

APPROVED

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**DESCRIPTION OF THE PROCEDURE FOR ORGANISING COMPETITIONS FOR
ACADEMIC POSITIONS, CERTIFYING AND ASSESSING THE PERFORMANCE OF
THE ACADEMIC STAFF, AND ESTABLISHING QUALIFICATION AND
CERTIFICATION REQUIREMENTS**

**CHAPTER I
GENERAL PROVISIONS**

1. The *Description of the procedure for organising competitions for academic positions, certifying and assessing the performance of the academic staff, and establishing qualification and certification requirements* (hereinafter referred to as the Description) shall define the procedure for organising competitions for academic positions, certifying and assessing the performance of the academic staff, and qualification requirements for academic positions and performance indicators at Kauno kolegija Higher Education Institution (hereinafter referred to as KK).

2. The Description has been developed following the *Law on Higher Education and Research of the Republic of Lithuania* (hereinafter referred to as the LHER), the *Description of mandatory competencies for career stages for researchers of research and study institutions*, the *KK Statute*, the principles of selecting and assessing the KK staff, and other legal acts regulating the implementation of studies and research, experimental development, and art activities.

3. The qualification and certification requirements for the academic positions aim to ensure that KK employs only appropriately qualified academic staff who can properly perform the job functions and tasks assigned to them.

4. The competition for academic positions, the assessment of the performance, and certification shall be carried out following the principles of transparency, impartiality, attraction of competencies, non-discrimination, objectivity, equality, respect, and confidentiality.

5. Academic positions (associate professor, assistant professor, senior lecturer, lecturer) shall be appointed for a five-year term of office by public competition following the requirements established in the LHER.

6. An academic staff member employed under a fixed-term contract by a competition shall be subject to a 5-year performance assessment at least 3 months before the end of the fixed-term contract. If the assessment is negative, the staff member shall be dismissed with at least ten working days' notice. They shall be paid an allowance equal to one month's average salary.

7. For the persons employed under a permanent contract, certification for a 5-year period shall be compulsory.

8. Visiting academics, junior assistants, lecturers-practitioners, research fellows and project promoters (researchers) shall be subject to the provisions of this Description insofar as they are not governed by other legislation. The requirements for project promoters shall be laid down in the project documents.

9. The academics from other research and study institutions who meet the requirements of the profile of a leading or established researcher and those laid down in this Description shall be admitted to the position of a visiting academic on the proposition of the Dean of the Faculty and submission of other documents required for employment, a certificate of the candidate's position in the research and study institution or an extract of the employment contract or other documents proving compliance with the requirements of the leading or established researcher. They shall be employed under a fixed-term contract of up to two years.

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10. The position of junior assistant is open to persons with a Master's degree or equivalent higher education qualification who meet the compulsory competencies of an early career researcher as defined by the Research Council of Lithuania (RCL/LMT) on the proposition of the dean of the faculty. Together with the Dean's application and other documents required for employment, a declaration of compliance with the competencies of an early-stage researcher, a plan/programme of R&D activities for the period of employment, and a certificate of studies at PhD (if a doctoral student) shall be submitted to the Human Resources Unit. The declaration and the R&D plan/programme shall be signed by the candidate himself/herself and approved by the Head of the Department/Head of the Language Centre/Head of the Academy of Arts/Head of the Centre for Engineering Studies, the Vice Dean for Science/Deputy Vice Dean for Science and Arts and the Dean of the Faculty. A fixed-term employment contract for the position of Junior Assistant shall be concluded for a maximum period of 2 years or until the end of his/her doctoral studies.

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11. Lecturers-practitioners shall be recruited following the *Description of the procedure for recruiting lecturers-practitioners and assessing their competence* at KK.

12. On the proposition of the Dean of the Faculty, by the decision of the Director, staff may be recruited to the positions of the academic staff and researchers without competition, provided that they meet the requirements for the position set out in the Description and work under a fixed-term employment contract. The employment contracts of such staff members (except those involved in research projects) shall be for a maximum period of one year and may be renewed for a further period of not more than one year. The same staff members may be reappointed without competition to academic and research posts no earlier than 2 years after the end of their fixed-term contract. The provisions of this paragraph shall not apply to visiting academics and researchers.

13. The academic staff whose performance at KK has been evaluated negatively and those who were not certified may be recruited without competition only for lower positions.

14. The concepts used in this Description:

14.1. **Higher education textbook** is an original (authored) work specifically designed for the purposes of study and characterised by an individual methodological approach. It is a publication for higher education students that is more than 48 pages long and presents the study course topics coherently and clearly, purposefully combining textual and visual information.

14.2. **Quire** is 40 000 characters (including spaces) of text or 3 000 cm² of printed space of illustrations (about 14 pages). In the case of an e-publication, the quire is calculated in characters only.

14.3. **Periodic certification** is an assessment of the compliance of an academic staff member employed by KK under a permanent contract with the general requirements of the position (qualification, skills, professional performance) over a 5-year period.

14.4. **Experimental development** is a consistent, knowledge-enhancing activity based on research and/or know-how aimed at developing new products or processes or improving the existing products or processes, as well as developing or substantially improving solutions to human, cultural and societal problems based on research and/or practical experience.

14.5. **Electronic publication** is a digital publication or an electronic version of a print-ready publication, a computer storage medium in full-text digital format of its information, prepared for storage on the Internet.

14.6. **Competition** is the selection of applicants for competitive positions considering the goals of Kauno kolegija and candidates' compliance with the qualification requirements for academic positions.

14.7. **Consultancy activity** is disseminating good practices within and outside KK, consulting companies, enterprises, organisations, etc. in the region and Lithuania.

14.8. **Visiting academics** are academic and research staff from other research and study institutions who meet the requirements for the profile of a leading or established researcher and have been invited to work under a not more than two-year fixed-term contract.

14.9. **Artwork** is a publicly presented work of art, design, architecture, media art, theatre, film, dance, music or interdisciplinary art, or an act of performance thereof, which meets the criteria of artistry recognised in a particular field of art.

14.10. **Publication (performance)** of a work of art means (private) presentation, implementation (including restoration) or performance of the work(s) in an artistic or public space (including television or radio studios, the internet) or publication in a publishing house, recording studio (computer media) or demonstration at a festival, etc.

14.11. **Art activity** is an activity that results in an artwork. It is a work of art, design, architecture, theatre, cinema, dance, music or an act of performance presented to the public and meets the criteria of artistry recognised in the specific field of art. The activity includes the presentation/performance of the work in an artistic or public space (including theatre, cinema, television, radio, etc. studios), its publication by a publishing house or recording studio (including prints, audio and/or video recordings) or display at an exhibition, festival, television or radio channel.

14.12. **Methodological activities** are the development of textbooks, study books, and other methodological tools approved by the Department/Academy/Centre/Division. The activities are related to the development of the study programme and/or the course/module taught.

14.13. **Curating art events** is an intellectual, creative activity arising from selecting or arranging the content of collections of works of art or data, databases (expressed in a form suitable for reading by technical means or in other forms).

14.14. **Art research** is based on scientific research and art practice, aiming to acquire new knowledge about the essence of cultural and art phenomena, promote critical reflection on art processes, and initiate the development of innovation in arts and sciences. Art research includes a creative part and a text that defines the subject, aim, objectives, and research methods.

14.15. **Teaching (methodological) aid** is a peer-reviewed publication of teaching materials for students of higher education institutions, explaining the learning materials of a study course or presenting the methods and technology of teaching the course; providing a review of theoretical and practical materials; and purposefully combining textual and pictorial information (methodological instructions for laboratory work, practical activities, methodological recommendations, task books, etc.).

14.16. **Study book** is a book containing materials of a theoretical, practical or technological (computational) nature meant to acquire knowledge in one or more subjects, which is peer-reviewed and assessed following the established procedures.

14.17. **Scientist** is a researcher holding a doctoral degree.

14.18. **Applied Research and Experimental Development** (hereinafter referred to as R&D) is a systematic creative activity of understanding nature, humanity, culture, and society and applying its results.

14.19. **Research activities** produce scientific knowledge; they are creative activities carried out by applying scientific research methods.

14.20. **Dissemination of science/art** is making the public aware of scientific research and art creations.

14.21. **Proceedings of a scientific conference** include the texts of scientific conference reports and supporting (illustrative) materials published in periodic, continuous or single scientific publications.

14.22. **Research article** is an article that has the scientific instruments (footnotes and/or bibliography, formula, figures, drawings, the description of methodology, statistical tables, etc.) specific to the field of science; it is published in a peer-reviewed journal and meets the criteria of the scientific merit of the field. The minimum length of a research article in the humanities and social sciences must be 0.25 quire.

14.23. **Scientific study** is a research paper of at least 2 quires that meets the requirements for a scientific article.

14.24. **Research monograph** is a peer-reviewed publication that systematically and comprehensively deals with a single topic/subject, with clear and significant elements of novelty and

scholarship specific to each field or area of science; the publication must have an ISBN (International Standard Book Number). The minimum length of a research monograph must be 8 quires. In the humanities and social sciences, at least 20 per cent of the monograph must consist of new and high-quality unpublished material. The minimum length of the Institution's part of a research monograph in the humanities or social sciences must be 4 quires.

14.25. **Research Programme Project** is an R&D activity carried out by a researcher or group of researchers on a topic of their choice. In a research project, a researcher or group of researchers carries out a set of research and organisational activities designed to address the research objectives set out within a defined timeframe.

14.26. **Unscheduled certification** is assessing the qualifications, abilities, professional performance, and personal qualities of the academic staff following the certification requirements established in this Description notwithstanding the periodicity.

14.27. **Established Artist** is a creator or performer whose creative activity is characterised by works of art that are of particular significance to art and culture, are created in Lithuania and(or) abroad, have won wide recognition from the public and art professionals, have been awarded prestigious international or national prizes and other high awards, and(or) who has trained celebrated artists and meets the requirements set by Kauno kolegija.

14.28. **Project** is a temporary activity aimed at achieving a unique goal, with a beginning and an end, finite resources, a target that can be measured based on quantitative and qualitative indicators, a temporary organisational structure or at least one coordinating person, and financed by national or international funding sources.

14.29. **Peer-reviewed publication** is a periodic, continuous or single publication with an ISSN or ISBN, where research papers are published based on the conclusions of scientific peer-reviewers that can be proved.

14.30. **Specialised publication** is a professional publication with specific content intended to inform a specific audience about innovations and developments in a particular field.

14.31. **Internship** is a form of staff in-service training when professional competencies are acquired and(or) updated in other organisations.

14.32. **Applied research** is experimental and(or) theoretical work carried out to generate new knowledge and achieve specific practical objectives or solve problems.

