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APPROVED
Rector of Shymkent University,
Doctor of Pedagogical Sciences,
Professor




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 2023.


RULES OF COMPETITIVE REPLACEMENT OF POSITIONS OF THE TEACHING STAFF OF SHYMKENT UNIVERSITY

SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM THE PROVISIONS of the UNIVERSITY 01-02-2023

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1. APPLICATION AREA

1.1 The regulations of competitive appointment to the positions of the teaching staff of Shymkent University - determine the procedure for appointment to the positions of the teaching staff and researchers on a competitive basis, provided for by the staffing table of the university.

1.2 The Regulation is a normative document that forms the academic policy of Shymkent University and the internal quality assurance system, all structural units are required to comply with the requirements of the Regulation.

2. REFERENCE DOCUMENTS

2.1 1 The Law of the Republic of Kazakhstan "On Education" dated October 24, 2011 No. 487-VI (with amendments and additions as of 10.07.2023 No. 19-VIII).

2.2 The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (with amendments and additions as of 04.07.2023 15-VIII of the Law of the Republic of Kazakhstan).

2.3 The Charter of the University;

2.4 Academic Policy Of The University.

3. NAMES, DEFINITIONS AND ABBREVIATIONS

SHU- Shymkent University

4. DESCRIPTION OF THE PROCEDURE

4.1 General provisions

4.1.1. The positions of the teaching staff provided for by the staffing table of the University include: head of the Department, professor, associate professor (associate professor), PhD, Master, senior lecturer and lecturer.

4.1.2. Vacant positions of the teaching staff, teaching staff who are re-elected in their positions, as well as researchers are subject to competitive replacement.

4.1.3. Требования, предъявляемые к ППС:

1) academic degree and title; and/or academic master's degree; and/or specialist qualifications;

2) Persons with higher (or postgraduate) education according to the relevant profiles;

3) Work experience in a scientific and educational organization;(at least 3 to 5 years old).

4) Educational, methodological and scientific works;

5) Active participation in scientific research and/or international projects.

4.1.4 The competition for the positions of associate professors (associate professor), professors in higher educational institutions in the field of art, culture and sports is open to specialists who do not have the appropriate academic title and academic degree, but have practical experience and recognized achievements in this specialty.


4.2 Competition announcement

4.2.1 The competition for vacant positions of faculty and research staff and information about vacant positions are announced on the official website of the University univershu.kz @ mai.ru or through the media. 4.2.2 Applications for participation in the competition for vacant positions are submitted no earlier than 30 calendar days from the date of publication of the announcement.

4.3. Formation of the competition committee

4.3.1. The number and composition of the selection committee for filling positions of professorial and teaching staff and research workers (hereinafter referred to as the selection committee) shall be approved by the relevant order of the Rector of the University.

4.3.2. The selection committee shall determine the forms, procedures, and terms of the selection committee, analyze the selection documents, and make a decision based on the selection committee results.

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4.3.3. The main tasks of the selection committee shall be:

- providing all candidates with equal opportunities to participate in the competition;
- ensuring fair competition among competition participants;
- monitoring compliance with the objectivity and transparency of the competition;
- determining the schedule of meetings of the competition committee;
- analyzing the competition documentation;
- making a decision based on the results of the competition.

4.3.4. The competition committee shall be composed of the following members: the chairman of the competition committee, the deputy chairman, the secretary and the members of the committee.

4.4. Reception and consideration of documents from competition participants

4. 4.1. Persons wishing to participate in the competition with the subsequent conclusion of an employment contract, submit an application addressed to the Rector of the University. Preferably, the following documents are attached to the application:

- 1) personal personnel record sheet;
- 2) autobiography;
- 3) copies of diplomas of higher education, academic and academic degrees, a document of academic rank and originals for verification;
- 4) copies of certificates of retraining and advanced training (if available);
- 5) a list of scientific works and inventions for the last 3 years, printed and certified by the Chief Scientific Secretary of the University and the seal of the organization (if any);
- 6) medical book, fluorography;
- 7) a certificate on the presence or absence of information on the accounts of the Committee on Legal Statistics and Special accounts of the Prosecutor General's Office of the Republic of Kazakhstan, on the commission of a criminal offense by a person;
- 8) a certificate from a neuropsychiatric organization stating that the competition participant is not registered.
- 9) a certificate from a drug addiction organization stating that the competition participant is not registered;

The absence of any of the documents (according to the list) is not grounds for refusing to participate in the competition. A full-time employee and teaching staff is considered to be a person who, in accordance with the current labor legislation, has concluded an employment contract with the employer on the basis of the decision of the minutes of the competition committee and the order of the rector of Shymkent University.


4.4.2. The applicant's documents must be submitted in a folder.

4.4.3. The University has the right to hold a competition to fill vacant positions of professorial and teaching staff and research workers as required by production requirements.

4.4.4. The teaching staff accepted to fill vacant positions on a competitive basis are registered in accordance with the norms of labor legislation by concluding an individual employment contract for a period in accordance with the decision of the selection committee.

4.4.5. Teachers who have reached retirement age participate in the competition, are accepted on the basis of the decision of the Academic Council and the order of the Rector of Shymkent University by concluding an employment contract in accordance with the current labor legislation for a period of 2 years. List of documents for persons who have reached retirement age for further conclusion of an employment contract:

- 1) personal record card;
- 2) autobiography;

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- 3) copies of higher education diplomas, academic and scientific degrees, document on academic title and originals for verification;
- 4) copy of identity card;
- 5) copies of certificates of retraining and advanced training (if any);
- 6) a list of scientific works and inventions for the last 3 years, printed in the established manner and certified by the chief scientific secretary of the University and the seal of the organization (if any);
- 7) medical record, fluorography.

