

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHMELNYTSKYI NATIONAL UNIVERSITY

APPROVED BY:
Rector _____ Serhii MATYUKH
_____ 2022

PROCEDURE
For holding a competitive selection for filling vacant
positions of scientific and pedagogical employees of the
Khmelnyskyi National University

Adopted by decision of the Academic Council
Khmelnyskyi National University
As of May 26, 2022
Minutes No. 17

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1. GENERAL TERMS

1.1. This "Procedure for Competitive Selection for the Filling of Vacant Positions of Scientific and Pedagogical Employees of the Khmelnytskyi National University (hereinafter referred to as the Procedure) is developed in accordance with:

- the Law of Ukraine "On Higher Education";
- the Law of Ukraine "On Education";
- Statute of the University;
- the order of the Ministry of Education and Science of Ukraine dated October 5, 2015 No. 1005 "On approval of the Recommendations on competitive selection for filling vacant positions of scientific and pedagogical workers and concluding employment contracts with them" with changes and additions;
- Resolution of the Cabinet of Ministers of Ukraine dated December 30, 2015 No. 1187 "On Approval of Licensing Conditions for Conducting Educational Activities" with changes and additions;
- Provisions on the Academic Council of the Khmelnytskyi National University;
- Provisions on the Academic Council of the Faculty of Khmelnytskyi National University;
- Job instructions for scientific and pedagogical employees.

The procedure is introduced to implement part 11 and part 12 of article 55 of the Law of Ukraine "On Higher Education" and determines the procedure for filling the positions of scientific and pedagogical employees, the procedure for competitive selection and selection when filling vacant positions of scientific and pedagogical workers of Khmelnytskyi National University (hereinafter - University) and the procedure for concluding labor contracts, including contracts with scientific and pedagogical employees of the University.

1.2. This Procedure is approved by the Academic Council of the University in accordance with Part 11 of Article 55 of the Law of Ukraine "On Higher Education".

1.3. The list of the main positions of scientific and pedagogical employees of higher educational institutions is determined in accordance with Part 1 of Article 55 of the Law of Ukraine "On Higher Education".

1.4. This Procedure does not determine the procedure for competitive selection when replacing the position of rector of the University, which takes place in accordance with Article 42 of the Law of Ukraine "On Higher Education", "Methodical recommendations on the peculiarities of the electoral system and the procedure for electing the head of a higher educational institution", approved by

the Resolution of the Cabinet of Ministers of Ukraine dated 05.12.2014 No. 726 "Some issues of implementation of Article 42 of the Law of Ukraine "On Higher Education" and in accordance with the Statute of the University.

1.5. The replacement of positions of scientific and pedagogical employees, for which a competition is not announced, is carried out as follows:

1.5.1. The rector of the University selects a candidate for the post of vice-rector, whose activities are directly related to the educational or scientific process, and, upon agreement with the student self-government body (Article 40 of the Law of Ukraine "On Higher Education"), concludes a contract with the selected candidate for a term of up to 5 years specifying the target indicators to be achieved by a person in the position of vice-rector.

1.5.2. When appointing the dean of the faculty, the rector proposes to the public self-government body of the faculty a candidate for the position of dean of the faculty and, with the consent of the majority out of the full composition of the labor collective of the faculty meeting (or staff conference) (Article 43 of the Law of Ukraine "On Higher Education"), appoints the dean of the faculty for a term up to five years and concludes a contract with the selected candidate specifying the target indicators to be achieved by a person in the position of dean. If the person for the position of dean was not supported by the public self-government body of the faculty, the rector appoints the acting dean of the faculty until the appointment of the dean of the faculty is implemented in accordance with the established procedure.

1.5.3. When appointing a deputy dean of a faculty, whose activity is directly related to the educational or scientific process, the rector, taking into account the proposals of the dean of the faculty, selects a candidate for the position of deputy dean of the faculty and, in agreement with the body of student self-government of the faculty (Article 40 of the Law of Ukraine "On higher education"), concludes a contract with the selected candidate for a period of one year with target indicators to be achieved by a person in the position of deputy dean of the faculty.