14.33. **International journals** refer to *Clarivate Analytics* and *Scopus* databases and the peer-reviewed journals published in Lithuania (applicable until 2022), where the weight of foreign authors' contributions in the articles published in the last three years is higher than that of Lithuanian authors.

14.34. **Researcher** is a person with higher education who develops cognition, conceptualises, or generates new products, processes, methods, and systems, or leads research and experimental development projects, and complies with the compulsory competencies established by the Research Council of Lithuania:

14.34.1. **First-stage researcher** is a person who holds a Master's degree or equivalent higher education qualification and carries out scientific/art activities under the supervision of an established or leading researcher.

14.34.2. **Recognised researcher** is a scientist (doctor of arts) whose scientific (art) activity is not completely independent.

14.34.3. **Established researcher** is a scientist (doctor of arts) who has reached a level of autonomy in their research activities.

14.34.4. **Leading researcher** is an independent scientist (doctor of arts) who is at the vanguard of their area of research or scholarship/arts.

14.35. **Contractual activities** include execution of R&D and(or) art orders of economic entities.

14.36. **An internationally recognised publishing house** is one that regularly publishes and distributes scientific works by researchers from various foreign countries and internationally recognised serial scientific publications and that provides official information online about the nature

and international recognition of the publishing house. The Research Council of Lithuania publishes lists of such publishing houses.

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15. Other terms not included in this Description shall be interpreted according to the meaning given to them by the *Law on Higher Education and Research* and other legal acts.

CHAPTER II

ORGANISING AND CONDUCTING COMPETITIONS FOR ACADEMIC POSITIONS

16. The Dean of the Faculty shall assess the need for the academic staff members and the cost-effectiveness of the study programme(s) and, having discussed it with the Head of Department/Academy/Centre and Vice-Deans, shall draft a proposition to the Human Resources Unit for the announcement of competitions. The proposition must indicate the department, position, researcher's profile, workload, field of study, and additional competency requirements (e.g., experience in research in a particular field or topic, experience in leading a researchers' team in a particular field, professional experience, language of instruction, etc.). These requirements shall be included in the conditions of the competition and considered in the selection process.

17. On the basis of the propositions from the Deans of the Faculties, the Director shall decide on a public call for applications for academic positions 6 months before the anticipated commencement of the work, at a minimum of 0.25 full-time equivalent (hereinafter referred to as FTE).

18. The notice of competition shall specify the requirements for the position; the competencies required; the documents to be submitted; the time limit for submitting the documents, which shall be at least 30 calendar days; the unit the documents are to be submitted to, i.e., the Human Resources Unit, and any other relevant information. Notices of the public competition for academic positions shall be announced on the websites of the Research Council of Lithuania and Kauno kolegija. They may also be posted in other means of public information.

19. Applicants for academic positions shall submit the following documents to the Human Resources Unit by the date specified in the competition notice, either directly or by sending them by registered post or courier to the address specified in the notice or to the email address personalas@go.kauko.lt:

- 19.1. an application addressed to the Director to be admitted to the competition;
- 19.2. a curriculum vitae (CV);
- 19.3. proof(s) of education and copies thereof (where no data of education are available in the KK HR system), or, if sent by registered post, copies of these documents certified by a notary);
- 19.4. a summary of academic performance;
- 19.5. a list of scientific, contractual, and methodological papers published in the last 5 years. For external applicants, in the case of a printed book, copies of the title pages, introduction, and contents must be provided (the original may be submitted for a review at the sitting and returned to the applicant after it); in the case of an e-book, copies of the title pages, introduction, and contents, and the internet link; if the case of an article, a copy of it. To prove the results of methodological, scientific and art activities of KK academic staff, the list of publications and art production, certified by the signature of a representative of the Library and Scientific Communication Centre, must be submitted;
- 19.6. an action plan indicating the guidelines for the 5-year term of office;
- 19.7. a document certifying the level of competency in a foreign language (this is not required in case the degree is in a foreign language); a document certifying the level of competency in a foreign language, i.e. a certificate or a statement, certified by the issuing authority and valid for 5 years from the date of issue (except in the case of a certificate of prior training/course completion, which is valid for 5 years from the date of completion of the training/course). This document is not required if the applicant holds a diploma in a foreign language;

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- 19.8. a declaration of possessing the competencies required for the specific research profile;

19.9. other documents demonstrating scientific, pedagogical or professional activity or qualifications (at the applicant's choice).

20. Where applicants submit documents to the Human Resources Unit, the responsible staff member shall check the copies submitted and promptly return the original documents proving educational qualifications to the applicant.

21. After the deadline for submitting the documents, a specialist of the Human Resources Unit shall check whether all the documents referred to in Paragraph 19 have been submitted. If it is found that not all the documents have been submitted, the applicant shall be informed by e-mail, providing 3 working days to eliminate the insufficiency. If the insufficiency is not eliminated within the time set, the applicant shall be informed that their application shall not be considered for further competition procedures. The documents shall be returned to the applicant.

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22. After the deadline for the submission of documents, the Human Resources Unit shall, within 5 working days at the latest, forward the applicants' documents to the Committee of Assessing the Compliance of Qualification Requirements and Competencies (hereinafter referred to as the Committee) approved by the Director's order to assess the applicants' qualifications and competences. The Committee shall be composed of the Head of the Human Resources Unit, the administrative staff coordinating applied science, internationalisation, and project activities, etc. The Head of Human Resources Unit shall be appointed the Chairperson of the Committee.

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23. The Chairperson shall call the first sitting of the Committee no later than 5 working days after the deadline for submitting documents. The sitting(s) shall be documented in minutes. The members of the Committee shall assess, on the basis of their competence, the applicants' compliance with the qualification requirements and the required competencies in a purpose-designated room where the documents submitted by the applicants are stored. The chairman of the Committee shall invite the members of the Committee to the meetings of Kauno kolegija or Faculty Competition Board at least 15 working days before the meetings. The Committee shall assess and make a decision by open vote on the following:

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23.1. the applicant's compliance with the requirements and the resolution to be submitted to the Competition Board 'The candidate meets the qualification requirements' or 'The candidate does not meet the qualification requirements';

23.2. the compliance of the applicant for the position of a researcher with the requirements for the mandatory competencies for researchers and the resolution to be submitted to the Competition Board 'The candidate has all the mandatory competencies for the research profile laid down for the position' or 'The candidate has not all of the mandatory competencies for the research profile laid down for the position'.

24. If the applicant lacks mandatory qualifications and(or) competencies, the Chairperson of the Committee shall inform the applicant of the non-compliance by the email indicated, informing that they will not be allowed to participate in the competition. The Chairperson of the Committee shall submit the minutes of the sitting(s) to the Document Management System (hereinafter referred to as the DVS) with the resolution to the KK or Faculty Competition Board within at least 10 working days.

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25. Competitions for academic positions shall be conducted, and candidates shall be assessed by Competition Boards established by order of the KK Director:

25.1. the KK Competition Board for candidates for the positions of associate professor and assistant professor;

25.2. the Faculty Competition Board for candidates for the positions of Senior Lecturer and Lecturer.

26. The Competition Boards shall be established for a 5 (five)-year period.

27. **The KK Competition Board** shall consist of 9 members:

27.1. the Director (Chairperson of the Board);

27.2. a delegated member of the Academic Council holding a doctoral degree;

- 27.3. the Vice Director for Studies;
- 27.4. the Vice Director for Science and Partnership;
- 27.5. the Vice Director for Organisation Development;
- 27.6. the Dean of the Faculty concerned;
- 27.7. at least one-third of the members shall be persons not employed at KK: at least one of them shall be a students' representative delegated by the KK Students' Representative Council; other members shall be persons who hold managerial positions in companies or institutions, a doctoral degree in science (arts), or reached widespread recognition in the field of arts.
- 28. **The Faculty Competition Board** shall consist of 9 members:
 - 28.1. the Dean of the Faculty (Chairman of the Board);
 - 28.2. the Head of the Department/Academy/Centre;
 - 28.3. a person holding an academic position at the faculty;
 - 28.4. a representative of the KK administration;
 - 28.5. a member delegated by the Academic Council;
 - 28.6. 3 members shall be persons holding managerial positions in companies and institutions (usually members of the Committees of the Study Fields implemented in the faculties) not employed at KK.
 - 28.7. a students' representative, delegated by the Students' Representative Council.
- 29. At least one member of the Faculty Competition Board must have a PhD.
- 30. The secretary of the sitting of the KK and Faculty Competition Boards (hereinafter jointly referred to as the Competition Boards) shall be appointed by order of the Director. The secretary shall not be a member of the Competition Committees.
- 31. The composition of the Competition Boards may be changed by order of the Director due to objective circumstances (e.g., termination of employment, change in position, graduation, resignation on personal initiative, etc.).
- 32. A representative of the KK employees' Trade Union, the Labour Council, the Human Resources Unit, and the KK lawyer shall have a right to attend the sittings of the Competition Boards as observers.
- 33. The sittings of the Competition Boards shall be valid if at least two-thirds of the members of the Board are present.
- 34. A member of the Competition Board participating in the competition shall not be entitled to vote on their compliance for the position. They shall be obliged to withdraw and leave the room when the decision is taken. If the Chairperson of the Competition Board participates in a competition for a particular position, the duties of the Chairperson shall be delegated to any other member of the Board by a majority vote of the members. In such cases, no other member of the Board shall be appointed unless more than one member of the Board participate in the competition, which would cause insufficiency in quorum.
- 35. The sitting of the Competition Board shall be closed. Only the members, observers, and candidates shall be invited to attend the sitting. The sitting of the Competition Board may be organised remotely in real time using electronic or hybrid means (some persons participate physically and some remotely).
- 36. The resolutions of the sittings of the Competition Boards shall be recorded in minutes, which shall be signed by the chairperson and the secretary of the Competition Board.
- 37. A candidate who competes for an academic position shall be invited to the sitting of the Competition Board. If, for objective reasons, the candidate is unable to attend the sitting, they shall submit a written request to the Competition Board to consider their candidature in their absence. The Competition Board shall have the right to take a decision in the candidate's absence on the basis of the documents submitted.
- 38. Candidates must provide their identity documents if requested before the start of the Competition Board's sitting. Persons who fail to present proof of identity will not be allowed to participate in the sitting.

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39. The selection of candidates shall take the form of a discussion. During the discussion, the candidates shall briefly introduce themselves (outline research results, project activities, study publications or other academic activities), present their action plans, and answer the questions of the members of the Competition Board. The discussion shall focus on whether the candidates comply with the Faculty's research and(or) study fields and the specific requirements set out in the terms and conditions of the competition for the position.

