



**UNIVERSITETI OF GJAKOVA
"FEHMI AGANI"**

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Based on competencies determined by article 153, section 8 and article 161, section 1, of Provisional Statute of the University of Gjakova, in accordance with legal provisions of Law on High Education Nr.04/L-037, Labor Law Nr. 03/L-212, Medical Law Nr. 04/L-125, Administrative Instruction Nr.371, dt. 19.10.2017 on regulation of procedures on vacancies in public sector and Administrative Instruction Nr. 01/2018 on Principles of Recognition of International Platforms and Magazines with Review and Administrative Instruction for Completion and Precision (Annex -I- MEST) 7/2018 on Principles of Recognition of International Platforms and Magazines with Review, University of Gjakova Senate, on meeting held on 06.12.2019, approved:

REGULATION

ON

**SELECTION PROCEDURES FOR APPOINTMENT, REAPPOINTMENT AND
PROMOTION OF ACADEMIC STAFF IN UNIVERSITY OF GJAKOVA
"FEHMI AGANI"**

Article 1

Aim

1. This regulation is intended for regulating and determining selection procedures and the process of appointment, reappointment and promotion of academic staff with a title of full-time professor, associated professor, assistant professor, assistant and lector in all departments
2. Issues that are not regulated expressly in the Status of University of Gjakova, related to assessment procedures for appointment, reappointment and promotion of academic staff are regulated in the following provisions of this Regulation.

Article 2

Academic staff

In accordance with article 151, section 2, of the Status, academic staff of University consists of : full-time professors, associated professors, assistant professors, university assistants, and lectors

Article 3

Criteria for appointment on academic call

1. Evaluation procedures for appointment on academic call relies on criteria that derives from following activities:

- (1) Educational activity - Appendix I;
 - (2) Research activity, scientific and professional - Appendix II;
 - (3) Serving activity- Appendix III.
2. For appointment of candidates on the corresponding call, the fulfillment of minimum criteria foreseen by the Status of University of Gjakova is required, respectively in the corresponding appendix of this regulation.
3. Appendixes I, II dhe III are a constitutive part of the Regulation.

Article 4
Appointment on the call of full time professor

1. In accordance with article 155 of the Provisional Statute of the University of Gjakova "Fehmi Agani", on the title of full time professor of the Faculty, the candidate must have these qualifications:
 - 1.1. PHd degree
 - 1.2. To show a high level of academic competence and scientific experience for the subject, which he/she proves with:
 - 1.2.1. To have a published monography, textbooks and at least 5(five) published papers in international scientific journals as author or correspondent, from which at least three must be published after appointment of his/her last call.
 - 1.2.3. Active participation in national and international conferences
 - 1.2.4. Long term experience on projects of basic and applicative research
 - 1.2.5. Skills for academic guidance, guidance of master and Phd thesis
2. Candidate can be considered as the first author or a correspondent of published papers in journals described in point 1.2.1. of this article, only if specified criteria in section A of appendix II of this regulation is fulfilled.

Article 5
Appointment on the call of associate professor

1. In accordance with article 156 of Provisional Status of University of Gjakova "Fehmi Agani", for the title of associate professor, the candidate must have these qualifications:
 - 1.1 Have a Phd degree;
 - 1.2 To have a published monography, textbooks and at least 5(five) published papers in international scientific journals as author or correspondent, from which at least three must be published after appointment of his/her last call.
 - 1.3 Active participation in national and international conferences, at least 1(one) per year
 - 1.4 Show teaching skills;
 - 1.5 To prove his/her work, knowledge and master the corresponding subject/s

2. The candidate can be considered as the first author or correspondent of papers published in scientific journals described in point 1.2. of this article only if he/she fulfills the criteria specified in section A of Appendix II of this regulation.

