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**INTERNATIONAL MANAGEMENT COLLEGE - " GLOBUS "**

**REGULATION FOR ACADEMIC CALL**

Prishtina, 2020

Contents

[Entry 2](#_Toc92468494)

[Purpose 3](#_Toc92468495)

[Staff Titles and Degrees 3](#_Toc92468496)

[Other holder 3](#_Toc92468497)

[Criteria for Appointment to Academic Call 4](#_Toc92468498)

[Criteria for Appointment of College Assistant 5](#_Toc92468499)

[Criteria for College Lecturer Appointment 5](#_Toc92468500)

[Criteria for Appointment Assistant Professor of the College 6](#_Toc92468501)

[Criteria for Appointment College Professor 6](#_Toc92468502)

[Engaged Academic Staff 6](#_Toc92468503)

[Competition Procedures 7](#_Toc92468504)

[Evaluation Commissions 7](#_Toc92468505)

[Procedures after Submission of the Report by the Evaluation Commission 8](#_Toc92468506)

[Issuance of Decisions 9](#_Toc92468507)

[Entry into Force 9](#_Toc92468508)

[ANNEX 10](#_Toc92468509)

# Entry

Based on the competencies defined by article xxx, paragraph xx of the Statute of the College of International Management - GLOBUS - Prishtina, in accordance with the provisions of the Law on Higher Education No. 04 / L-037, Labor Law no. 03 / L-212, and MEST Administrative Instruction No. 01/2018 on the principles of recognition of international platforms and peer-reviewed journals, GLOBUS College applies this regulation in order to advance and promote academic staff.

## Purpose

**Article 1**

1. This regulation aims to define the procedures and criteria for the selection, promotion and appointment of academic staff within GLOBUS College for the calling: Professor, Assistant Professor, Lecturer and Assistant and

2. Matters that are not regulated in detail within the Statute of GLOBUS College regarding the procedures and criteria for promotion, selection and appointment of academic staff, are regulated by this regulation..

## Staff Titles and Degrees

**Article 2**

1. Titles and ranks of staff, criteria for appointments and reappointments and other related matters are specified in the statute of each provider of higher education.

2. They must be open to review by the KAA and be in accordance with the legislation in force on employment in the Republic of Kosovo.

3. Universities and university colleges may assign the following titles to the academic staff:

3.1 Full Professor;

3.2 Associate Professor;

3.3 Assistant Professor; AND

3.4 University Assistant.

4. The criteria for each title will include at least one Master's and Doctorate degree in the nominee's field of study. In addition, full professors, associate professors, and assistant professors should be able to demonstrate a successful background in teaching, research, and professional or artistic practice that will be evaluated by at least three reviewers with at least one title. higher than the candidate's current call for promotion; and

5. Full professors, associate professors and assistant professors must have completed a doctorate and have a successful background in publishing in international peer-reviewed journals. Full professors should also be able to demonstrate successful academic leadership through curriculum design, pedagogical innovation, research and publication for at least eight (8) years.

## Other holder

**Article 3**

1. Other holders may assign the following ranks to their staff:

1.1 Professor;

1.2 Assistant Professor;

1.3 Lecturer; AND

1.4Assistant

2. The criteria for all titles, except those of assistant and lecturer, include at least one Master's degree or equivalent in the field of the nominee's subject. In addition, assistant professors and professors must be able to demonstrate a successful background in teaching, research, and other professional or artistic practice that will be evaluated by at least three reviewers with at least one title higher than the calling. current candidate for promotion;

3. Assistant professors and professors must have completed a doctorate and have a successful background in publishing in international peer-reviewed journals;

4. If a person holding a degree from an accredited university or university college joins the staff of a non-university or university college he / she may continue to hold the previously awarded title. If a person holding a degree from a university college or accredited college joins the university staff, he or she will be required to apply for a university degree;

5. A full professor retired from a full-time post may be appointed as Professor Emeritus and may be called upon to support the institution in which he holds this title, in any manner deemed appropriate by the Rector;

6. The criteria for each of the titles should not discourage applications from outside the institution.

7. Exception from the criteria set out in paragraphs 3. and 4. make the titles given in the specific field defined in the Statute of GLOBUS College.

8. Each provider of higher education may appoint special staff for teaching, administrative or technical positions, research. The holder in his statute will specify the titles of special research, teaching, senior administrative and technical staff, together with the criteria for professional development, promotion and advancement within these fields of work.