40. After the candidate has left the room, the Competition Board shall assess the candidate's 5-year action plan, take an open vote, and record its decision in the minutes of the sitting in the form of a resolution 'The action plan is assessed positively' or 'The action plan is assessed negatively'.

41. If the resolution is negative, the candidate shall not be eligible to continue in the competition.

42. The procedure of the secret ballot at the sitting of the Competition Board shall be as follows:

42.1. for counting votes at the sitting of the Competition Board, a counting panel of at least 3 members of the Committee shall be formed;

42.2. the position with the same qualifications required shall be entered on the secret ballot paper, and all candidates shall be listed;

42.3. the members of the Competition Board shall vote for each candidate separately;

42.4. a ballot paper shall be considered valid if a member of the Competition Board has cast a vote *for* for no more than one candidate and if only one vote has been cast *for* or *against* each candidate;

42.5. the successful candidate shall be the one who has received more than half of the votes cast *for* by the members of the Board entitled to vote.

43. In case the candidates get an equal number of *for* votes, the vote shall be repeated, and the two candidates with the highest number of votes shall proceed to the second round of voting. If, after the second secret ballot, there is no candidate with more than half of the votes cast *for* by the members of the Board entitled to vote, the competition shall be deemed not to have succeeded.

44. When the voting is closed, a member of the counting panel shall announce its results. The ballot papers shall be attached to the minutes of the sitting of the Competition Board.

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45. In case the sitting is held remotely, the secret ballot shall be conducted electronically, ensuring the secrecy of the vote. A printed voting report shall be attached to the minutes of the sitting.

46. The secretary of the Competition Board shall inform the candidates who have taken part in the competition of the results of the competition by email within 5 working days after the competition. Such notification shall be deemed to be appropriate and equal to a staff member's notification by signing in the minutes of the Competition Board.

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47. If a candidate for an academic position disagrees with the results of the competition, they shall have the right to appeal within 3 working days after being notified of the results of the competition following the procedure laid down in Chapter VII of the Description.

48. Within 5 working days after the sitting, all the documents of the candidates who took part in the competition and the minutes of the Competition Board, together with the resolutions, shall be forwarded to the Human Resources Unit. The documents of the successful candidates who have concluded employment contracts shall be kept in their personal files and include the resolution of the Competition Board, the summary of their academic activities, the 5-year action plan, the declaration of the competencies required for the relevant research profile, the certificates issued by KK, and the lists of scientific and other works submitted to the competition. These documents shall be kept in the personal file until the end of the reporting/certification period. Candidates may collect any other additional documents submitted (in case of unsuccessful candidates, all of the documents submitted) within 30 calendar days. If not collected within the specified period, these documents will be destroyed.

49. The Dean of the Faculty shall submit the proposition of employment to the Human Resources Unit no earlier than the next working day after the deadline for appeals has expired, provided

that no appeals have been received. If an appeal has been received, the employment proposition shall be submitted only after the appeal has been settled. The Human Resources Unit shall draw up and formalise the successful candidate's contract of employment or any amendment thereto following the procedures and within the time limits laid down by the laws of the Republic of Lithuania.

50. The successful candidate shall conclude a fixed-term contract of employment for a 5-year period; their action plan for the same period shall be revised considering the KK *Strategic Plan* and the Faculty's action plan and priorities and approved by the Dean of the Faculty; the specific indicators of performance achievements shall be set out in the annual action plans of the academic staff.

51. If an academic staff member who is employed at KK under a permanent contract is successful in a competition for a different academic position, their employment shall continue under a permanent contract.

52. The academic staff who have already been successful in a competition, concluded 5-year fixed-term contracts, and are successful in a second competition for the same position (after 1 January 2024) shall be entitled to conclude a permanent employment contract for that position.

53. If the successful candidate refuses to conclude an employment contract, does not start working or refuses to take up the position on the date of commencement of employment (its entry into force) as specified in the contract, another candidate who has been successful in the selection procedure and has received the highest number of votes shall be nominated the winner of the competition. In such a case, the contract shall be concluded following Paragraphs 50 to 52 of the Description.

54. The competition shall be deemed not to have succeeded if:

55. no applicant has submitted any documents after the competition has been announced, or the documents submitted have not met the requirements;

56. the number of votes received by the candidates in the competition is equal, and after a re-vote, no candidate has received more than half of the votes of the members of the Competition Board with voting rights.

CHAPTER III PROCEDURE FOR CERTIFYING ACADEMIC STAFF

SECTION ONE PERIODIC CERTIFICATION

57. The academic staff with permanent employment contracts shall be certified every 5 years. The five-year period shall be estimated considering the years of service of the academic staff member and shall begin on the first day of their employment under a contract of permanent duration, with subsequent five-year periods of certification being estimated, respectively, from the date of the preceding (last) certification.

58. If the dates of certifying a staff member holding several positions do not coincide because of competitions won at different times, at the request of the staff member, certification may be held at the same time for all the positions held. In such a case, certification shall be carried out for each position considering the proportion of the FTE and the time worked, with a further certification period anticipated in five years for all positions held. Where a staff member holds different positions in different divisions, the certification may be carried out at the same time only with the agreement of the heads of the divisions.

59. The certification of the academic staff shall be announced by the Director on the proposition of the Dean of the Faculty at least 3 months before the end of the assessment period.

60. The period during which KK granted a person maternity, paternity or parental leave shall not be included in the 5-year period, and the performance shall be assessed from the beginning of the reporting period.

61. Provided an academic staff member has concluded a permanent employment contract and is due for certification but left for a long-term internship or secondment or is continuously ill for more than 90 days or 180 intermittent days, in such a case, the certification may be postponed until the end

of the internship, secondment or illness. Provided an academic staff member needs time to fulfil the certification requirements, in such a case, on the basis of their written request, the certification shall be postponed for the period of their secondment, internship or illness. For those on unpaid leave, this condition for postponing certification shall not apply.

62. Academic staff shall be certified for the part of the FTE they have been successful in the competition. If, during the period for which they are certified, the FTE has increased by at least 0.25 (excluding hourly paid lecturing), and if the increase has lasted for at least three years during the period for which the certification is to be carried out, the academic staff shall be certified considering the part of the FTE of the period for which certification is to be carried out and with correspondingly higher requirements. If, during the period for which the certification is being carried out, the share of the FTE has been reduced, the academic staff shall be certified for the smaller part of the FTE than won in the competition. The number of research articles shall be determined by assessing the author's contribution.

63. During the period of a permanent employment contract, upon the proposition of the Dean of the Faculty and with the consent of the staff member, the current position of an academic (researcher) may be replaced by another equivalent position of the same research profile, provided that the researcher meets the qualification requirements for that position. The academic who is employed under a permanent contract and has been transferred to an equivalent position of an academic(researcher) during certification without competition shall be certified for all the positions held in proportion to the FTE and the time worked.

64. The certification of the academic staff with permanent contracts shall also include an assessment of the fulfilment of the 5-year action plan (if approved) and the action plan for the new 5-year period, as well as an assessment of compliance with the mandatory competencies for researchers (if no such assessment has been carried out).

65. Certification shall assess whether the performance of the academic staff complies with the qualification requirements for the positions set during the 5-year term of office, as well as the fulfilment of their annual action plans. Only the papers published or works produced on behalf of Kauno kolegija shall be assessed. The assessment shall consider the significance of the activities carried out, the person's professional or work experience and professional qualities, students' feedback, and whether the person being certified has committed any breaches of professional duties. An activity may be credited only towards one qualification requirement.

66. Academic staff shall be certified by Certification Boards set up by order of the Director:

66.1. the KK Certification Board;

66.2. the Faculty Certification Board.

67. Academic staff holding the positions of Associate Professor and Assistant Professor shall be certified by the KK Certification Board (hereinafter referred to as the KK Board), which shall be established for a 5-year term. The KK Board shall consist of 7 members:

67.1. the Director (Chairperson of the Board);

67.2. a delegated member of the Academic Council holding a doctoral degree;

67.3. the Vice Director for Studies or the Vice Director for Research and Partnership;

67.4. the Dean of the relevant Faculty;

67.5. two representatives delegated by the Study Field Committee(s);

67.6. a student delegated by the Students' Representative Council.

68. The secretary of the sitting of the KK Board shall be appointed by order of the Director.

69. The academic staff holding the positions of a Senior Lecturer and Lecturer shall be certified by a 7-member Faculty Certification Board (hereinafter referred to as the Faculty Board), which shall be established for a 5-year term:

69.1. the Dean or the Vice Dean of the Faculty (Chairperson of the Board);

69.2. a person holding a teaching position at the faculty;

69.3. a representative of the KK administration;

69.4. a delegated member of the Academic Council;

69.5. two representatives delegated by the Study Field Committee(s);

69.6. a delegated member of the Faculty Students' Representative Council.

70. At least one member of the Faculty Board must hold a PhD. The secretary of the Faculty Board, appointed by the Chairperson, shall not be a member of the Board.

71. A representative of the KK employees' Trade Union and(or) the Labour Council shall have the right to attend the sittings of the KK and Faculty Certification Boards (hereinafter jointly referred to as Certification Boards) as observers. The sittings shall not be public, and only the members of the Boards, observers, and, if necessary, the academic staff certified shall attend them.

72. In case a member appointed to a KK or Faculty Board terminates employment, changes the job position, terminates a study contract, completes studies, resigns on personal initiative, etc., the composition of the Boards shall be changed by order of the Director. The change of a member of a Faculty Board shall be initiated by the Dean of the academic division, and the change of a member of the KK Board shall be initiated by the Head of the Human Resources Unit.

73. The sittings of the Certification Boards shall be called based on the schedule approved by the KK Director and announced in the internal information system at least one week prior to the commencement of the certification. The schedule of the sittings of the Faculty Board shall be announced by the secretary of the Faculty Board and the one of the KK Board by the Human Resources Unit.

74. By the date specified in the schedule, the academic staff member (associate professor, assistant professor, senior lecturer, lecturer) shall submit the following documents to their line manager:

74.1. an application for certification;

74.2. a report on the assessment of the academic performance/implementation of the action plan (if one has been approved);

74.3. a declaration on the competencies required for the relevant research profile (if no competence assessment for the position of an academic-researcher held has been carried out);

74.4. an action plan for the new 5-year period;

74.5. other documents demonstrating pedagogical, practical, scientific and art activities (at the choice of the person being certified). At the request of the academic staff, the responsible staff of the Library and Scientific Communication Centre shall draw up a list of publications and art production and send it by email to the academic staff member and KK or the Faculty Board.