Article 6

Appointment on the call of assistant professor

1. In accordance with article 157 of Provisional Status of University of Gjakova “Fehmi Agani”, for the title of assistant professor, the candidate must have these qualifications:
 - 1.1. Have the Phd degree on science ;
 - 1.2. Have at least 1 (one) paper published in international scientific journals as first author or correspondent
 - 1.3. Attend at least 1 (one) national or international conference.
 - 1.4. Demonstrate teaching skills;
 - 1.5. Have at least three years of experience in the teaching process in higher education;
2. The appointment of the candidate in the Faculty of Medicine (in clinical subjects) is done taking into account the Law of Health, and he must prove that he has at least 3 years of professional experience in the corresponding field.
3. In preclinical subjects specialization is not necessary. If the candidate competing in preclinical subjects has a specialization, then the evaluation of that specialization is made by comparing it with the approximate specializations determined by the respective preclinical department and based on the level of adjustment to the requirements of the respective department.
4. Work experience in the spirit of point 1.4 is considered the experience that the candidate has acquired in the teaching process at one of the Higher Education Institutions.
5. The candidate may be considered as the first author or correspondent of the papers published in scientific journals in the spirit of point 1.2 of this article only if the criteria specified in paragraph A of Annex II of this regulation are fulfilled.

Article 7

Appointment on call of University Assistant

1. In accordance to Article 159 of the Provisional Statute of the University of Gjakova “Fehmi Agani”, for the title of University Assistant, the candidate must meet these conditions :
 - 1.1. To have successfully completed Master studies in the respective field, respectively, for the Faculty of Medicine to have completed the Faculty of Medicine (in the case of clinical subjects to have completed the specialization);

1.2. To be no older than 30 years old¹ (respectively not older than 35 years in the Faculty of Medicine)² when first appointed. Exceptionally, a candidate may be elected a university assistant up to the age of 40 if he holds a doctorate;

- 1.3. To have the average grade on bachelor and master studies not less than 8(eight)
- 1.4. To know English language proved with a valid certificate
- 1.5. To be registered in PHd studies in Univeristy on the occassion of reappointment
- 1.6. The candidate can be re elected not more than twice as university assistant.

Article 8

Appointment on the call of a lector

1. For the lector of foreign languages , the candidate must meet these conditions:
 - 1.1. To have successfully completed master studies on the chosen language
 - 1.2. To have perfect skills of the chosen language
 - 1.3. To have the average grade on bachelor and master studies not less than 8(eight)
2. Lectors on the other faculties, except in the native faculty, have all the rights and obligations to lecture.

Article 9

Duration of appointment and appoinment restrictions

1. All the appointments for the titles as well as the duration of employment is made in accordance with corresponding provisions of the Status of Univerity of Gjakova.
2. Promotion is not an automatic process, but it is competitive and praiseworthy for all positions
3. The first call that is gained at The University of Gjakova for the category of a teacher is for prof. Assistant , whereas during the process of promotion , overcoming of calls foreseen by the Ugjfa's Status is not allowed.
4. The gained call at UGJFA can be revoked only in the special cases based on the provisions of article 49 og UGJFA's Status.
5. University of Gjakova does not allow recruton/engagment of a candidate within one of the programs , if within the same program are full time employed or engaged close family members (in martial relationship, parent -child, sister-brother , sister-sister brother-brother)

¹ "Jo me i vjetër se 30 vjeç " konsiderohet periudha deri në ditën që kandidati mbush 30 vjeç.

² Jo me i vjetër se 35 vjeç " konsiderohet periudha deri në ditën që kandidati mbush 35 vjeç

6. Foreign citizens and persons without citizenship of Republic of Kosovo establish employment relations based on the Labour Law , under conditions and criteria determined by special law on employment of foreign citizenz and based on international conventions.