## Criteria for Appointment to Academic Call

**Article 4**

Evaluation procedures for selection, appointment and promotion of academic staff are based on criteria arising from the following activities:

1. Degrees obtained based on the required field - specialized, depending on the academic vocation defined in article 3, point 1.1 to 1.4; and

2. Scientific and professional research activity;

## Criteria for Appointment of College Assistant

**Article 5**

In accordance with the Statute and article 3, point 3.1.4 of the regulation for academic vocation of GLOBUS College, for the title of College Assistant, the candidate must meet the following conditions:

1. To have successfully completed the studies of the Master level in the respective field;

2. Be no older than 30 years old when first appointed to the College;

3. To be enrolled in doctoral studies at the College on the occasion of reappointment;

4. To have the average grade of bachelor and master studies not lower than 8.00 in both levels of studies;

5. All appointments and elections as well as the duration of the contract is 3 years;

6. Assistants hold exercises at the bachelor and master level and

7. The assistant who has been reappointed and enjoys the status of doctoral student, in the absence of the subject professor, may be authorized to hold lectures in bachelor studies with the authorization of the scientific teaching council and under the supervision of a professor from the department or program.

## Criteria for College Lecturer Appointment

**Article 6**

1. In accordance with the Statute and Article 3, respectively point 1.3 of the regulation for academic vocations within GLOBUS College, for the title of Lecturer of the College the candidate will be elected for a period of three years;

2. The lecturer must be a candidate with proven experience in Education, who have completed the second level of studies (Master of Science or Master) and who have the status of doctoral student which is evidenced by the document of the relevant body;

3. Assessment and evaluation of students is done under the care of a professor of the relevant subject at least with the degree prof.ass.dr.

## Criteria for Appointment Assistant Professor of the College

**Article 7**

In accordance with the Statute and article 3, point 3.1.2 of the regulation for academic vocation of GLOBUS College, for the title of Assistant Professor of the College, the candidate must meet the following conditions:

1. To have the degree of doctor of science in the relevant field or equivalent for the subjects announced in the competition;

2. Demonstrate skills in the teaching process;

3. Have at least 3 years of work experience in the teaching process at the University or College and

4. To have at least 1 (one) scientific paper published in international scientific journals as a first author or correspondent author. The journal must be indexed to any of the platforms defined by the GLOBUS College Research Policy and the MEST administrative instruction, which are attached in the appendix to this regulation.

## Criteria for Appointment College Professor

**Article 8**

In accordance with the Statute and Article 3, point 3.1. 1 of the regulation for academic vocations of GLOBUS College, for the title Professor of the College, the candidate must meet the following conditions:

1. Have the degree of doctor of science in the relevant field;

1. Demonstrate skills in the teaching process;

1. To have the evaluation above the average by the competent bodies of GLOBUS College and the evaluations by the students;

1. Demonstrate work, knowledge, and professionalism in the subjects of the selected field;

1. To have passed the period of 4 (four) years of assistant professor within GLOBUS College and

1. Have at least 3 (three) scientific papers published in international scientific journals as first or correspondent author. The journal must be indexed to any of the platforms defined by the Scientific Research Policy of GLOBUS College and the administrative instruction of MEST, which are attached in the appendix to this regulation.

## Engaged Academic Staff

**Article 9**

The criteria set for the appointment of regular academic staff within the GLOBUS College apply the same to the engaged staff, unless there is no candidate in the competition who meets the prescribed criteria.

## Competition Procedures

**Article 10**

 1. The selection procedure for appointment, reappointment, respectively promotion will be done in a transparent manner and through the announcement of the public vacancy for the respective position;

2. The competition for appointment, reappointment or promotion is announced by a decision of the Scientific Teaching Council, after the approval of the program leader or specialization;

3. The College may not announce vacancies for positions related to regular staff who have less than 12 months left until retirement, except in cases where the accreditation of the respective program is endangered;

4. The program or departments, their proposals should be based on real requirements, analyzing the sufficient number of hours of funds that should be in a job, to be resolved in the call of the teacher according to article 3 of this regulation;

5. The competition must contain the reference of the relevant articles of the Statute of GLOBUS College and of this regulation;

6. The competition is announced on the website of GLOBUS College. The duration of the competition is 15 days from the day of the announcement;

7. Applicants must submit the required documents according to the competition in hard copy and electronically and

8. The physical copy must be submitted to the reception of the administration of the College by protocoling and providing a document on the submission of documentation.