2. COMPETITION RULES FOR THE SUBSTITUTION OF THE POSITIONS OF SCIENTIFIC AND TEACHING EMPLOYEES

2.1. In the process of filling vacant positions of scientific and pedagogical employees of the University, the conclusion of an employment contract is preceded by a competitive selection, which is defined by Part 11 of Article 55 of the Law of Ukraine "On Higher Education".

The procedure determines the process of competitive selection when filling vacant positions, the process of selection for vacant positions and the conclusion of

employment contracts with the following scientific and pedagogical employees of the University:

- 1) the director of the library;
- 2) heads of departments;
- 3) professors;
- 4) associate professors;
- 5) senior lecturers;
- 6) lecturers;
- 7) head of postgraduate and doctoral studies.

2.2. Competitive selection is conducted on the basis of: openness, publicity, legality, equality of rights of applicants, independence, impartiality and validity of decisions, unbiased attitude towards candidates for the positions of scientific and pedagogical employees.

2.3. The competition for filling the positions of scientific and pedagogical employees is held for vacant positions.

2.4. The position is considered vacant after the dismissal of a scientific and pedagogical employee on the grounds provided by the current legislation of Ukraine, as well as when a new position is introduced to the staff list of the University. The competition for such a position is announced no later than two months after the position becomes vacant.

2.5. The competition is also announced for positions that will be vacant from the day after the end of the employment contract of the persons who held these positions. The competition for such positions is announced no later than 3 months before the expiration of the employment contract with the indication in the competition announcement "vacant from " ____ " _____ 20__." At the same time, some positions may be removed from the staff list of departments for the next academic year, and some may remain in it partially.

According to the decision of the Academic Council of the University and the rector's order, the competition may be postponed to another time, but no later than the terms specified in clause 2.4.

2.6. In this Procedure, the expression "vacant positions" will be used in relation to all positions of scientific and pedagogical employees for which a competition is announced.

2.7. In some cases, when it is impossible to ensure the educational process with available full-time employees, vacant positions of scientific and pedagogical employees may be replaced by part-time employees under an employment contract.

2.8. The division or unification of structural subdivisions is not a basis for announcing a competition and conducting early elections of scientific and pedagogical employees, except for the head of this subdivision.

2.9. According to the part 6 of Article 60 of the Law of Ukraine "On Higher Education", the positions of scientific-pedagogical employees who undergo the professional development or a job-off internship may be replaced by other persons for this period without holding a competition in accordance with the procedure determined by the current legislation of Ukraine.

2.10. Positions of scientific and pedagogical employees who are temporarily released (due to leave because of the pregnancy and childbirth, maternity leave to take care of a child until the age of three years old, or six years of age (if according to a medical prescription the child needs home care), creative leave (sabbatical)) are replaced without conducting a competition in the manner determined by the current legislation of Ukraine.

2.11. For employees called up for military service in accordance with the current legislation of Ukraine, the place of work and position are preserved. Such positions are not considered vacant and are replaced without holding a competition in the manner determined by the current legislation of Ukraine.

2.12. If, during the academic year, the competition was not held or was recognized as not valid, the employment continues with employees hired before filling the position under the competition, until the second competition is held, but no later than by the end of the current academic year.

2.13. If there are legal grounds, the competition may be canceled in whole or in part, postponed to another time, the conditions of its holding may be changed by order of the rector of the University.

3. APPLICANTS FOR THE POSITIONS OF SCIENTIFIC AND TEACHING EMPLOYEES

3.1. According to Part 9 of Article 55 of the Law of Ukraine "On Higher Education", the positions of scientific and pedagogical employees may be held by persons with a scientific degree or academic title, as well as persons with a master's degree (specialist).

