Board of TPU Academic Council on the admission of every candidate to participate in elections for a position of the head of department shall be made on the basis of documents submitted by Human Resources Division, comments of candidates, review of every candidate, and recommendations of a personnel commission of an institute (branch office).

Shall the Personnel Review Board of TPU Academic Council make a conclusion regarding either candidate ‘not allowed to participate in elections’, the specified candidate shall be withdrawn from elections for the position of the head of department.

Shall the Personnel Review Board of TPU Academic Council make a conclusion regarding all candidates ‘not allowed to participate in elections’ or less than 2 candidates are ‘allowed to participate in elections’, the elections for the position of the head of department shall be considered canceled. Repeat elections are held according to these Regulations.

1. Upon termination of evaluation of candidates the Personnel Review Board of TPU Academic Council shall issue recommendations in writing on every candidate admitted to participate in elections.

Recommendation of the Personnel Review Board of TPU Academic Council shall be made by simple majority vote of its members present at the meeting and in compliance with the approved procedure for holding such meetings.

The meeting of the Personnel Review Board of TPU Academic Council shall be considered quorate if not less than a half of its total members are present.

Recommendation of the Personnel Review Board of TPU Academic Council must be disclosed during elections and shall serve as guidelines.

1. ELECTIONS FOR THE POSITION OF THE HEAD OF DEPARTMENT
2. TPU Academic Council shall hold the elections for the position of the head of department.
3. Human Resources Division shall ensure preparation of documents for holding the elections.

The set of documents shall include documents submitted by candidates, statements of the Human Resources Division, recommendations of personnel commission of an institute (branch office), and recommendations of the Personnel Review Board of TPU Academic Council. Human Resources Division shall ensure control over regularity of the specified documents.

1. The election procedure includes evaluation of candidates (nominations, answers of applicants to questions of the members of the council, presentations of candidates), secret ballot, vote counting and approval of secret ballot results.
2. In order to carry out the secret ballot the Academic Council elects members of the council to participate in voting and the Counting Board consisting of not less than three members of the council by open simple majority voting by the members of the council participating in a meeting. Only members of the Academic Council present at the meeting take part in a ballot. Electronic voting is only possible. In this case bulletins are not distributed among the members of the council. Information is shown on the electronic panel.

Depending on their voting position, members of the Academic Council press either of the following buttons:

* either “for” (“YES”);
* either “against” (“NO”);
* either “abstention” (“ABST”).

Vote of a member of the Academic Council that failed to press either button shall be treated as “abstention”.

Voting results via the electronic system shall be displayed on the monitor. Members of the Academic Council shall approve the minutes of the Counting Board on the basis of the electronic voting. The Counting Board issues the minutes following voting results. The Academic Council approves the minutes of the Counting Board by simple majority voting by the members of the council participating in a meeting.

1. A candidate receiving the highest number of votes through a secret ballot by the members of the Academic Council, but not less than half plus one vote of the quorum consisting of 2/3 from the official members of the Academic Council shall be considered elected for the position of the head of department.
2. In case the elections were held with regard to three or more candidates and neither of them gained the required number of votes, there shall be a second round of elections with further secret voting with regard to two candidates that gained the maximum votes in the first round.

In case neither candidate gained more than a half of all votes during repeat secret voting, the competition shall be considered invalid.

1. Elections shall be considered invalid in the following cases:

* if less than two candidates were nominated in accordance with the established procedure;
* if no applications were submitted;
* in case the Personnel Review Board of TPU Academic Council makes a conclusion ‘not allowed to participate in elections’ regarding all candidates or ‘allowed to participate in elections’ regarding not less than 2 nominated candidates;
* if withdrawal of the candidate from elections for a position of the head of department at his/her will led to lack of alternatives;
* if neither candidate gained a number of votes specified in item 3.4.5 of these Regulations.