75. If the person to be certified is the Head of Department/Academy/Centre, they shall submit the documents referred to in Paragraph 74 of the Description to the Dean of the Faculty.

76. The line manager, in a conversation with the academic staff member, shall assess their performance considering the general requirements for the position, the fulfilment of the annual action plan, including the 5-year action plan, if one has been approved, and the KK students' feedback for the period under review. Having informed the academic staff member by signature, on the basis of reasoned arguments, the line manager shall draw a conclusion:

76.1. the staff member is proposed to be certified;

76.2. the staff member is proposed not to be certified.

77. If the person to be certified holds the position of Associate Professor or Assistant Professor, the line manager shall submit the conclusion on certification together with all documents to the Human Resources Unit at least 5 working days before the date of the sitting of the KK Certification Board.

78. If the person to be certified holds the position of a Senior Lecturer or Lecturer, the line manager shall submit the conclusion on certification and the documents to the Chairperson of the Faculty Certification Board.

79. The sittings of the Certification Boards shall be valid if at least three members of the Board are present. The sittings of the Certification Boards may be organised remotely in real time by means of electronic communications.

80. The Certification Board shall assess and decide by open vote whether the academic/researcher meets the requirements of the mandatory competencies for researchers (if no competence assessment has been carried out for the position), with the following statement in the minutes: 'The

academic possesses all the mandatory competencies of the research profile required for the position' or 'The academic possesses not all of the mandatory competencies of the research profile required for the position'. Provided the staff member meets the certification requirements, but the Certification Board concludes that they lack the required competencies of the research profile, the academic shall be conditionally certified, and a 5-year competence development plan shall be drafted to acquire the missing competencies. A reassessment of the compliance with the mandatory competencies for the research profile shall take place during the next certification. If, at the time of the next certification, the decision of the Certification Board is 'The academic possesses not all of the mandatory competencies of the research profile required for the position', the academic shall not be certified.

81. The academic staff (associate professor, assistant professor, senior lecturer, lecturer) who have received a positive proposition regarding their certification from their line manager shall not be invited to attend the sitting of the KK or Faculty Board. Those who have received a negative proposition and agree with it shall also not be invited to the sitting of the Certification Board.

82. The academic staff (associate professor, assistant professor, senior lecturer, lecturer) who have received a negative certification decision from their line manager and disagree with it shall be invited to the sitting of the KK or Faculty Board, where they may submit additional documents proving the quality of their academic performance, competence, initiative, application of innovations, etc. The presence of the academic staff member and the line manager at the sitting is compulsory. During the sitting, the academic shall answer the questions of the members of the Certification Board.

83. A member of the Certification Board shall not be entitled to vote on their compliance for the position during their term of office. They shall leave the room where the sitting is taking place when the decision is taken. If the Chairperson of the Board is being certified, while assessing their academic performance, the duties of the Chairperson shall be delegated to the representative of the Academic Council. In such a case, no other member of the Board shall be appointed unless more Board members are being certified, which might affect the quorum.

84. During the sitting, the members of the Certification Boards shall assess the conclusion and documents submitted by the line manager, the compliance of the person to be certified with the qualification requirements for the position and the mandatory competencies of the research profile of an academic (researcher), and by secret ballot shall take one of the following decisions:

84.1. the academic staff member shall be certified;

84.2. the academic staff member shall be certified conditionally;

84.3. the academic staff member is not certified.

85. The decision shall be approved if more than half of the members of the Certification Board present and entitled to vote at the sitting have voted *for*. In case of equal votes, the Chairperson of the Board shall have a casting vote. The decision on the certification of the academic staff shall be recorded in the minutes signed by the Chairperson of the Certification Board and the secretary.

86. The results of the certification shall be communicated to the person being certified by the secretary of the Certification Board within 3 working days from the date of adopting the resolution documented in the minutes by sending a notification by the email provided by KK. Such communication shall be considered adequate and equal to the notification of the employee when the minutes of the Certification Board are signed directly.

87. If the academic being certified disagrees with the certification results, they have the right to appeal within 3 working days from the date of receiving the notification of the certification results following the procedure set out in Chapter VII of the Description.

88. If the performance of an academic staff member employed under a permanent contract is assessed positively during certification, their employment relationship within the same position shall be continued; their 5-year performance plan shall be revised considering the KK Strategic Plan and the Faculty's action plan and priorities and approved by the Dean of the Faculty; the specific performance indicators shall be set out in the annual action plans of the staff.

89. Uncertified academic staff shall be dismissed and shall be subject to the guarantees set out in Article 57(7), (8) and (9) of the Labour Code of the Republic of Lithuania. Uncertified staff shall have the right within 5 working days from the date of the sitting to submit a written request to the

Director to transfer them to a lower-ranking position for which they meet the qualification requirements and conclude a fixed-term contract up to 12 months. Such a request shall be endorsed (positively or negatively) by the Dean of the Faculty.

SECTION TWO UNSCHEDULED CERTIFICATION

90. In the event of doubt as to the compliance of a staff member with the position (non-performance or inadequate performance of duties, unfavourable results of students' surveys, etc.), the Director, on a reasoned proposition of the Dean of the Faculty, may announce unscheduled certification.

91. On the proposition of the Dean of the Faculty, the KK Director may announce unscheduled certification not earlier than 1 year after the commencement of the term of office.

92. Academic staff may be subject to unscheduled certification no more than once a year.

93. During unscheduled certification, the general requirements of the position shall be reduced in proportion to the period between the last periodic certification (beginning of the term of office) and the date of unscheduled certification.

94. The KK Director shall approve the composition of the Unscheduled Certification Board (hereinafter referred to as the Board), appoint the secretary of the Board, and set the date of the Board sitting. The sitting of the Unscheduled Certification Board shall be called at least 2 months from the date of the Director's decision to announce the unscheduled certification of a staff member.

95. The Board shall consist of 5 members: the Chairperson of the Board, i.e., the Vice Director for Studies or the Vice Director of Science and Partnership; a member delegated by the Academic Council; an external practitioner in the relevant field; a researcher in the relevant field; and a delegate of the KK Students' Representation Council. A representative of the KK employee's Trade Union and(or) the Labour Council and the KK lawyer shall have the right to attend the Board sitting as observers. The secretary of the Board shall not be a member of the Board.

96. Within 2 working days from the date of the Board sitting set by order of the Director, the Human Resources Unit shall inform the academic staff member about the planned unscheduled certification by institutional email and invite them to attend the Board sitting, indicating the date, time, and place. If the person to be certified does not inform the Human Resources Unit that they will be unable to attend the sitting for a valid reason or refuse to attend it, the Board shall conduct the sitting in their absence.

97. No later than within 5 working days from the date of receiving the notification about the unscheduled certification, the academic staff member to be certified shall submit the following documents to the Human Resources Unit:

97.1. a curriculum vitae (CV);

97.2. a report on the assessment of the academic performance for the period since the last periodic certification or competition;

97.3. the staff member's action plan(s);

97.4. the staff member's self-assessment report(s);

97.5. other documents demonstrating scientific, pedagogical, and practical activities (of personal choice). At the request of the academic staff member, the responsible staff of the Library and Scientific Communication Centre shall compile a list of publications and art production and send it to the staff member and the Board by email.

98. During unscheduled certification, on the basis of the documents, the Board shall assess the specific circumstances that form the basis of the unscheduled certification. The assessment shall consider the person's compliance with the general requirements of the position, as well as academic and applied research results throughout their career. The assessment shall also consider the professional and work experience, as well as professional and personal qualities. If the person to be certified is present, they shall answer the questions of the Board during the discussion, giving

reasoned and substantiated opinions on the circumstances which form the basis of the unscheduled certification.

99. The procedure of the Board sitting:

99.1. the Board sitting shall be valid if at least three members of the Board are present;

99.2. the Board members shall vote by secret ballot by completing ballot papers. When the voting is closed, the Chairperson of the Board shall announce how many ballot papers are in the ballot box, how many ballot papers are with *Certified*, how many are with *Uncertified*, and the number of spoilt ballots;

99.3. a person shall be declared certified if more than half of the members present at the sitting have voted *for*. In the event of equal votes among the members of the Board, the Chairperson of the Board shall have a casting vote.

100. The results of the unscheduled certification shall be communicated to the person to be certified by the secretary of the Board within 3 working days of the date of adopting the resolution recorded in the minutes by means of a notification sent by the email provided by KK. Such notification shall be equal to notifying an employee by signing the minutes of the sitting.

CHAPTER IV ASSESSMENT OF THE PERFORMANCE OF THE ACADEMIC STAFF

101. At least 3 months before the end of the fixed-term contract of a staff member who has been selected for an academic position, the assessment of their performance during the reporting period shall be carried out. The assessment of the performance of the academic staff shall be subject to the same certification requirements as those laid down in Chapter VI of this Description.

102. If 3 months before the end of the fixed-term contract, an academic staff member is on sick leave or maternity, parental or paternity leave, the assessment of their performance shall be carried out at the end of the sick leave or on the return of the leave specified. Where an academic staff member needs time to implement the action plan not completed due to pregnancy and childbirth, parental leave or illness lasting more than 90 calendar days, the assessment of their performance assessment, on the basis of a written request of the academic staff member, shall be postponed for a period no longer than the duration of the circumstances referred to in this paragraph.

103. In case a staff member competes for a higher position earlier than the date of the reporting period for the position then occupied expires, they must meet the assessment requirements for the position in proportion to the shorter reporting period and the FTE held.

104. An academic or researcher who is undergoing an assessment of their performance during the reporting period shall submit to the Human Resources Unit the documents necessary to assess the implementation of the action plan and the certification requirements, as well as the action plan for the new 5-year period following the deadlines and procedures established by KK.

105. The line manager shall evaluate the implementation of the action plan of the academic staff member for the reporting period and the action plan for the new 5-year period and draft a review, which shall be submitted to the Chairpersons of the KK Certification Board or the Faculty Certification Board, as appropriate, at least 3 working days before the scheduled date of the sittings of the KK Certification Board or the Faculty Certification Board.

106. The Human Resources Unit shall check whether all the required documents have been submitted and, if necessary, inform the academic staff member of the missing documents. The missing documents may be submitted within 3 working days. The Human Resources Unit shall forward the academic staff members' documents to the Certification Board.

107. The Certification Board shall consider the review of the action plan provided by the line manager, assess the performance, and decide whether the results of the performance of the academic staff member comply with the certification requirements set for the position during the reporting period and the implementation of the action plan. If, during the reporting period, the academic staff member who is being assessed has an increase of at least 0.25 FTE (excluding hourly paid academic activities), and if the increase lasted for a period of at least 3 years during the assessment period, the

academic staff member shall be assessed on the basis of the FTE and the correspondingly higher requirements for that period. If the academic staff member's share in the FTE has decreased during the assessment period, they shall be assessed for a lower share than won in the competition. The number of scientific articles shall be determined by assessing the author's contribution.