3.2. An applicant for the position of head of the department must have a scientific degree and/or an academic (honorary) title in accordance with the profile of the department.

3.3. An applicant for the position of dean of the faculty must have a scientific degree and/or an academic title in accordance with the profile of the faculty.

According to Part 5 of Article 43 of the Law of Ukraine "On Higher Education", the same person cannot be the head of a University faculty for more than 10 years.

Also, in paragraph 21 of the final and transitional provisions of the Law of Ukraine "On Higher Education" dated 05.02.2021, it is stated that persons who, on the day of entry into force of the Law of Ukraine "On Vocational Pre-Higher Education", have been working in the positions of head of the faculty for at least five years, have the right to continue working in this position for no more than five years.

In accordance with Part 6 of Article 35 of the Law of Ukraine "On Higher Education", the head of the department may not hold office for more than two terms.

The duration of a person's tenure as a faculty head is calculated in years, and for heads of departments - in terms. The term of office of the head of the department is 5 years (Part 6 of Article 35 of the Law of Ukraine "On Higher Education"). For persons who prematurely terminated their contracts in the positions of heads of faculties or heads of departments, partial stay in the corresponding positions is calculated in the full of one term.

A change in the name of the faculty or the name of the department, in the case of a change in the profile of a unit (faculty, department) or its reorganization, does not affect the length of stay of a person in the position of head of a faculty or head of a department in a higher education institution established by the Law of Ukraine "On Higher Education" (Article 35 of the Law of Ukraine " On Higher Education ").

3.4. According to Part 13 of Article 55 of the Law of Ukraine "On Higher Education", a person in a higher education institution cannot simultaneously hold two or more positions that involve the performance of administrative and management functions.

3.5. To participate in the competition for the filling of vacant positions of the scientific and pedagogical employees, persons who, in the last 5 years, have undergone advanced training according to the profile of the department in the amount of at least six ECTS credits (180 hours or three months), including the accumulation system (except for persons applying for position of the scientific and pedagogical employees for the first time).

3.6. Applicants for filling vacant positions of the scientific and pedagogical employees must have the following skills: typing and editing text documents; search and processing of information on the Internet, use of e-mail services, organization of video conferences (for persons applying for the position of the scientific and pedagogical employees for the first time), information support of the

educational process using distance learning technologies (in particular, Moodle), use of corporate group work services, including services of electronic e-mail (Google Gmail or Microsoft Outlook) and video conference services (Zoom, Google Meet or Microsoft Teams) (for persons with experience in scientific and pedagogical work).

3.7. It is allowed to participate in the competition to fill the vacant position of a professor for an applicant who:

3.7.1 has a scientific degree of doctor of sciences or the academic title of professor and experience of scientific and pedagogical work of at least 5 years, which corresponds to the profile of the educational components of the department;

3.7.2 over the last 5 years, has published a textbook / study guide recommended by the scientific and methodological council of a higher education institution or a monograph recommended by the scientific council of a higher education institution or scientific institution or is the author (co-author) of an electronic educational and methodological complex (distance electronic course) of an academic discipline, which was used in the educational process of the University during the last 5 years;

3.7.3 over the last 5 years, published at least 8 articles (according to the profile of the department) in professional publications of Ukraine and/or other countries, of which at least 2 articles in periodicals indexed by international scientometric databases Scopus or Web of Science, and which are not translations from other languages. A monograph indexed by these scientometric databases is equivalent to two articles in periodicals indexed by international scientometric databases Scopus or Web of Science. Each patent for an invention obtained during the last 5 years, which has passed a qualification examination and is directly related to the scientific directions of the department, is equated to two articles in professional publications of Ukraine;

3.7.4 over the last 5 years, managed the implementation (was a paid employee) of a state/contract research work or was the head/coordinator or participant of an international or national (regional) grant or conducted research within the scope of a grant carried out by another foreign or domestic institution , or submitted at least 2 applications for receiving international or national (regional) collective grants, or in the last 5 years was a scientific supervisor (consultant) of the student who was awarded a scientific degree or supervised students (at least 3) who took a prize place at the II stage All-Ukrainian Student Olympiad (All-Ukrainian Contest of Student Scientific Works);

3.7.5 ensures compliance with at least four subsections of Clause 38 of the Licensing Conditions for Conducting Educational Activities.