1. Repeat elections shall be held according to these Regulations.
2. In cases of expiration of authorities of the head of department (acting head of department) prior to the announcement (termination) of elections, as well as in cases of creation, reorganization of the department, availability of a vacancy for a position of the head of department, the Rector delegates responsibilities of the head of department to another TPU employee in accordance with the established procedure.
3. **SUBJECT, PROCEDURE AND TERMINATION OF THE LABOR CONTRACT (EXTENSION TO LABOR CONTRACT)**
   1. Upon completion of the competition (elections) the Academic Secretaries of the corresponding Academic Councils within two working days shall submit the full set of stated documents.
   2. Within three working days upon receipt of all documents the Human Resources Division shall prepare draft a labor contract (additional agreement to labor contract) with persons which successfully passed the competition (elections).
   3. The labor contract shall be concluded for 5 years. Validity period of the labor contract shall be stated in compliance with the decision of TPU Academic Council or academic council of an institute (branch office), and shall generally coincide with the end of the academic year (June of any calendar year).
   4. The labor contract may be concluded (extended) for an indefinite period in certain cases stipulated by TPU legal acts.
   5. When a candidate is elected for research and academic staff position previously occupied through a fixed-term labor contract, the validity of the labor contract shall be extended, by mutual consent of both parties, for the period of up to 5 years by drawing up an Extension to the existing labor contract. The period for extending the labor contract shall be stated in compliance with the decision of TPU Academic Council or academic council of an institute (branch office), and shall generally coincide with the end of the academic year (June of any calendar year). In case a candidate does not meet additional qualification requirements of TPU, the labor contract shall be concluded for not more than three years.
   6. A candidate elected for the corresponding position and hired to TPU for the first time shall conclude the labor contract within 30 (thirty) calendar days from the date of TPU Academic Council or the academic council of an institute (branch office) making a decision regarding this candidate. TPU employee shall conclude the labor contract (Extension to labor contract) within not later than 5 (five) working days from the expiry date of the existing labor contract.
   7. Shall the agreement regarding essential conditions of the labor contract established by the Labor Code of the Russian Federation between the Rector (another authorized person) and the person elected to any research and academic staff position fail to exist, the labor contract shall be considered unconcluded. In this case new elections shall be held within the procedure established by these Regulations. Before elections the Rector shall have the right to delegate responsibilities of the head of department to another TPU employee.
   8. The labor contract shall stipulate the basic rights and obligations of research and academic staff, terms of payment, vacation period and any other conditions which do not contradict the existing legislation.
   9. Specific structure and amount of academic, research, methodical and organizational tasks for lecturers and research fellows shall be defined by individual plans, which shall be an integral part of the labor contract. Heads of departments shall also compile and follow their work schedule.
   10. The head of department may entrust a lecturer with in-class courses beyond the individual plan approved for the current academic year, but within the limits of maximum amount of annual academic load, and only with the consent of a lecturer provided the corresponding changes are added into the individual plan. Such a need is usually caused by the performance of duties of a temporarily absent lecturer (illness, business trip, training, vacation, etc.) or due to casual vacancy. Payment for additional tasks shall be made in the form of commercial incentive (extra payment) by payment from hourly rate fund of the department. A civil contract for academic services or research work may also be concluded with research and academic staff.
   11. Draft labor contracts (extensions to labor contracts) signed by an employee shall be approved and signed by the Rector in compliance with the established procedure. In accordance with the established procedure the Rector has the right to delegate authority on signing labor contracts (extensions to labor contracts) to other appointed officials in compliance with Authority Delegation Order or the Power of Attorney.
   12. The labor contract (additional agreement to labor contract) shall be made in duplicate, the copies of which are kept by the parties.
   13. Signed labor contracts (extensions to labor contracts) shall form the basis for issuing an order on hiring (transfer, extension of the labor contract) a research and academic staff member to the corresponding position and making the corresponding entry in the work book.
   14. Registration, storage of labor contracts (extensions to labor contracts), preparation of orders on hiring (transfer) to a position and dismissal shall be carried out by TPU Human Resources Division.
   15. Any changes and additions to the labor contract, including extension of its validity period in cases established by the legislation of the Russian Federation shall be defined by an Extension being an integral part of the labor contract.
   16. A research and academic staff position shall be announced vacant if within 30 (thirty) calendar days from the date when TPU Academic Council or the Academic Council of an institute (branch office) makes the corresponding decision, a candidate, having successfully passed the competition for the first time, failed to conclude the labor contract upon his/her own initiative.
   17. Upon expiry of its validity period the labor contract shall be terminated in the following cases:

* if an employee failed to submit an application to participate in the competition in compliance with the procedure established by these Regulations;
* if an employee was not elected at the corresponding Academic Council;
* if the head of department refused to stand for the next term;
* if the head of department was not elected for a new term;
* if upon expiry of authorities of the head of department the elections were not announced;
* if the candidate was not allowed to participate in elections to a position of the head of department by the Personnel Review Board of TPU Academic Council;
* if elections failed in compliance with item 3.4.7. of these Regulations;
* if competition was not announced in compliance with items 2.1.7.- 2.1.11. of these Regulations.
  1. Early termination of the labor contract shall be made within the procedure stipulated by the existing legislation of the Russian Federation and conditions of the labor contract.

**AGREED WITH:**

Vice-Rector for Human Resources                                                       A.S. Latyshev

8 September 2015

Vice-Rector for Academic Affairs                                                        Yu.S. Borovikov

10 September 2015

Vice-Rector for Research and Innovations                                           A.N. Dyachenko

\_\_ September 2015

Head of Office of Legal Affairs                                                           G.E. Simahina

8 September 2015

Head of Human Resources Division                               A.A. Rusakova

8 September 2015

Head of Employees Trade Union Committee                                       N.M. Glushko

10 September 2015

Annex 1

to Regulations on the procedure

for filling research and academic staff positions

at Tomsk Polytechnic University

Consent to security check related to the issue of

the permit to state secrets

Herewith I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(FULL NAME)

give my consent to security check by authorized bodies related to participation in the competition (elections) for filling a position of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position, department/institute)

which implies issuing the permit to state secrets.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_\_

Note:

To issue the permit to state secrets an employee shall address TPU Human Resources Division (office 121, 122 of the main building) during the second half of the working day following the day of submitting an application for participation in the competition (nomination/self-nomination for participation in elections) for filling the corresponding position.

The following is required: identification papers and documents confirming the required information (passport, military ID, work record, birth certificate, marriage (divorce) certificate, academic certificate, etc.).

**Annex 2**

(for announcing a competition

for the position of an assistant lecturer,

lecturer, junior research fellow)

To: TPU Rector

P.S. Chubik

REQUEST

I, hereto, request to announce a competition for a vacant position of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position)

department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employment rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vacancy.

(employment rate) (number of vacancies)

Date and place of the competition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional requirements to a candidate:

Foreign (English) language proficiency: Pre-Intermediate В-1. Publications in Scopus, WoS - 1.

Competition is announced due to

expiry of the labor contract:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(Full name of an employee) (expiry date of the labor contract)

Head of department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Finance Planning Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Human Resources Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(for announcing a competition

for the position of a senior lecturer,

research fellow)

To: TPU Rector

P.S. Chubik

REQUEST

I, hereto, request to announce a competition for a vacant position of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position)

department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employment rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vacancy.

(employment rate) (number of vacancies)

Date and place of the competition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional requirements to a candidate:

Foreign (English) language proficiency: Pre-Intermediate В-1.

Publications in Scopus, WoS - 2. Publications in journals with IF > 1

Competition is announced due to

expiry of the labor contract:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(Full name of an employee) (expiry date of the labor contract)

Head of department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Finance Planning Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Human Resources Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(for announcing a competition

for the position of an associate professor,

principal research fellow)

To: TPU Rector

P.S. Chubik

REQUEST

I, hereto, request to announce a competition for a vacant position of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position)

department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employment rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vacancy.

(employment rate) (number of vacancies)

Date and place of the competition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional requirements to a candidate:

Foreign (English) language proficiency: Pre-Intermediate В-1.