## Evaluation Commissions

**Article 11**

1. The College is obliged to appoint an evaluation commission for each position announced in the Competition;

2. After 10 (ten) days after the announcement of the vacancy, the Dean of the College convenes the meeting of the scientific teaching council in which the decision is made on the establishment of the evaluation commissions and the complaints commission consisting of 3 (three) members;

3. The members of the complaints commission cannot be from the management structures of GLOBUS College;

4. The evaluation commission is proposed by the professors at the level of the program or specialization and is approved by the scientific teaching council;

5. In the evaluation commission must be at least two (2) members must be from the narrow field with the subjects announced in the competition;

6. The members of the evaluation commission must have a higher academic calling or at least the same as the position for which the candidate has applied;

7. In the absence of a sufficient number of professors, in the composition of the evaluation commission can be appointed by the program, specialization, but the chairman of the commission must be from the respective field;

8. The members of the evaluation commission can also be from other Universities or Colleges in the country or abroad. In this case at least one committee member must be internal, and two external members;

9. The chairman of the evaluation commission is obliged to call the members of the commission and to compile the evaluation report, as well as the minutes related to the decision making;

10. The evaluation commission is obliged to submit the evaluation report for the candidates who have applied for the assigned position within 15 (fifteen days) days after the closing of the competition.

11. Scientific teaching counseling reviews, analyzes and approves or rejects the report of the evaluation commission.

## Procedures after Submission of the Report by the Evaluation Commission

**Article 12**

1. The scientific teaching commission after the submission of the report by the evaluation commission, is obliged to review the report in the next meeting, no later than seven (7) days and to ascertain the performance of the work by the evaluation commission;

2. The teaching council, after holding the meeting and ascertaining the status of the evaluation reports, within 3 (three) days forwards the evaluation reports in the electronic version to the personnel affairs office;

3. The Office for Personnel Issues is obliged within 7 (seven) days after receiving the evaluation report from TSC, to compile the bulletins and to publish them on the website of the College;

4. Bulletins must be published on the website 15 days from the day of publication;

5. During the phase of publishing the reports of the evaluation commissions in the published Bulletins, the dissatisfied candidates have the right to appeal to the TSC;

6. Complaints from dissatisfied candidates should be submitted to the administration of GLOBUS College;

7. KMSH is obliged that after the expiration of the term of the bulletins, within 10 days to evaluate the reports of the evaluation commissions and to decide for approval or not of those reports and

8. During the review of the evaluation reports, TSCs obliged to review the report of the complaints compiled by the complaints commission regarding the submitted complaints..

## Issuance of Decisions

**Article 1 3**

1. The voting procedure in TSC for the election of members of the academic staff is done according to the rules of procedure of TSC;

2. In case the member of the academic staff does not win the necessary votes for appointment, reappointment or promotion, the decision is not approved and is not issued;

3. The competition for appointment, reappointment and promotion of academic staff, must be concluded with relevant decisions by the TSC and the College for all announced positions no longer than 175 days from the date of announcement of the competition and

4. If the competition is not realized in whole or in part within the deadline specified in paragraph 2 of this article, then the respective unrealized places may be re-announced in the next competition at the request of the College.

## Entry into Force

**Article 1 4**

This regulation will enter into force on the day of its approval by the Governing Council of GLOBUS College .

Chairman of the Steering Council

Name and surname Pristina

Dt: 22.12.2020

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signing

# ANNEX

**Platforms and Magazines**

1. The platform of indexing databases of scientific journals which are equivalent with a coefficient of 1 or (100%) are:

1.1 Web of Sciences

1.2 Scopus

1.3 EBSCO

1.4 DOAJ and

1.5 WorldCat

2. The Directed Council, upon the recommendation of the Rector, determines three (3) platforms. These platforms are equivalent with a coefficient of 0.85 or (85%);

3. The Scientific Teaching Council determines two (2) platforms which are equalized with a coefficient of 0.70 or (70%);

4. The program or department determines one (1) platform which it equivalents with a coefficient of 0.55 or (55%);

5. The journals proposed in article 4, respectively in points 1.3, 1.4, 1.5, 2, 3 and 4 should not be in the lists of publications of publishers or dubious journals at the time of publication;

6. Magazines must be outside Kosovo's neighboring countries, which is not on platforms 1, 2 and 3 and

7. Credibility 3 and 4 is approved by the Board of Directors of the College.