3.8. It is allowed to participate in the competition to fill the vacant position of an associate professor for an applicant who:

3.8.1 has a scientific degree or scientific title and experience in scientific and pedagogical work of at least 3 years, which corresponds to the profile of the educational components of the department;

3.8.2 over the last 5 years, has published a textbook/study guide recommended by the scientific and methodological council of a higher education institution, or a monograph recommended by the scientific council of a higher education institution or scientific institution, or is the author (co-author) of an electronic educational and methodological complex (distance electronic course) of the academic discipline used in the educational process of the University during the last 5 years;

3.8.3 over the last 5 years, published at least 5 articles (in accordance with the profile of the department) in specialized publications of Ukraine and/or other countries, of which at least 1 in periodicals indexed by international scientometric databases Scopus or Web of Science, and which are not translations from other languages. A monograph indexed by these scientometric databases is equivalent to two articles in periodicals indexed by international scientometric databases Scopus or Web of Science. Each patent for an invention obtained during the last 5 years, which has passed a qualification examination and is directly related to the scientific areas of the department, is equated to two articles in professional publications of Ukraine;

3.8.4 participated (paid employment) in the implementation of state / contract research work or an international or national (regional) grant or conducted research within the scope of a grant implemented by another foreign or domestic institution or in the preparation of at least 2 applications for receiving international collective grants or was the scientific supervisor (consultant) of the student who was awarded a scientific degree or participated in the attestation of scientific personnel as an official opponent or a member of at least three one-time specialized scientific councils or the availability of approbation and/or popular science and/or advisory (advisory), and/or scientific and expert publications on scientific or professional topics with a total number of at least five publications, or supervision of a student who won a prize at the II stage of the All-Ukrainian Student Olympiad (All-Ukrainian Student Research Competition), or work as part of the organizational committee/the jury of the All-Ukrainian Student Olympiad (All-Ukrainian Contest of Student Scientific Papers), or the supervision of a constantly active student scientific circle/problem group; supervision of a student who became a prize-winner or laureate of International, All-Ukrainian art competitions, festivals and projects, work as part of the organizational committee

or as part of the jury of international, All-Ukrainian art competitions, other cultural and artistic projects (to ensure the implementation of educational activities at the third (educational and creative) levels); supervision of the winner, who became a prize-winner or laureate of international art contests, festivals, assigned to the European or Global Association of art contests, festivals, work as part of the organizational committee or as part of the jury of the specified art contests, festivals); guidance of a student who participated in the Olympic and Paralympic Games, the World and All-Ukrainian Universiade, the World Championship, Europe, the European Games, the stages of the World and European Cups, the championship of Ukraine;

3.8.5 ensures compliance with at least four subsections of Clause 38 of the Licensing Conditions for Conducting Educational Activities.

3.9. It is allowed to participate in the competition to fill the vacant position of a senior lecturer for an applicant who:

3.9.1 has a master's degree that corresponds to the profile of the department's educational components (higher education at the educational and qualification level of a specialist (full higher education degree) is equivalent to higher education with a master's degree);

3.9.2 is the author (co-author) of an electronic educational and methodological complex (distance electronic course) of the educational discipline, which is used in the educational process for the last 5 years (except for persons who participate in the competition to fill the vacant position of the scientific and pedagogical employees at the University for the first time);

3.9.3 published at least 3 articles (according to the profile of the department) in professional publications of Ukraine and/or other countries in the last 5 years;

3.9.4 ensures compliance with at least four subsections of Clause 38 of the Licensing Conditions for Conducting Educational Activities.