108. The resolution of the Certification Board on the assessment of the performance during the reporting period shall include the conclusion 'Staff member's performance is assessed positively' or 'Staff member's performance is assessed negatively'. This resolution and the line manager's review of the action plan, the action plan for the new 5-year period (revised as necessary by mutual agreement with the line manager and approved by the Dean in the case of a positive evaluation), the certificates issued by the KK, and the list of academic and other works shall be kept in the academic staff member's personal file until the end of the period of certification, and for 5 years in the case of a negative evaluation of the performance of an academic staff member. Other additional documents submitted by the academic staff member may be collected within 30 calendar days. If these documents are not collected within this period, they shall be destroyed.

109. The assessed academic staff member shall be informed of the results of the performance assessment by email provided by KK. Such notification shall be considered appropriate and equal to notifying the staff member by signing the minutes of the Certification Board.

110. Provided the academic staff member's performance is assessed negatively, by decision of the Director, on the proposition of the Dean of the Faculty, they may be transferred only to a lower position, the qualification requirements of which the staff member satisfies, by concluding a fixed-term employment contract following Paragraph 12 of the Description, or be dismissed by giving a notice of at least ten working days. The dismissed academic staff member or researcher shall be paid an allowance equal to one month's average salary.

111. Provided the performance of an academic staff member employed under a fixed-term contract is assessed positively, their employment shall be continued under a permanent contract for the same position. The Human Resources Unit shall draw up the employment contract and(or) amend it following the procedures and deadlines established by the legislation of the Republic of Lithuania and Kauno kolegija.

112. In case a staff member disagrees with a decision taken by the Certification Board on the assessment of their performance during the reporting period, they shall have the right to appeal following the procedure laid down in Chapter VII of the Description within 3 working days after the announcement of the decision.

CHAPTER V

QUALIFICATION REQUIREMENTS FOR APPLICANTS FOR THE COMPETITION FOR AN ACADEMIC POSITION

113. While determining the qualifications requirements for academic positions, KK shall consider the following:

113.1. the compliance of formal education and practical experience in the field of the course taught;

113.2. the compulsory competencies of researchers as defined by the Research Council of Lithuania;

113.3. the proficiency in foreign languages and experience in teaching international students;

113.4. textbooks and methodological aids developed;

113.5. the applied science and(or) art research conducted, dissemination of its results at national and international levels, experimental development and contractual activities, consultancy to government and economic entities, and expert experience;

113.6. experience in project development and participation in project activities;

113.7. adherence to standards of academic ethics;

113.8. implementation of the KK strategic goals and objectives.

114. The KK Director, on the proposition of the Dean of the Faculty, shall have the right to set additional requirements (research experience in a particular field or subject, experience in leading a team of researchers in a particular field of research, professional experience, language of instruction, etc.) for specific positions. The additional requirements shall be mandatory unless otherwise specified and included in the competition conditions. Meeting the qualification requirements is a condition for participating in the competition.

115. The competition for the position of **Associate Professor** shall be open to a **scientist or doctor of arts** with the mandatory competencies of an **established researcher** who has fulfilled the following minimum requirements within the last five years (except for paragraph 115.3.2):

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115.1. have at least 3-year practical experience related to the field of teaching and(or) 3-year experience of teaching in a higher education institution (except for those with pedagogical qualification);

115.2. are able to communicate at Level B2 or above in at least one of the languages most widely spoken in the European Union (English, German, French), with a preference for English;

115.3. have fulfilled at least 2 of the following requirements:

115.3.1. published a scientific monograph, study, fundamental and(or) novel theoretical paper of at least 2 quires in length in an internationally recognised publishing house or a part thereof in a publishing house;

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115.3.2. published at least 3 scientific articles in the field of the position they are applying for in peer-reviewed scientific publications (Clarivate Analytics and(or) Scopus), of which at least 1 in the last 5 years; in the field of the humanities, at least 3 scientific articles in the journals included in the international databases, of which at least 1 in the last 5 years;

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115.3.3. led and(or) participated in at least 2 national and(or) international research and(or) art projects (excluding students' research projects) and(or) carried out R&D and(or) art activities contracted by economic entities with financial remuneration.

116. Applicants for the position of **Associate Professor** shall be subject to the following additional priority indicators to have been met within the last five years:

116.1. involving students in applied research, experimental development and(or) art activities;

116.2. issuing a study publication (textbook, teaching aid, lecture notes, other study publications or parts thereof);

116.3. making presentations at international scientific conferences and(or) art events;

116.4. teaching at foreign institutions under an exchange programme or bilateral agreement;

116.5. carrying out applied science and(or) art activities with foreign partners;

116.6. participating in the development and(or) implementation of projects (other than scientific) financed by national/international funds/programmes;

116.7. carrying out consulting and educational activities;

116.8. participating in the assessment of study programmes or fields of study, higher education institutions and(or) other expert activities;

116.9. developing a study course (module) in one of the most widely used languages in the European Union (English, German, French) and(or) teaching international students;

116.10. developing competencies during internships, courses, and exchange programmes;

116.11. other.

117. The competition for the position of **Associate Professor** is open to an **established artist** engaged in art activities who has fulfilled the following minimum requirements within the last five years:

117.1. at least a Master's degree or equivalent higher education qualification;

117.2. at least 3-year practical experience in the field taught and(or) 3-year experience of teaching in a higher education institution;

117.3. being able to communicate at Level B2 and above in at least one of the languages most widely spoken in the European Union (English, German, French), with a preference for English.

117.4. having fulfilled at least 3 of the following requirements:

117.4.1. held a personal exhibition or created a work of performing art;

117.4.2. organised and(or) curated an exhibition abroad;

117.4.3. significantly promoted personal creations (applied arts, performing arts, art research) in Lithuania and abroad;

117.4.4. created works of art that have been acquired by a Lithuanian or foreign museum or gallery;

117.4.5. created a complex visual style or complex design of objects for a Lithuanian or foreign client(s);

117.4.6. carried out art activities and published the results in peer-reviewed publications, book chapters, academic reviews, publications, cultural and(or) professional periodic, continuous and(or) single publications;

117.4.7. organised demonstrations of cultural monuments, works of art, museum and archival collections;

117.4.8. participated in expert or professional art and culture organisations (being members) or engaged in expert and other art activities (chairing or being a member of the organising or programme committee of an international or national art event).

118. The competition for the position of **Assistant Professor** is open to **a scientist or a doctor of arts** with the compulsory competencies of **a recognized researcher** who has fulfilled the following minimum requirements within the last five years:

118.1. at least 3-year practical experience related to the field of teaching and(or) 3-year experience of teaching in a higher education institution (except for those with a pedagogical qualification);

118.2. ability to communicate at Level B2 or above in at least one of the languages most widely spoken in the European Union (English, German, French), with a preference for English;

118.3. fulfilment of at least 2 of the following requirements:

118.3.1. *a scientific monograph, study, fundamental and(or) novel theoretical paper, published by an internationally recognised publishing house or a part thereof in a publishing house;*

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118.3.2. at least 3 publications, including at least 1 publication of an international level (Clarivate Analytics and(or) Scopus) and 2 publications in journals included in international databases; in the field of humanities, at least 2 scientific articles in journals included in international databases;

118.3.3. leading and(or) participation in at least 1 national and(or) international research and(or) art activity programme project (including students' research projects), and(or) carrying out R&D and(or) art activities contracted by economic entities with financial reward.

119. Applicants for the position of **Assistant Professor** shall be subject to the following additional priority indicators to have been met within the last five years:

119.1. involving students in applied research, experimental development and(or) art activities;

119.2. issuing a study publication (textbook, teaching aid, lecture notes, other study publications or parts thereof);

119.3. making presentations at international scientific conferences and(or) art events;

119.4. teaching at foreign institutions under an exchange programme or bilateral agreement;

119.5. carrying out applied science and(or) art activities with foreign partners;

119.6. participating in the development and(or) implementation of projects (other than scientific) financed by national/international funds/programmes;

119.7. carrying out consulting and educational activities;

119.8. participating in the assessment of study programmes or fields of study, higher education institutions and(or) other expert activities;

119.9. developing a study course (module) in one of the most widely used languages in the European Union (English, German, French) and(or) teaching international students;

119.10. developing competencies during internships, courses, and exchange programmes;

119.11. other.

120. The competition for the position of **Assistant Professor** is open to **a recognised artist** engaged in art activities who has fulfilled the following minimum requirements within the last five years:

120.1. at least a Master's degree or equivalent higher education qualification;

120.2. at least 3-year practical experience in the field taught and(or) 3-year experience of teaching in a higher education institution (except for those with a pedagogical qualification);

120.3. being able to communicate at Level B2 and above in at least one of the languages most widely spoken in the European Union (English, German, French), with a preference for English.

120.4. having fulfilled at least 2 of the following requirements:

120.4.1. held a personal exhibition or created a work of performing art;

120.4.2. presented personal artworks at an exhibition abroad;

120.4.3. significantly promoted personal creations (applied arts, performing arts, art research) in Lithuania and abroad;

120.4.4. created works of art that have been acquired by a Lithuanian or foreign museum or gallery;

120.4.5. created a complex visual style or complex design of objects for a Lithuanian or foreign client(s);

120.4.6. participated in and(or) curated an international exhibition in Lithuania;

120.4.7. carried out art activities and published the results in peer-reviewed publications, book chapters, academic reviews, publications, cultural and(or) professional periodic, continuous and(or) single publications;

120.4.8. organised demonstrations of cultural monuments, works of art, museum and archival collections;

120.4.9. participated in expert or professional art and culture organisations (being members) or engaged in expert and other art activities (chairing or being a member of the organising or programme committee of an international or national art event).

121. The competition for the position of **Senior Lecturer** is open to **a Doctor of Science (Arts)** who has fulfilled the following minimum requirements within the last five years:

121.1. at least 3-year practical experience in the field taught and(or) 3-year experience of teaching in a higher education institution (except for those with a pedagogical qualification);

121.2. ability to communicate at Level B2 or above in at least one of the languages most widely spoken in the European Union (English, German, French), with a preference for English;

121.3. at least 2 research articles published in journals of at least peer-reviewed level.