Article 10 **Vacation procedures**

1. Selection procedure on appointment , reappointment and advancement will be made in transparent way and by public vacation announcement of the corresponding position.
2. The call for application on appointment , reappointment and promotion is announced by the decision of Senate , after approval of Faculties.
3. Faculties may not apply for vacancies related to regular staff who have less than 12 months left until retirement, unless the accreditation of the respective program is at risk.
4. Staffl in full-time employment based on section 3 of this Article shall not be eligible to apply for a vacancy since by decision of the Rector, they contract is extended for the remaining period until retirement.
5. Staff selected for the positions referred to in section 3 of this Article shall be issued a valid employment contract after the retirement of the relevant regular staff in those positions.
6. Faculties must base their proposals on real needs and the sufficient number of hours a job must have in order that a candidate can be selected on the call of a teacher, assistant, or lecturer.
7. Proposals for new full-time positions may be considered if the faculty provides evidence that there is a fund of classes for that position:
 - For the position of teacher at least 50% of the full-time classes should be lectures from the obligatory subjects, and the rest of the classes lectures from the elective subjects;
 - For the position of assistant at least 50% of the full-time classes should be compulsory subject exercises, and the rest of the classes, elective subject exercises.
8. The Rector, on a well-reasoned basis, may decide to propose to the Senate the announcement of a vacancy for the appointment of academic staff, even if that position is not foreseen by the Faculty proposal.
9. The call for application must contain a reference to the relevant articles of the Statute University of Gjakova and this Regulation.
10. The call for application is announced on the University website. The duration of the call for application is fifteen (15) calendar days.
11. The employer in the public sector is obliged to send a copy of the announcement of the public call for application to the Employment Agency of the Republic of Kosovo (EARK).
12. Applicants must submit the required documents in hard and electronic copy.

13. The printed documentation must be submitted to the respective Faculty, and the electronic version to the official address of the University (punësimi.akademik@uni-gjk.org)

Article 11

Evaluation Committees

1. The Faculty is obliged to appoint an evaluation committee for each position announced in the call for application.
2. Within ten (10) days³ of the opening of the vacancy announcement, the Dean of the Faculty shall convene a meeting of the Faculty Council in which a decision is made to establish the evaluation committees and the appeals committee consisting of three (3) members.
3. The members of the faculty and the relevant departments as well as the members of the evaluation committees may not be members of the appeal committee.
4. The evaluation committee is proposed by the professors at the department / branch or program level and approved by the faculty council.
5. Evaluation committees are bodies of high professional, academic and ethical credibility.
6. Evaluation committees must have at least two (2) members from the narrow field of subjects for which the call for application has been announced.
7. The members of the evaluation committee should have higher academic calling or at least the same position as the candidate applied for.
8. The member of the evaluation committee with the highest academic call is automatically the chairman of the committee. In cases where more than one member of the commission has the highest calling, respectively when all the members of the commission have the same calling as the position for which the candidate has applied, the oldest member shall be the chairman, respectively the member designated by consensus.

9. In the absence of a sufficient number of professors as in sections 6 and 7 of this article, professors from other departments may be appointed as part of the evaluation committee, but in this case the chairman of the committee shall be from the professors of the department for which applications are being evaluated.

10. The members of the evaluation committee may also be from other universities in the country and abroad. In this case, at least one (1) committee member is internal - from the University of Gjakova. In cases when the evaluation committee has two (2) external members, the internal member is automatically the chairman of the committee.

11. In the absence of members in regular employment as in paragraphs 6.7 and 9, members of the evaluation committee may also be retired persons who have the necessary academic backgrounds in the relevant field and who have not reached the age of 70, with the exception of Emeritus professors who have a contract to teach at this age. .

12. In the case of justified reasons, the member of the commission may, within five (5) days after the establishment of the evaluation committee, declare in writing his withdrawal from the commission. In this case, the Dean of the Faculty within seven (7) days convenes the meeting of the Faculty Council and in case of resignation, requests from the Council to complete respectively to form another evaluation committee.

13. The faculty administration should provide all necessary documentation to the evaluation committee,

14. The chairman of the evaluation committee is obliged to call the other members of the committee and to draft the evaluation report.

15. The evaluation committee is obliged to submit the evaluation report to the candidates who have applied for the position within fifteen (15) days after the closing of the call for application.

16. The relevant Faculty Council has the right to change the composition of the evaluation committee, respectively to form a new committee if it is found that the committee has not respected the deadlines set forth in this regulation in relation to the evaluation report.

17. After changing the composition of the evaluation committee, the Faculty Council gives the committee another ten (10) additional days to draft and submit the report on the candidates presented in the call for application.

18. The Evaluation Committee is obliged, during its work, to comply with the provisions of the Law on Higher Education, the Statute of the University of Gjakova, this Regulation, the vacancy Conditions and other applicable laws and regulations.

19. The evaluation committee is obliged to give priority to candidates who meet the necessary criteria and who, on the basis of their overall evaluation of their scientific / artistic, professional and academic activity, are better than the other candidates. The Commission should justify the recommendation made in the spirit of this section.