Publications in Scopus, WoS - 3. Publications in journals with IF > 2

Competition is announced due to

expiry of the labor contract:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(Full name of an employee) (expiry date of the labor contract)

Head of department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Finance Planning Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Human Resources Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(for announcing a competition for the position of a professor,

principal research fellow, leading research fellow)

To: TPU Rector

P.S. Chubik

REQUEST

I, hereto, request to announce a competition for a vacant position of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position)

department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employment rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vacancy.

(employment rate) (number of vacancies)

Date and place of the competition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional requirements to a candidate:

Foreign (English) language proficiency: Pre-Intermediate В-1.

Publications in Scopus, WoS - 4. Publications in journals with IF > 2

Competition is announced due to

expiry of the labor contract:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(Full name of an employee) (expiry date of the labor contract)

Head of department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Finance Planning Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Human Resources Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(for announcing a competition

for the position of a head of scientific division)

To: TPU Rector

P.S. Chubik

REQUEST

I, hereto, request to announce a competition for a vacant position of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position)

department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employment rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vacancy.

(employment rate) (number of vacancies)

Date and place of the competition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional requirements to a candidate:

Foreign (English) language proficiency: Pre-Intermediate В-1.

Publications in journals with IF > 2

Competition is announced due to

expiry of the labor contract:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

(Full name of an employee) (expiry date of the labor contract)

Head of department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Finance Planning Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

Human Resources Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_

**Annex 3**

to Regulations on the procedure

for filling research and academic staff positions

at Tomsk Polytechnic University

**Reference**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last name, name, patronymic)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(academic degree, academic title)

Primary employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(position) (division)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(employment rate)*

Position nominated for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(position) (division)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(employment rate) (primary employment, external secondary employment, external secondary employment)*

Дата рождения: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(DD/MM/YY)

Education: in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ graduated from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(graduation year) (higher educational institution)*

subject area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(subject area)*

qualification awarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(qualification)*

**Thesis defense:**

\_\_\_\_(year) – awarded candidate’s degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(field of science)*

\_\_\_\_(year) – awarded academic title of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_(year) – awarded doctor’s degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(field of science)*

\_\_\_\_(year) - awarded academic title of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment period at TPU:**

From \_\_\_\_\_\_\_\_\_\_\_\_ (year) till present – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(positions held)*

**Scientific works:**

In total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ scientific works and academic and guiding materials were published,

*(amount)*

including within the last 5 years – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(amount)*

In total prepared: Candidates of Sciences - \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Doctors of Sciences - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(amount) (amount)*

At present, doctoral students - \_\_\_\_\_\_, post-graduate students - \_\_\_\_\_\_, external candidates - \_\_\_\_\_\_.

*(amount) (amount) (amount)*

H-index: Russian Science Citation Index \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scopus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional development (over the last 5 years - \_\_\_\_\_\_\_\_\_\_\_\_\_\_ times):

In \_\_\_\_\_\_\_\_\_\_\_\_(year) , academic field: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(professional development program)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(institution) (city) (country)*

*\*Attach copies of documents confirming professional development or send a scanned copy via email* (see PS)

**Foreign language proficiency:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(language) (level)*

**Effective contract execution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other characteristics:**

(state awards, honorary titles, certificates of merit awarded by ministries and state authorities)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year) –

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(year of award) (type of award)*

PS: Such information shall be sent to the following emails:

* Institute of Humanities, Social Sciences and Technologies
* Institute of Cybernetics
* Institute of Power Engineering, Institute of International Education and Language Communication
* Institute of Natural Resources
* Institute of High Technology Physics
* Institute of Strategic Partnership and Competences Development
* Institute of Physics and Technology
* Institute of Non-Destructive Testing, E-Learning Institute

**Annex 4**

to Regulations on the procedure

for filling research and academic staff positions

at Tomsk Polytechnic University

*(invitation to work at TPU,*

*issued to world leading researchers)*

On the letterhead

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name (*To:*)

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Tomsk Polytechnic University is pleased to invite you for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at our University.