122. Applicants for the position of **Senior Lecturer** shall be subject to the following additional priority indicators to have been met within the last five years:

122.1. involving students in applied research, experimental development and(or) art activities;

122.2. issuing a study publication (textbook, teaching aid, lecture notes, other study publications or parts thereof);

122.3. giving presentations at international scientific conferences and(or) art events;

122.4. teaching at foreign institutions under an exchange programme or bilateral agreement;

122.5. carrying out applied science and(or) art activities with foreign partners;

122.6. participating in the development and(or) implementation of projects financed by national/international funds/programmes;

122.7. carrying out consulting and educational activities;

122.8. participating in the evaluation of study programmes or fields of study, higher education institutions and(or) other expert activities;

122.9. developing a study course (module) in one of the most widely used languages in the European Union (English, German, French) and(or) teaching international students;

- 122.10. developing competencies during internships, courses, and exchange programmes;
- 122.11. other.

123. The competition for the position of **Senior Lecturer** is open to a **recognised artist** engaged in art activities who has fulfilled the following minimum requirements within the last five years:

- 123.1. at least a Master's degree or equivalent higher education qualification;
- 123.2. at least 3-year practical experience in the field taught and(or) 3-year experience of teaching in a higher education institution;
- 123.3. being able to communicate at Level B2 and above in at least one of the languages most widely spoken in the European Union (English, German, French), with a preference for English.
- 123.4. having fulfilled at least 2 of the following requirements:
 - 123.4.1. held a personal exhibition and(or) curated an exhibition;
 - 123.4.2. held and(or) curated an art festival;
 - 123.4.3. staged a performance;
 - 123.4.4. created an installation, organised an event of performance art;
 - 123.4.5. significantly promoted personal creations (applied arts, performing arts, art research) in Lithuania and abroad;
 - 123.4.6. organised demonstrations of cultural monuments, works of art, museum and archival collections;
 - 123.4.7. participated in expert or professional art and culture organisations (being members) or engaged in expert and other art activities (chairing or being a member of the organising or programme committee of an international or national art event).

124. The competition for the position of **Lecturer** is open to a holder of at least a Master's degree or equivalent higher education qualification who has fulfilled the following minimum requirements within the last five years:

- 124.1. at least 3-year practical experience in the field taught and(or) 3-year experience of teaching in a higher education institution (except for those with a pedagogical qualification);
- 124.2. ability to communicate at Level B2 or above in at least one of the languages most widely spoken in the European Union (English, German, French), with a preference for English.

125. Applicants for the position of **Lecturer** shall be subject to the following additional priority indicators to have been met within the last five years:

- 125.1. issuing a study publication (textbook, teaching aid, lecture notes, other study publications or parts thereof);
- 125.2. publishing a research article in a peer-reviewed publication and(or) conducting contractual applied research, participating in experimental development and(or) art activities;
- 125.3. giving presentations at international scientific conferences and(or) art events;
- 125.4. involving students in applied research, experimental development and(or) art activities;
- 125.5. teaching at foreign institutions under an exchange programme or bilateral agreement;
- 125.6. carrying out applied science and(or) art activities with foreign partners;
- 125.7. participating in the development and(or) implementation of projects financed by national/international funds/programmes;
- 125.8. carrying out consulting and educational activities;
- 125.9. participating in the assessment of study programmes or fields of study, higher education institutions and(or) other expert activities;
- 125.10. developing a study course (module) in one of the most widely used languages in the European Union (English, German, French) and(or) teaching international students;
- 125.11. developing competencies during internships, courses, and exchange programmes;
- 125.12. other.

CHAPTER VI

QUALIFICATION REQUIREMENTS FOR ACADEMIC STAFF MEMBERS OVER A 5-YEAR PERIOD

126. **Associate professor** (excluding an established artist) shall be certified if, within a 5-year period:

126.1. led a team of R&D researchers or otherwise demonstrated leadership in organising research;

126.2. published at least 3 scientific articles in Clarivate Analytics and(or) Scopus databases, at least one of which with a citation index; in the field of humanities, at least 3 scientific articles in the journals included in international databases (considering the author's contribution), and(or) produced 1 scientific work (a monograph, a part of a monograph, or a scientific study of at least 2 quires, published by an international scientific publishing house);

126.3. made at least 3 presentations at international scientific conferences;

126.4. developed, supervised, and(or) participated in at least 3 international research projects financed by foundations/programmes (excluding students' research projects);

126.5. carried out expert activities or provided expert opinions on developments in public and(or) private sectors;

126.6. participated in national and international networks of applied research and(or) art activities;

126.7. was a member of associations and(or) unions of professional and(or) business enterprises and(or) public sector and(or) cultural institutions, or otherwise developed cooperative links;

126.8. was a member of the editorial board of at least 1 scientific journal or conference proceedings included in international databases;

126.9. disseminated the results of their applied research, experimental development and(or) art activities to the professional community and the general public;

126.10. was involved in the development of applied research, publishing and(or) academic ethics and the culture of open science within and(or) outside the institution;

126.11. developed teaching/learning, research, subject-specific and general competencies and skills, and transferred the knowledge acquired to other environments and areas of applied research where it could be applied or used (at least 60 hours per term of office);

127. At least 2 of the following qualification requirements must have been met:

127.1. carried out contractual R&D and(or) art activities with financial remuneration (of at least EUR 3,000);

127.2. taught Lithuanian and(or) international students and involved students in applied science activities, consulted them and(or) supervised the preparation of students' final theses (based on the action plan);

127.3. transferred and disseminated good practice and applied innovations in the field of the course/module taught;

127.4. at least twice taught at a foreign institution(s) within the framework of an exchange programme or bilateral agreement;

127.5. carried out methodological activities (at least 160 hours per term of office).

128. **Associate professor (established artist)** shall be certified if, within a 5-year period:

128.1. completed at least 1 artwork (applied art, performing art, art research) abroad or in Lithuania or created a complex visual style or complex design of objects for an international or Lithuanian client or published at least 2 scientific articles in the field of fine arts (V 000) or at least 3 scientific articles in the journals included in international databases (considering author's contribution) or produced 1 scientific work (monograph, part of a monograph or a scientific study of at least 2 quires, published in an international scientific publishing house);

128.2. held at least 2 demonstrations of cultural monuments, works of art, museum and archival collections, of which at least 1 was international, or made at least 2 presentations at international scientific conferences;

128.3. prepared, supervised and(or) participated in at least 1 international scientific and(or) art project financed by national/international funds/programmes;

128.4. developed teaching/learning, research, subject-specific and general competencies and skills and transferred the knowledge acquired to other settings where it could be applied or used (at least 60 hours per term of office).

129. At least 2 of the following qualifications must have been met:

129.1. carried out contractual art activities with financial remuneration (of at least EUR 3,000);

129.2. taught Lithuanian and(or) international students and involved students in applied art activities, consulted them and(or) supervised the preparation of students' final theses (based on the activity plan);

129.3. transferred and disseminated good practice and applied innovations in the field of the course/module taught;

129.4. at least twice taught at a foreign institution(s) within the framework of an exchange programme or bilateral agreement;

129.5. carried out methodological activities (at least 160 hours per term of office).

130. **Assistant professor** (excluding a recognised artist) shall be certified if, within a 5-year period:

130.1. carried out applied research by participating in research teams and consulting with other researchers;

130.2. published at least 2 scientific articles in Clarivate Analytics and(or) Scopus databases, at least 1 scientific article in a journal included in international databases; in the field of humanities, at least 2 scientific articles in the journals included in international databases (considering the author's contribution) and(or) produced 1 scientific work (a monograph, a part of a monograph, or a scientific study of at least 2 quires, published by an international scientific publishing house);

130.3. made at least 3 presentations at international scientific conferences;

130.4. participated in thematic networks of R&D and(or) art activities and(or) scientific and art societies, reviewer and(or) expert groups;

130.5. was involved in the development of applied research, publishing and(or) academic ethics and the culture of open science within and(or) outside the institution

130.6. disseminated the results of their applied research, experimental development and(or) art activities to the professional community and the general public;

130.7. developed teaching, research, subject-specific and general competencies and skills (at least 80 hours per term of office);

130.8. developed, supervised and(or) participated in at least 2 international research projects financed by foundations/programmes.

131. At least 2 of the following qualification requirements must have been met:

131.1. carried out contractual R&D and(or) art activities with financial remuneration (for at least EUR 1,500);

131.2. taught Lithuanian and(or) international students and involved students in applied scientific activities, consulted them and(or) supervised the preparation of students' final theses (based on the action plan);

131.3. at least twice taught at a foreign institution(s) within the framework of an exchange programme or bilateral agreement;

131.4. carried out methodological activities (at least 180 hours per term of office).

132. **Assistant professor (a recognised artist)** shall be certified if, within a 5-year period:

132.1. completed at least 1 artwork (applied art, performing art, art research) abroad or in Lithuania or created a complex visual style or complex design of objects for an international or Lithuanian client or published at least 1 scientific article in the field of fine arts (V 000) or at least 2 scientific articles in the journals included in international databases (considering author's contribution) or 1 article in Clarivate Analytics and(or) Scopus databases and 1 in the journals included in international databases or produced a scientific work (monograph, part of a monograph or a scientific study of at least 2 quires, published in an international scientific publishing house);

132.2. held at least 2 demonstrations of cultural monuments, works of art, museum and archival collections, of which at least 1 was international, or made at least 3 presentations at international scientific conferences;

132.3. participated in thematic networks of R&D and(or) art activities and(or) scientific and art societies, reviewer and(or) expert groups;

132.4. was involved in the development of applied research, publishing and(or) academic ethics and the culture of open science within and(or) outside the institution;

132.5. disseminated the results of their applied research, experimental development and(or) art activities to the professional community and the general public;

132.6. developed teaching/learning, research, subject-specific and general competencies (at least 80 hours per term of office).

132.7. prepared, supervised and(or) participated in at least 1 international art project financed by national/international funds/programmes;

133. At least 2 of the following qualifications must have been met:

133.1. carried out contractual art activities with financial remuneration (of at least EUR 1,500);

133.2. taught Lithuanian and(or) international students and involved students in applied art activities, consulted them and(or) supervised the preparation of students' final theses (based on the activity plan);

133.3. at least twice taught at a foreign institution(s) within the framework of an exchange programme or bilateral agreement;

133.4. carried out methodological activities (at least 180 hours per term of office).

134. **Senior Lecturer** (excluding a recognised artist) shall be certified if, within a 5-year period:

134.1. taught Lithuanian and(or) international students and involved students in applied science and(or) art activities, consulted them, and(or) supervised the preparation of students' final theses;

134.2. at least 3 times taught at a foreign institution(s) within the framework of an exchange programme or bilateral agreement;

134.3. transferred and disseminated good practice and applied innovations in the field of the course/module taught;

134.4. improved the courses/modules taught and, where necessary, developed new courses/modules (based on the action plan);

134.5. carried out methodological activities (at least 260 hours per term of office);

134.6. developed teaching/learning, research, subject-specific and general competencies (at least 120 hours per term of office);

134.7. carried out R&D and(or) art activities and published the results of these activities in at least 2 publications in scientific journals of at least peer-reviewed level and presented the results at scientific/art events.