20. The Evaluation Committee may decide to interview candidates (for the assistant) and especially where two or more candidates have similar achievements.

21. The report of the evaluation committee should make clear the proposal for the appointment, reappointment or promotion of the candidates in the required number of the vacancy and to distinguish it from the proposal for the candidates who have not been selected.

22. The Evaluation Committee is also obliged to write a report on candidates who meet the minimum requirements but who are not appointed. For candidates who do not meet the minimum requirements, it is sufficient to state the conditions that have not been met.

23. Upon drafting and signing of the report by all three (3) members, the chair of the evaluation committee is obliged to submit the report to the relevant Faculty Council.

24. If any member of the evaluation committee has a different opinion on the proposal for the appointment, reappointment or promotion of the candidate, that member is obliged to submit a "separate proposal" to the relevant Faculty Council. The assessments in the report are made in accordance with the criteria and requirements set out in the Statute and detailed in this Regulation. In such cases, the Faculty Council discusses both proposals and submits to the Rector the proposal that has been approved by the Council, including information on dissenting opinions. The Faculty Council reserves the right to reject both proposals, but may not approve both proposals for the same position.

25. In the report of the Faculty Council, the proposal for the appointment, reappointment or promotion of candidates in the number required by the vacancy must be made clear.

26. The members of the evaluation committee shall have legal, disciplinary and ethical responsibility for the authenticity of the data recorded in the evaluation report and for the recommendations they make under the code of ethics and other applicable legal provisions.

Article 12

Procedure after submission of the report by the Evaluation Committee

1. After submitting the report by the Evaluation Committee, the Faculty Council is obliged to consider the following meeting, not later than seven (7) days, report and ascertain the performance of the work in relation to the report of the evaluation committee.
2. The Council of the respective Faculty, after holding the meeting and ascertaining the status of the evaluation reports, within three (3) days, shall forward the evaluation reports in electronic version to the University Academic Affairs Office.
3. The Office of Academic Affairs of the University is obliged, within seven (7) days after receiving the evaluation reports from the Faculty Councils, to compile the bulletins and publish them on the University website.
4. The newsletters must remain published on the University web site for a period of fifteen (15) days from the date of publication.
5. If the Office for Academic Affairs, reveals that any of the reports submitted by the relevant Faculty Council are inaccurate with documentation, it should request the Pro-Rector for Learning to oblige the relevant Faculty to complete the documentation before it appears in the Bulletin.
6. During the phase of publishing the evaluation committee reports in the Bulletin, dissatisfied candidates have the right to file a complaint with the relevant Faculty Council.
7. Candidate complaints should be submitted to the administration of the Faculty concerned.
8. The Faculty Council is obliged, after the expiration of the Bulletin deadline, within ten (10) days, to evaluate the reports of the evaluation committees and to decide whether or not to approve those reports.
9. In reviewing the reports, the Faculty Council is also obliged to review the complaints committee's report on the complaints of the candidates, submitted at the stage of publication of the Bulletins, and to provide written responses to them.
10. The Faculty Council is obliged to submit the relevant decision and other details regarding the review of appeals to the University Academic Affairs Office within three (3) days after reviewing and approving the reports of the evaluation committees.
11. If the Office of Academic Affairs, reveals that there is any omission in the material submitted by the respective Faculties, is obliged to inform the Vice-Rector for Learning and the Vice-Rector for Learning to request from the Dean of the respective Faculty to complete the course.

13 Article

Review of Senate Faculty Council Proposal

1. Based Article 48 of the Statute of the UGFA, the Rector shall establish an Advisory Committee on the regularity of the procedures and proposals by the Faculties for the candidates presented in the Contest.
2. Within thirty (30) days of receipt of the proposals of the Faculty Council, the Academic Development Office shall prepare for the Senate statements of relevant proposals, including the Rector's proposal regarding the proposals of the Faculty Council.
3. The decision of the Senate regarding the proposals of the Faculty Councils shall be taken no later than twenty (20) days after the preparation of the statements by the Office for Academic Development.
4. If the Senate decides to reject the proposal of the Faculty Council, the case shall be referred back to the Faculty Council within three (3) days for reconsideration.
5. The Faculty Council is obliged within seven (7) days after the Senate's decision to review subjects for reevaluation, and submit the relevant decision within three (3) days to the Academic Affairs Office of the University.
6. If the Faculty Council submits the same decision even after review, the Senate submits the final decision within a deadline not longer than twenty (20) days after their submission..