3.10. It is allowed to participate in the competition to fill the vacant position of a lecturer/assistant for an applicant who has:

3.10.1 master's degree, which corresponds to the profile of the department's educational components (higher education at the educational and qualification level of a specialist (full higher education degree) is equivalent to higher education with a master's degree);

3.10.2 scientific works (publications) according to the department profile;

3.10.3 ensures compliance with at least four subsections of Clause 38 of the Licensing Conditions for Conducting Educational Activities.

3.11. When determining achievements in the professional activity of a scientific and pedagogical employee, achievements at previous places of work may be taken into account, the five-year period may be extended during a break in work

for objective reasons (social leave, academic leave, conscription/mobilization for military service or military contract service, long-term disability, etc.).

3.12. The requirement in achievements in professional activity does not apply to scientific and pedagogical employees with less than three years of scientific and pedagogical work experience, employees who have the status of a combat veteran, as well as to practitioners who work in the positions of scientific and pedagogical employees under conditions of co-operation in the amount of 0.25 or less, or 150 study hours per academic year.

3.13. For the graduating departments in which specialists are trained in artistic specialties in the field of knowledge "02 Culture and Art", instead of scientific publications in scientific publications included in the list of scientific specialized publications of Ukraine, scientific and pedagogical employees of artistic specialties may be credited with the following published achievements: literary works, translations of literary works, paintings, decorative arts, architecture works, architectural projects, sculptural, graphic and photographic works, design works, musical works, audio and video works, broadcast media shows, media works, stage productions, concert programs (solo and ensemble) film works, animated works, arranging works, advertising works.

4. COMPETITIVE SELECTION PROCEDURE

4.1. To organize a competition for the replacement of positions of scientific and pedagogical employees, following the order of the rector of the University, the university and faculty competition commissions are formed consisting of representatives of the rector's office, the HR department, the department of licensing, accreditation, monitoring of the educational process and issuing documents on higher education, a lawyer, a representative of the trade union committee of University employees, the Student Council of the University, and representatives of faculties.

After the deadline for accepting documents, the competition committee, at a meeting held in accordance with the regulations that are part of this Procedure (Annex A), checks documents' compliance with the requirements of the announced competition and transfers these documents to the relevant structural divisions of the University for further consideration of candidacies.

4.2. The Rector of the University announces a competition to fill vacant positions and positions that will be vacant from a certain date, and a corresponding order is issued. An order of the rector of the University is issued to change the requirements of the competition or cancel it.

Scientific and pedagogical employees whose employment contract expires receive a written notification from the Human Resources Department of the University about the expiration of the employment contract and dismissal from their position and the possibility of participating in a new competition no later than three months before its expiration.

If a scientific-pedagogical employee has not passed the competitive selection for a new term before the end of the term of the employment contract, the person is dismissed from the position at the University.

Hiring of the scientific and pedagogical employees for vacant positions, according to clause 2.4, is carried out by order of the rector of the University based on the decision of the academic council of the faculty (University Academic Council) from the day after carrying out of the competitive selection.

According to clause 2.5, hiring scientific and pedagogical employees in vacant positions is carried out by order of the rector of the University on the basis of the decision of the academic council of the faculty (University Academic Council) from the day the position is declared vacant.

The competitive selection procedure for the position, which will be vacant from a certain date, takes place until the end of the employment contract with the person who held the position. On the day following the day of the expiration of the employment contract with the scientific and pedagogical employee who was in the position, the rector of the University issues an order on employment for the position of the scientific and pedagogical employee who met the conditions of competitive selection and was selected for this position by secret ballot at a meeting of the Academic Council of the University (academic council of the faculty).

The decision of the Academic Council of the University (the Academic Council of the Faculty) to elect a scientific and pedagogical employee to a position that will be vacant from a certain date is the basis for issuing such an order.

4.3. Announcement (order) on opening the competition, terms and requirements of its conduct, announcements on the cancellation of the competition or changes to its requirements must be posted on the official website of the University.