134.8. met at least 2 of the following qualification requirements:

134.8.1. made at least 2 presentations at national and(or) international scientific conferences;

134.8.2. initiated, developed, and(or) participated in international/national/regional projects (at least 1 application prepared independently or in a group);

134.8.3. organised scientific and(or) art, study events (at least 2 events);

134.8.4. developed and implemented non-formal education programmes (based on the action plan);

134.8.5. carried out consultancy activities and participated in educational activities (at least 100 hours);

134.8.6. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

135. **Senior Lecturer (a recognised artist)** shall be certified if, within a 5-year period:

135.1. taught Lithuanian and(or) international students and involved students in applied science and(or) art activities, consulted them, and(or) supervised the preparation of students' final theses;

135.2. at least 3 times taught at a foreign institution(s) within the framework of an exchange programme or bilateral agreement;

135.3. held at least 2 demonstrations of cultural monuments, works of art, museum and archival collections, of which at least 1 was international, or made at least 2 presentations at international scientific conferences;

135.4. transferred and disseminated good practice and applied innovations in the field of the course/module taught;

134.5. improved the courses/modules taught and, where necessary, developed new courses/modules (based on the action plan);

135.6. carried out methodological activities (at least 260 hours per term of office);

135.7. developed teaching/learning, research, subject-specific and general competencies (at least 120 hours per term of office);

135.8. met at least 2 of the following qualification requirements:

135.8.1. organised scientific and(or) art, study events (at least 2 events);

135.8.2. developed and implemented non-formal education programmes (based on the action plan);

135.8.3. carried out consultancy activities and participated in educational activities (at least 100 hours);

135.8.4. developed, supervised and(or) participated in at least 1 international art project financed by national/international funds/programmes.

135.8.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

136. **Lecturer** shall be certified if, within a 5-year period:

136.1. taught Lithuanian and(or) international students, consulted them, and(or) supervised the preparation of students' final theses;

136.2. at least 3 times taught at a foreign institution(s) within the framework of an exchange programme or bilateral agreement;

136.3. improved the courses/modules taught and, where necessary, developed new courses/modules (based on the action plan);

136.4. carried out methodological activities (at least 260 hours per term of office);

136.5. developed teaching/learning, research, subject-specific and general competencies (at least 100 hours per term of office);

136.6. met at least 2 of the following qualification requirements:

136.6.1. initiated, developed, and(or) participated in international/national/regional projects (at least 1 application prepared independently or in a group);

136.6.2. transferred and disseminated good practice and applied innovations in the field of the course/module taught (recorded in the self-assessment report);

136.6.3. organised study, scientific, and(or) art events (at least 2 events);

136.6.4. implemented non-formal education programmes (based on the action plan);

136.6.5. participated in consultancy and educational activities;

136.6.6. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

CHAPTER VII

SUBMITTING AND HANDLING APPEALS

137. The applicants and the academic staff members being assessed and certified who believe that the KK Competition Board, the Faculty Competition Board or the Certification Board may have committed procedural infringements while performing their functions shall have the right to submit an appeal to the KK Director within 3 working days from the day of being informed about the results of the competition, assessment, or certification following the procedure set out in the Description.

138. Within 5 working days from the date of receiving an appeal, the Director shall establish and approve the composition of the Board of Appeal, appoint the secretary of the Board and set the date of the sitting. The sitting of the Board of Appeal must be called no later than 5 working days after the date of composing the Board.

139. The Board of Appeal shall be composed of 5 members: 1 member shall be delegated by the KK Academic Council; 2 members shall be external practitioners in the relevant field; 1 member shall be an external researcher in the relevant field; and 1 member shall be a representative of the KK administration. The Board shall elect the Chairperson of the Board by consensus.

140. In case the appeal is related to a possible procedural infringement, a representative of the KK Labour Council or the employees' Trade Union shall be invited to attend the sitting as an observer. By decision of the Board of Appeals, the administrative staff of the KK academic divisions and the Chairpersons of the KK or Faculty Competition Board(s) or Certification Board(s) may be invited to the sitting to provide a substantive opinion. They shall have no voting rights. The persons referred to in this paragraph participating in the sitting of the Board of Appeal shall be required to sign a confidentiality statement.

141. The procedure of the Board of Appeal:

141.1. the sitting shall be valid if at least three members of the Board are present;

141.2. the proceedings of the Board of Appeal shall be documented in minutes;

141.3. the Board of Appeal shall review the documents submitted, assess the arguments put forward in the appeal, and state the fact of procedural infringement or its absence thereof;

141.4. if a procedural infringement is stated, the Board of Appeals shall assess whether the infringement found may have affected the outcome of the competition, performance assessment or certification. Provided it is concluded that the procedural infringement did not affect the outcome of the competition, performance assessment or certification, the Director shall be notified that the appeal is considered to be justified, but it does not change the outcome of the competition, performance assessment or certification.

141.5. provided it is concluded that the procedural infringement may have affected the outcome of the competition, performance assessment or certification, the Director shall be advised to consider the appeal justified and refer the resolution of the competition, performance assessment or certification back to the Board whose decision is being appealed for review.

142. The appeals concerning possible procedural infringements must be handled no later than within 15 working days from the date of receiving the appeal; if necessary, the time limit may be extended by a maximum of 10 working days by the decision of the Board handling the appeal. The Director and the Human Resources Unit shall be informed of the final decision made. The Human Resources Unit shall inform the appellant of the outcome of the appeal.

CHAPTER VIII FINAL PROVISIONS

143. The Description shall be approved, amended and declared invalid by a resolution of the Academic Council.

144. The Regulation shall enter into force on the day following its publication in the KK internal information system.

145. The KK Director shall have the right to cancel the announced competition for an academic position by a reasoned decision no later than seven working days before the date of the sitting of the Competition Board. The cancellation of the competition shall be communicated immediately by email to the applicants who wish to participate in the competition and have submitted

documents to the Human Resources Unit. The cancellation shall also be announced on the websites of Kauno kolegija and the Research Council of Lithuania. It is forbidden to change the conditions of the competition after it has been publicly announced following the procedure laid down in this Description.

145. Annexes to the Schedule:

146.1. Annex 1. Qualification requirements for the academic staff certified in 2019-2020

146.2. Annex 2. Qualification requirements for the academic staff certified in 2021-2022

ANNEX 1

of the Description of the procedure for organising competitions for academic positions, certifying and assessing the performance of the academic staff, and establishing qualification and certification requirements

QUALIFICATION REQUIREMENTS FOR THE ACADEMIC STAFF CERTIFIED IN 2019-2020

1. Associate Professor (excluding an artist) shall be certified if, within the term of office:

1.1. taught Lithuanian and(or) international students and involved students in applied research activities;

1.2. issued a study publication (textbook, teaching aid, lecture notes, other study materials or part thereof) and developed or updated an e-learning course(s);

1.3. published at least 3 scientific articles (at least 2 of which in the journals included in international databases) or 1 scientific work (a monograph, part of a monograph, or a scientific study of at least 2 quires);

1.4. developed subject-specific and(or) teaching and(or) research competencies at least 100 hours;

1.5. met at least 3 of the following qualification requirements:

1.5.1. at least twice taught at a foreign institution(s) under an exchange programme or bilateral agreement;

1.5.2. carried out contractual activities with financial remuneration;

1.5.3. made at least 2 presentations at international scientific conferences;

1.5.4. initiated and developed at least 1 project financed by national/international funds/programmes and(or) was the project development team leader or institutional coordinator (in the case of an international project);

1.5.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

2. It is **recommended for Associate Professor (excluding an artist)** to carry out other activities (that do not replace the compulsory activities):

2.1. certify a course/module following the procedure established by KK;

2.2. prepare a course/module in a foreign language and teach it to students;

2.3. carry out applied scientific activities in cooperation with international partners;

2.4. carry out expert, consultancy, and educational activities;

2.5. participate in developing a self-assessment report of the field of study and(or) a new study programme;

2.6. organise scientific and(or) study events.

3. **Associate Professor (an artist)** shall be certified if, within the term of office:

3.1. taught Lithuanian and(or) international students and involved students in applied art activities;

3.2. issued a study publication (textbook, teaching aid, lecture notes, other study publication or part thereof) and developed or updated an e-learning course(s);

3.3. completed at least 1 work of fine arts (sculpture, stained glass, fresco, etc.) abroad or in Lithuania or created a complex visual style or a complex design of objects for an international or Lithuanian client or published at least 2 scientific articles in the field of fine arts (V 000);

3.4. developed subject-specific and(or) teaching and(or) research competencies at least 60 hours;

3.5. met at least 3 of the following qualification requirements:

3.5.1. at least twice taught at a foreign institution(s) under an exchange programme or bilateral agreement;

3.5.2. carried out contractual activities with financial remuneration;

3.5.3. prepared at least 2 demonstrations of cultural monuments, works of art, museum and archival collections, at least 1 of which is international;

3.5.4. initiated and developed at least 1 project financed by national/international funds/programmes and(or) was the project development team leader or institutional coordinator (in the case of an international project);

3.5.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

4. It is **recommended for Associate Professor (an established artist)** to carry out other activities (that do not replace the compulsory activities):

4.1. certify a course/module following the procedure established by KK;

4.2. prepare a course/module in a foreign language and teach it to students;

4.3. carry out applied scientific activities in cooperation with international partners;

4.4. carry out expert, consultancy, and educational activities;

4.5. develop a self-assessment report of the field of study and(or) a new study programme;

4.6. organise art, scientific and(or) study events.