Article 14

Decision , the appeal period and vacancie duration

1. Voting procedures in the Senate for Faculty Council proposals related to appointment, reappointment and advancement of academic staff is based on the Labour Regulation of Senate.
2. The member of academic staff that has positive evaluation from previous instances, but does not gain the necessary votes of members of Senate on promotion , is reappointed to the call he/she has.
3. The decision of the Senate, no later than fifteen (15) days after receipt of the decision, may be appealed to the Senate Appeals and Appeals Committee, which serves as the first and last instance of appeal to UGJFA..
4. The call for application on the appointment, reappointment or promotion of academic staff must be concluded by the relevant decisions of the UGJFA Senate for all places announced within a period not exceeding 175 (one hundred and seventy-five) days from the date of publication.
5. In special cases, prior to the Senate's proposal being submitted, at the request of the Rector, the entire procedure may be extended for a maximum of 30 days.

6. If the call for application is not carried out in whole or in part within the deadline set forth in section 4 of this Article, then the relevant unrealized places may be re-announced in the next call for application, as requested by the Faculty.

Article 15
Final provisions

1. Changes and amendments to this Regulation shall be made subject to the same approval procedure.
2. This regulation is enforced on the day of its approval by the Senate of University of Gjakova “Fehmi Agani”.

Chairman of Senate

Prof. Ass. Dr. Artan Nimani

Rector of UGJFA

Appendix I

FORM OF RESEARCH, SCIENTIFIC AND PROFESSIONAL ACTIVITY

A. The first author, correspondent author and papers published in international journals in the spirit of Articles 155, 156 and 157 of the UGFA Statute. In accordance with the Statute of UGFA, the work published in the international scientific journal may be used for the purpose of appointment, reappointment and promotion by the first author and the corresponding author.

A1. For the corresponding author of the work published in the international scientific journal, the following definitions apply:

- a) Corresponding author shall be considered the author who is identified as such in the published work;
- b) If more than one correspondent author is specified in the published work, the first author identified as such shall be considered as the corresponding author;
- c) If there are only two authors in the published work and the corresponding author is not specified, the second author is considered as the corresponding author.

A2. Based on the statute of UGJFA and other applicable legal acts, such as papers published in international scientific journals during the evaluation of the candidates presented in the call for application, are the papers published in the field of the candidate, in journals which are indexed on relevant academic bases, and categorized as follows:

A.2.I. Papers published in journals which are indexed in the following academic bases are rated 1:

1. Web of Science (<http://mjl.clarivate.com>)
2. Scopus (Elsevier) (<https://www.scopus.com>)
3. EBSCOhost (<https://www.ebscohost.com/academic>)
4. WorldCat (<http://www.worldcat.org>)
5. Directory of Open Access Journals (<http://www.doaj.org>)

A2.2. Papers published in journals which are indexed on the following academic bases are estimated at 0.85:

Pub Med (<http://www.ncbi.nlm.nih.gov/pubmed>)

JSTOR (<https://www.jstor.org/>)

A2.3. Papers published in journals indexed in the following academic bases are estimated at 0.70:

Institute of Education Sciences (<https://ies.ed.gov>)

CEEOL (<https://www.ceeol.com/>)

CrossRef (<https://www.crossref.org/>)

Wiley online Library (<https://onlinelibrary.wiley.com/>)

Scimago (<https://www.scimagojr.com/>)

Index Copernicus (<https://journals.indexcopernicus.com/>)

A.2.4. The papers published in the following journals are estimated at 0.55:

European Journal of Education Studies (<https://oapub.org/edu>)

Philological Studies, Institute of Linguistics and Literature, Tirana (<http://asa.edu.al>)

Anglisticum, Tetova (<https://www.anglisticum.org.mk>)

Research – (<http://www.ashak.org>)

Study (<http://www.ashak.org>)

Albanological studies (www.fhf.edu.al)

Albanological traces (<http://www.instituti.albanologjik.com>)