4.4. An applicant for the position of a scientific and pedagogical employee submits to the HR department of the University the following documents:

- a hand written declaration about participation in the competition;
- a personal checklist for personnel registration and an autobiography written personally (for unauthorized persons);
- copies of diplomas of completed higher education, scientific degrees, academic titles certified in accordance with the requirements of the current

legislation of Ukraine (by the HR department of the institution where the applicant works, or notarized) (for unauthorized persons);

– compliance with the requirements specified in clauses 3.7-3.10 (depending on the position for which the applicant is applying (according to the form given in Annex B));

- documents that confirm the professional development undertakings during the last 5 years (certified copies of diplomas, certificates, certifications, other documents provided for by the current legislation of Ukraine, certified in accordance with the current legislation of Ukraine). The decision on the internship of a scientific and pedagogical employee must be included in the order of the University.

4.5. The deadline for submission of documents for the competition lasts one month from the day of the announcement of the competition.

4.6. To a person who submitted an application and does not meet the requirements of the announced competition, and therefore is not allowed to participate in it, within 3 working days from the moment of establishing the non-compliance of such a person with the requirements of the announced competition, the University sends a registered letter about the rejection to be considered in the competitive selection to the postal and electronic addresses of the applicant, indicated in personnel registration sheet or in the application for participation in the competition.

Rejection to accept an application for participation in the competition is also submitted in case of violation of the deadlines for submission of documents.

4.7. Within 5 working days after the decision of the competitive commission on the admission of applicants to the competition, the rector of the University issues an order on the admission of scientific and pedagogical employees to participate in the competitive selection.

4.8. It is forbidden to give the applicant an unmotivated rejection to participate in the competition and to demand information and documents not prescribed by the current legislation of Ukraine and this Procedure.

4.9. The competition for filling vacant positions of scientific and pedagogical employees must be held within two months (not including the vacation period) after the end of accepting applications for the competition.

4.10. After the deadline for submitting documents, a preliminary discussion of applicants for the positions of scientific and pedagogical employees is held:

- for applicants for the position of library director - at the meeting of the library's labor collective.

– for applicants for the position of head of the department:

- at meetings of scientific and pedagogical staff of the department (meetings of the department);

- at meetings of the faculty's labor collective;

- at the meeting of the academic council of the faculty.

- for applicants for the position of professor, associate professor, senior lecturer, lecturer - at meetings of scientific and pedagogical staff of the department (meetings of the department).

- for applicants for the position of head of postgraduate and doctoral studies - at a meeting of the Scientific and Technical Council of the University.

4.11. The candidacy of each applicant is discussed in his/her presence (or with the written consent of the applicant to discuss his/her candidacy in his/her absence).

If the applicant, who was informed about the date and time of the meeting, failed to appear at the meeting and did not warn about the absence in advance, then the discussion of such a candidacy is not held, and the chairman brings the information from the submitted documents to the attention of the collective, the applicant's candidacy is entered in the secret ballot.

To an applicant who is not a lecturer of the department, the department can offer to hold trial lectures and practical classes in the presence of scientific and pedagogical employees of the department.

The meetings of the department (meetings of scientific and pedagogical employees), at which candidates for the position of the head of the department are discussed, are held by the dean of the faculty.

The meeting (conference) of the faculty's labor collective is presided over by an elected representative of the faculty's labor collective.

4.12. The result of the preliminary discussion is a conclusion about the applicant's professional and personal qualities, which are approved by secret ballot at the department meeting. At the meeting of the department regarding the nominations of the head of the department, professor, associate professor, senior lecturer, lecturer, proposals (recommendations) regarding election for the position are approved by secret ballot, which are submitted in the form of an extract from the minutes of the department meeting.