5. Lecturer (excluding an artist) shall be certified if, within the term of office:

5.1. taught Lithuanian and(or) foreign students and(or) supervised the preparation of students' final theses;

5.2. issued a study publication (textbook, teaching aid, lecture notes, other study materials or part thereof) and developed or updated an e-learning course(s);

5.3. made at least 2 presentations at a practical, methodological or scientific conference, a seminar, of which at least 1 is an international event, or produced a publication in a specialised journal;

5.4. developed subject-specific and(or) teaching and(or) research competencies at least 60 hours;

5.5. met at least 3 of the following qualification requirements:

5.5.1. at least twice taught at a foreign institution(s) under an exchange programme or bilateral agreement;

5.5.2. carried out contractual activities with financial remuneration;

5.5.3. published at least 2 research articles in peer-reviewed scientific publications and have co-authored at least 1 article or report with the student(s);

5.5.4. initiated and developed at least 1 project financed by national/international funds/programmes and(or) was a member of at least 1 project development and(or) implementation team and(or) carried out project activities;

5.5.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

6. It is **recommended for Lecturer (excluding an artist)** to carry out other activities (that do not replace the compulsory activities):

6.1. certify a course/module following the procedure established by KK;

6.2. prepare a course/module in a foreign language and teach it to students;

6.3. carry out applied scientific activities in cooperation with international partners;

6.4. carry out expert, consultancy, and educational activities;

6.5. participate in developing a self-assessment report of the field of study and(or) a new study programme;

6.6. organise art, scientific and(or) study events.

7. Lecturer (an artist) shall be certified if, within the term of office:

7.1. taught Lithuanian and(or) foreign students and(or) supervised the preparation of students' final theses;

7.2. issued a study publication (textbook, teaching aid, lecture notes, other study materials or part thereof) and developed or updated an e-learning course(s);

7.3. made at least 2 presentations at a practical, methodological or scientific conference, a seminar, of which at least 1 is an international event, or produced a publication in a specialised journal;

7.4. developed subject-specific and(or) teaching and(or) research competencies at least 60 hours;

7.5. met at least 3 of the following qualification requirements:

7.5.1. at least twice taught at a foreign institution(s) under an exchange programme or bilateral agreement;

7.5.2. carried out a contractual activity with financial remuneration;

7.5.3. published at least 2 scientific articles in the field of fine arts (V 000) or prepared at least 2 demonstrations of cultural monuments, works of art, museum and archival collections, at least 1 of which international;

7.5.4. initiated and developed at least 1 project financed by national/international funds/programmes and(or) was a member of at least 1 project development and(or) implementation team and(or) carried out project activities;

7.5.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

8. It is **recommended for Lecturer (an artist)** to carry out other activities (that do not replace the compulsory activities):

8.1. certify a course/module following the procedure established by KK;

8.2. prepare a course/module in a foreign language and teach it to students;

8.3. carry out applied scientific activities in cooperation with international partners;

8.4. carry out expert, consultancy, and educational activities;

8.5. participate in developing a self-assessment report of the field of study and(or) a new study programme;

8.6. organise art, scientific and(or) study events.

ANNEX 2

of the Description of the procedure for organising competitions for academic positions, certifying and assessing the performance of the academic staff, and establishing qualification and certification requirements

QUALIFICATION REQUIREMENTS FOR THE ACADEMIC STAFF CERTIFIED IN 2021-2022

1. Associate Professor (excluding an artist) shall be certified if, within the term of office:

1.1. taught Lithuanian and(or) international students and involved students in applied research activities;

1.2. prepared and approved a study resource (interactive or any other teaching aid, textbook or study book with the author's contributions of at least 2 quires);

1.3. published at least 3 scientific articles in reviewed publications in international databases or 1 scientific article in Clarivate Analytics and(or) Scopus databases or produced a scientific work (monograph, part of a monograph or a scientific study of at least 2 quires, published in an international scientific publishing house);

1.4. made at least 2 presentations at international scientific conferences;

1.5. developed subject-specific (excluding internships) and(or) teaching and(or) research competencies at least 60 hours;

1.6. met at least 3 of the following qualification requirements:

1.6.1. at least twice taught at a foreign institution(s) under an exchange programme or bilateral agreement;

1.6.2. initiated, developed, and implemented with international partners an intensive programme/project/module providing short-term outgoing and(or) incoming physical and(or) virtual mobility of students;

1.6.3. carried out contractual R&D activities with financial remuneration (of at least EUR 3,000);

1.6.4. initiated and developed at least 1 project financed by national/international funds/programmes and(or) was the project development team leader or institutional coordinator (in the case of an international project);

1.6.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

2. It is **recommended for Associate Professor (excluding an artist)** to carry out other activities (that do not replace the compulsory activities):

2.1. prepare a course/module for certification following the procedure established by KK;

2.2. prepare a higher-level-assessed class in the Virtual Learning Environment for distance learning of a course/module;

2.3. prepare a course/module in a foreign language and teach it to students;

2.4. carry out applied scientific activities in cooperation with international partners;

2.4. carry out expert, consultancy, and educational activities;

2.5. participate while developing a self-assessment report of the field of study and(or) a new study programme;

2.6. organise scientific and(or) study events.

3. **Associate Professor (an established artist or Doctor of Arts)** shall be certified if, within the term of office:

3.1. taught Lithuanian and(or) international students and involved students in applied art activities;

3.2. prepared and approved a study resource (interactive or any other teaching aid, textbook or study book with the author's contributions of at least 2 quires);

3.3. completed at least 1 work of fine arts (sculpture, stained glass, fresco, etc.) abroad or in Lithuania or created a complex visual style or a complex design of objects for an international or Lithuanian client or published at least 1 scientific article in the field of fine arts (V 000) or published at least 3 scientific articles in reviewed publications in international databases or 1 scientific article in Clarivate Analytics and(or) Scopus databases or produced 1 scientific work (monograph, part of a monograph or a scientific study of at least 2 quires, published in an international scientific publishing house);

3.4. prepared at least 2 demonstrations of cultural monuments, works of art, museum and archival collections, at least 1 of which international, or made at least 2 presentations at international scientific conferences;

3.5. developed subject-specific (excluding internships) and(or) teaching and(or) research competencies at least 60 hours;

3.6. met at least 3 of the following qualification requirements:

3.6.1. at least twice taught at a foreign institution(s) under an exchange programme or bilateral agreement;

3.6.2. initiated, developed, and implemented with international partners an intensive programme/project/module providing short-term outgoing and(or) incoming physical and(or) virtual mobility of students;

3.6.3. carried out contractual R&D and(or) art activities with financial remuneration (of at least EUR 3,000);

3.6.4. initiated and developed at least 1 project financed by national/international funds/programmes and(or) was the project development team leader or institutional coordinator (in the case of an international project);

3.6.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

4. It is **recommended for Associate Professor (an established artist or Doctor of Arts)** to carry out other activities (that do not replace the compulsory activities):

4.1. prepare a course/module for certification following the procedure established by KK;

4.2. prepare a higher-level-assessed class in the Virtual Learning Environment for distance learning of a course/module;

4.3. prepare a course/module in a foreign language and teach it to students;

4.4. carry out applied scientific activities in cooperation with international partners;

4.5. carry out expert, consultancy, and educational activities;

4.6. participate while developing a self-assessment report of the field of study and(or) a new study programme;

4.7. organise art, scientific and(or) study events.

5. Lecturer (excluding an artist) shall be certified if, within the term of office:

5.1. taught Lithuanian and(or) foreign students and(or) supervised the preparation of students' final theses;

5.2. prepared and approved a study resource (interactive or any other teaching aid, textbook or study book with the author's contributions of at least 2 quires);

5.3. published at least 2 scientific articles in peer-reviewed scientific journals or 1 higher-level article and(or) carried out contractual R&D activities with financial remuneration (of at least EUR 1,500);

5.4. developed subject-specific (excluding internships) and(or) teaching and(or) research competencies at least 60 hours;

5.5. met at least 3 of the following qualification requirements:

5.5.1. at least twice taught at foreign institution(s) under an exchange programme or bilateral agreement;

5.5.2. initiated, developed, and implemented with international partners an intensive programme/project/module providing short-term outgoing and(or) incoming physical and(or) virtual mobility of students;

5.5.3. made at least 1 presentation at an international scientific conference or 2 presentations with stakeholders at scientific-practical conferences;

5.5.4. initiated and developed at least 1 project financed by national/international funds/programmes and(or) was a member of at least 1 project development and(or) implementation team and(or) carried out project activities;

5.5.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

6. It is **recommended for Lecturer (excluding an artist)** to carry out other activities (that do not replace the compulsory activities):

6.1. prepare a course/module for certification following the procedure established by KK;

6.2. prepare a higher-level-assessed class in the Virtual Learning Environment for distance learning of a course/module;

6.3. prepare a course/module in a foreign language and teach it to students;

6.4. involve students in applied scientific research;

6.5. carry out applied scientific activities in cooperation with international partners;

6.6. publish an article in a specialised publication;

6.7. carry out expert, consultancy, and educational activities;

6.8. participate while developing a self-assessment report of the field of study and(or) a new study programme;

6.9. organise art, scientific and(or) study events.

7. **Lecturer (an artist) shall be certified if, within the term of office:**

7.1. taught Lithuanian and(or) foreign students and(or) supervised the preparation of students' final theses;

7.2. prepared and approved a study resource (interactive or any other teaching aid, textbook or study book with the author's contributions of at least 2 quires);

7.3. published at least 2 scientific articles in the field of fine arts (V 000) and(or) prepared at least 2 demonstrations of cultural monuments, works of art, museum and archival collections, at least 1 of which with a student(s) and(or) carried out contractual R&D activities with financial remuneration (of at least EUR 1,500);

7.4. developed subject-specific (excluding internships) and(or) teaching and(or) research competencies at least 60 hours;

7.5. met at least 3 of the following qualification requirements:

7.5.1. at least twice taught at a foreign institution(s) under an exchange programme or bilateral agreement;

7.5.2. initiated, developed, and implemented with international partners an intensive programme/project/module providing short-term outgoing and(or) incoming physical and(or) virtual mobility of students;

7.5.3. made at least 1 presentation at an international scientific conference or 2 presentations with stakeholders at scientific-practical conferences;

7.5.4. initiated and developed at least 1 project financed by national/international funds/programmes and(or) was a member of at least 1 project development and(or) implementation team and(or) carried out project activities;

7.5.5. updated practical work experience considering the content of the courses/modules taught for at least 160 hours in internship(s) in an enterprise, institution, organisation (for the persons working in the institutions of the relevant profile, this requirement is credited).

8. It is **recommended for Lecturer (an artist)** to carry out other activities (that do not replace the compulsory activities):

8.1. prepare a course/module for certification following the procedure established by KK;

- 8.2. prepare a higher-level-assessed class in the Virtual Learning Environment for distance learning of a course/module;
 - 8.3. prepare a course/module in a foreign language and teach it to students;
 - 8.4. carry out applied science and(or) art activities in cooperation with international partners;
 - 8.5. involve students in applied science and(or) art activities;
 - 8.6. publish an article in a specialised publication;
 - 8.7. carry out expert, consultancy, and educational activities;
 - 8.8. participate while developing a self-assessment report of the field of study and(or) a new study programme;
 - 8.9. organise art, scientific and(or) study events.
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