Tomsk Polytechnic University is one of the leading research and educational institutions in Russia. TPU ranks 4th in the ranking of technical universities of the Russian Federation. Our priority research fields are focused on resource-efficient technologies and include the following:

* Safe Environment,
* Sustainable Energy,
* Medical Engineering,
* Planet Resources, Cognitive Systems and Telecommunication,
* Social Sciences and Humanities in Engineering.

Tomsk Polytechnic University aims at the expansion of international relations with higher educational institutions and research centers overseas. In 2014, approximately 120 international professors and researchers from 29 countries were hired to TPU to deliver lectures and implement joint research projects.

You will work as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

You major responsibilities will include:

Compensation package includes:

Working schedule for the given position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacations amount to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days.

TPU Rector P.S. Chubik

Executed by: Full name

(3822) 00 00 00

Sample extract from the minutes of

the *Academic Council of an institute*

EXTRACT

from the minutes of the Academic Council of an Institute (Branch Office)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(institute)*

Date: \_\_\_\_\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendees: \_\_\_\_\_\_\_\_\_ people from among \_\_\_\_\_\_\_\_\_\_\_ members of the Academic Council\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(institute)

Chairman:

(Full name)

Secretary:

(Full name)

AGENDA:

1. Evaluation of candidates participating in the competition for filling research and academic staff positions.

UPON HEARING:

on the evaluation of a candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

for filling the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (department) (institute)

THE FOLLOWING DELIVERED A SPEECH: \* only if questions (answers), if no such – delete the line*.*

VOTING RESULTS:

“YES” -

“NO” -

“ABSTENTION” -

“INVALID” -

THE ACADEMIC COUNCIL MADE A POINTED REFERENCE TO THE FOLLOWING:

Upon secret ballot results the following decision was made:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for concluding a labor contract

(Recommend/Not recommend) (candidate’s name)

for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (department) (institute)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the period until 30.06. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year).

*(employment rate)*

Chairman of the Academic Council

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(institute) (signature) (Full name)*

Secretary of the Academic Council

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(institute) (signature) (Full name)*

Sample extract from the minutes of

the *Academic Council of an institute*

(2 or more candidates per 1 position)

EXTRACT

from the minutes of the Academic Council of an Institute (Branch Office)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(institute)*

Date: \_\_\_\_\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendees: \_\_\_\_\_\_\_\_\_ people from among \_\_\_\_\_\_\_\_\_\_\_ members of the Academic Council\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(institute)

Chairman:

(Full name)

Secretary:

(Full name)

AGENDA:

1. Evaluation of candidates participating in the competition for filling research and academic staff positions.

UPON HEARING:

on the evaluation of a candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

for filling the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (department) (institute)

* 1. On the evaluation of a candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

for filling the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (department) (institute)

THE FOLLOWING DELIVERED A SPEECH: \* only if questions (answers), if no such – delete the line*.*

VOTING RESULTS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full name)*

“YES” -

“NO” -

“ABSTENTION” -

THE ACADEMIC COUNCIL MADE A POINTED REFERENCE TO THE FOLLOWING:

Upon secret ballot results the following decision was made:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for concluding a labor contract

(Recommend/Not recommend) (candidate’s name)

for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (department) (institute)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the period until 30.06. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year).

*(employment rate)*

* 1. On the evaluation of a candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

for filling the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (department) (institute)

THE FOLLOWING DELIVERED A SPEECH: \* only if questions (answers), if no such – delete the line*.*

VOTING RESULTS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full name)*

“YES” -

“NO” -

“ABSTENTION” -

THE ACADEMIC COUNCIL MADE A POINTED REFERENCE TO THE FOLLOWING:

Upon secret ballot results the following decision was made:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for concluding a labor contract

(Recommend/Not recommend) (candidate’s name)

for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (department) (institute)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the period until 30.06. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year).

*(employment rate)*

Chairman of the Academic Council

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(institute) (signature) (Full name)*

Secretary of the Academic Council

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(institute) (signature) (Full name)*

1. В1 – foreign (English) language proficiency - Pre-Intermediate. [↑](#footnote-ref-1)