4.12.1. Conclusions about the professional and personal qualities of applicants for vacant positions must reflect:

- information on the availability of higher education, the level of a scientific degree and academic title (corresponding to the educational components of the department);

- a brief description of the report (for University lecturers) on educational, methodical (including the provision of courses in a modular environment and

distance courses), scientific, organizational and educational work over the last 5 years, and if the work experience is less than 5 years, for all previous years of work; results of the rating assessment of the lecturer's work;

- information on professional development during the last 5 years;

- information on compliance with the set number of items on the list of the Licensing Requirements;

- information about some personal qualities (for University lecturers);

- the results of secret ballot on the approval of conclusions.

Note. Separate written conclusions of the meeting participants (in written form) may be added to the approved conclusions for consideration by the competition commission.

4.12.2. In the conclusions, a brief description of the prospects of the department's development is submitted to the information about the candidates for the position of the head of the department, and for the working head of the department - also a description of his/her educational and organizational work for the previous term.

4.12.3. In the conclusions, a summary of the library's development program is submitted to the information about the applicant for the position of library director, and for the current director - also a description of his scientific and organizational activities in previous years.

4.13. Specifics of the secret ballot procedure during the preliminary discussion of candidates' contenders:

- if several applicants apply for one position, all candidates are included in the secret ballot, and the ballot is considered valid if one or no candidate for this position is supported.

- if the competition is announced for several identical positions in the department (for example, for three positions of associate professor), then all candidacies are entered in the ballot, and the ballot is considered valid if no more candidacies are supported than there are positions (for example, for 3 positions 3 candidates can be supported, as well as 2 candidates, 1 candidate, no candidate; in other cases, the ballot is considered invalid).

4.14. The Scientific and Technical Council of the University prepares conclusions on candidates for the position of head of postgraduate and doctoral studies.

4.15. The next stage is the transfer of conclusions for the consideration of the competitive commissions of the faculties, where the recommendations are accepted by open voting with the drawing up of the minutes of the meeting. A meeting of the commission is considered valid if at least 2/3 of its members are present.

Applicants who have submitted an application for participation in the competition may be invited to the commission meeting.

The competition committee of the faculty can:

- provide a recommendation for the election of an applicant for a position (if he has significant advantages over other competitors; if he is the only applicant, he must fully meet the requirements for the position);
- provide a recommendation for the applicant's participation in the competition (if there are no significant advantages between the applicants, but basically all of them meet the requirements for the position);
- not to recommend an applicant for election to a position (with a motivation statement).

A negative conclusion based on the results of the preliminary discussion and/or in the recommendations of the competition committee is not a reason for the refusal of the applicant to consider his candidacy by the Academic Council of the University (the Academic Council of the Faculty).

4.16. The Academic Council of the University makes the final decision regarding the selection by competition for the positions of heads of departments, library director, head of postgraduate and doctoral studies. Decisions regarding the selection of professors, associate professors, senior lecturers, lecturers of departments by competition are made by academic councils of faculties of the University.

4.17. Before voting at the meeting of the Academic Council of the University (the Academic Council of the Faculty) regarding each candidacy of an applicant for the position of scientific and pedagogical employee, the following is announced:

- for the election of the director of the library - conclusions of meetings of the library's labor collective, proposals of the University's competitive commission;
- for the election of the head of the department - conclusions and proposals of meetings of scientific and pedagogical employees of the department, proposals of the faculty's labor collective, proposals of the academic council of the faculty, proposals of the University's competition commission;
- for the election of professors, associate professors, senior lecturers, lecturers - conclusions and proposals of meetings of scientific and pedagogical employees of the department, proposals of the faculty's competitive commission;
- for the election of the head of postgraduate and doctoral studies - conclusions of the Scientific and Technical Council of the University, proposals of the University's competitive commission.

The surnames of all applicants for the corresponding position (occupation of the corresponding positions - in cases where 3 or more candidates apply for 2 or

more identical positions) of a scientific and pedagogical employee(s) are entered in one ballot for secret voting. Each member of the Academic Council of the University (the Academic Council of the Faculty) has the right to vote for only one of the candidates for each vacant position of a scientific and pedagogical employee (or to vote for no more candidates than there are positions for which they are elected, in cases where 3 or more candidates apply for 2 or more positions). In the case of other voting options, the ballots are considered invalid. The decision of the Academic Council of the University (academic council of the faculty) upon election for positions by competition is made by secret ballot and is considered valid if at least 2/3 of the members of the Academic Council of the University (academic council of the faculty) participated in the vote. When holding a competition for one position (provided that more than one applicant participates in it), the applicant who received the most votes among all applicants and more than 50% of the votes of the members of the Academic Council of the University (the Academic Council of the Faculty) who participated in the voting is considered elected.

If, during a contest in which two or more applicants for one position participated, the winner is not identified (he won no more than 50% of the votes of the members of the Academic Council present), a second vote is held - for the two candidates who received the highest number of votes at the same meeting Academic council.

If no application was submitted during the competition to fill a vacant position, or no applicant was admitted to the competition, or none of the applicants (including one applicant) received more than half of the votes of the members of the Academic Council present, or the winner of the competition was not identified based on the results of repeated voting, or the results of the competition were not put into effect (approved) by a reasoned decision of the head of the higher educational institution, the competition is considered not to have taken place and is announced again within one month.

It should be noted that when the number of applicants is greater than the number of announced positions (for example, four applicants for two positions), a situation may arise that more than half of the votes will be received by applicants whose number exceeds the number of announced positions (for example, three applicants for two positions); then the winners are determined by the majority of votes received. If the votes are equally divided, then a second vote is held; if the winner is not identified again, the contest is considered not to have taken place and is announced again within one month.

Also, if the number of applicants is greater than the number of announced positions, a situation may arise when no applicant has received more than half of

the votes. Then a re-voting is held in compliance with the principle of competitiveness, namely: at least one person more than the number of announced positions is included in the ballot, considering the number of votes received in the previous voting. If after the first round of voting there is a vacant position(s), then the ballot for repeated voting is formed also in compliance with the principle of competitiveness.

4.18. In case of procedural violations during the voting, the rector of the University cancels the decision of the Academic Council of the University (the Academic Council of the Faculty) and offers to hold its second meeting.

4.19. After the completion of the selection procedure, the full package of documents of the scientific and pedagogical employee selected for the position is transferred to the personnel department of the University for further drawing up of the contract. Ballots for secret voting are stored in the materials of the Academic Council of the University (the Academic Council of the Faculty) during the period determined by the current legislation of Ukraine.

5. CONCLUSION OF EMPLOYMENT AGREEMENT (CONTRACT)

5.1. According to Part 3 of Article 55 of the Law of Ukraine "On Education", scientific and pedagogical employees are hired by concluding an employment contract, including a contract that is the basis for appointment to a position.

5.2. The rector of the University concludes a contract for a period of 5 years with persons elected to the position of library director, department head.

5.3. With other scientific and pedagogical employees selected by competition, the term of the employment contract is established by agreement of the parties for a period of up to 5 years.

5.4. Upon creation of a new faculty, the rector of the University appoints the acting dean of this faculty for the period until the appointment of the dean in accordance with the established procedure.

5.5. Upon creation of a new department, the rector of the University appoints an acting head of the department for the period until the elections are held. This norm is also extended to cases when a new department is created by merging two or more departments of the University or dividing an already existing department into two or more structural divisions.

6. FINAL PROVISIONS

6.1. When the election for a vacant position is carried out prior to the enrollment of students for the bachelor's and master's educational levels with the condition of filling in the position from September 1, the staff list of the department may be adjusted for the new academic year, taking into account the

actual workload; shares in the hours can be revised for all teachers of the department, including newly elected ones. Revision of the share in the hours is approved at the department meeting by secret ballot.

6.2. The order of actions and changes to this Procedure are approved by the Academic Council of the University.