The absence of one of the documents is not a reason for refusing to conclude an employment contract.

After concluding an employment contract, teachers who have reached retirement age are considered full-time employees of the university on the basis of the order of the rector of the university.

4.5 The procedure for election by competition

4.5.1 The competition for the positions of the teaching staff is conducted on the basis of an analytical summary of the results of the applicants' activities in the form of a conversation.

4.5.2 The purpose of the interview is to assess the professional and personal qualities of candidates, taking into account the typical qualification characteristics, the peculiarities of work at the University, for which a competition has been announced.

4.5.3 For each candidate, the conclusion of the department with the appropriate recommendation is announced at the meeting of the competition committee.

4.5.4 The Competition Commission determines the form of voting on candidates (secret or open) for competitive selection.

4.5.5 In open voting, the decision of the competition commission is made by a majority vote of the total number of members of the competition commission. If the votes are equal, the vote of the chairman of the competition commission is decisive.

The course of the discussion and the decision taken by the competition commission are drawn up in the form of a protocol, which is signed by all members and the secretary of the competition commission. The members of the competition commission who have a dissenting opinion, if expressed, state it in writing. This document is attached to the protocol.

4.5.6 The Competition Commission, by secret ballot, decides on the inclusion of a candidate for this position in the ballot for secret ballot for competitive selection for a vacant position. The form of the bulletin is given in Appendix 1.


Agreement or disagreement with a candidate is expressed by the words "agree" or "disagree" against the name of each candidate. A ballot paper in which no surname is crossed out in the case of participation in the competitive selection of two or more applicants for the same position is considered invalid.

4.5.7 By secret ballot, the competition commission elects an accounting commission consisting of at least three people. The Counting Commission announces the voting results for each candidate. The minutes of the counting commission are approved by the competition commission and attached to the materials of the competition.

4.5.8 The decision of the competition commission, adopted by secret ballot, is final if it is made in compliance with these Rules.

4.5.9 The conclusion of an employment contract is made after the end of the meeting of the competition commission and the order of the Rector of the University.

4.5.10 Based on the results of the competition for vacant positions, an employment contract is concluded in accordance with the labor legislation of the Republic of Kazakhstan.


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4.6 Appeal procedure

4.6.1 Competition participants have the right to appeal the decision of the competition committee by submitting an application to the Rector of the University in accordance with current legislation.

4.6.2 The Rector of the University reviews the complaint received against the decision of the competition committee and, if a violation of the requirements of these Rules is discovered, recommends that the competition committee fully or partially cancel the decision taken.

4.6.3 The proposal of the Rector of the University is considered by the competition commission at its meeting in a new composition. At this meeting, the competition commission cancels the previously made decision or leaves it unchanged. The competition commission notifies the rector of the University and the participant of the competition who filed the complaint about the decision within five days from the date of the decision.

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Appendix 1

Ballot for secret voting on competitive selection for a position (sample)

(name of the university)

(approved by order of the rector № ___ from «__» _____ 20___ year.)

Meeting from " __ " _____ 20___ of the year. Protocol No. ___

for the position _____

departments _____

School _____

Number of declared units _____

No.	Surname, first name, patronymic (if any) of the applicant	Voting results	
1		Agree	Disagree
2		Agree	Disagree

Note:

1. The names are entered in alphabetical order.
2. The results of voting "For" a candidate are expressed by crossing out the word "Disagree", and when voting "Against" - by crossing out the word "Agree".
3. The number of candidates for whom a member of the commission votes with the words "Agree", "Disagree" must not exceed the number of announced units.
4. A ballot filled out in violation of the specified rules is considered invalid.

EVALUATION SHEET

Competition committee
 approved by the order of the rector No. ___ dated "___" _____ 20__
 Meeting on «___» _____
 Protocol No. _____
 For the position _____
 Department _____
 Full name (if any) of the candidate _____

1. DATA EVALUATION

Qualification requirements	Evaluation criteria					Note
Education	Complies / does not comply					
Degree/knowledge	Complies / does not comply					
Professional experience	5	4	3	2	1	
Professional requirements (availability of publications, participation as a leader or performer in fundamental or scientific-applied projects, results of the questionnaire teacher through the eyes of students)						
Knowledge of languages						

2. PRESENTATION EVALUATION

Evaluation criteria	5	4	3	2	1	Note
Matching the content and theme						
Using interactive techniques and						
Availability of situational tasks and cases						
The relevance of the information provided						
Presentation style and audience engagement						


3. INTERVIEW EVALUATION

Questions	5	4	3	2	1	Note

4. FINAL DECISION

Decision	Justification	Note
Recommended for filling the vacant position		
Not recommended for filling the vacant position		

 Full name , members of the competition commission

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Signature _____ date _____

Shymkent University

Department _____

CONCLUSION

Departments _____

_____ meets the requirements for election to the position by competition
 _____ departments _____

The department recommends that the competition commission for the selection of candidates for the positions of teaching staff of the SHU make a positive decision on the recommendation to the rector of the university _____ to conclude an employment contract in a position _____

The compiled conclusion was approved at the department meeting _____
 from " _____ " 20____ year, Protocol No.____

Head of the Department _____

«__» _____ 20 ____ y. _____

Familiarization «__» _____ 20 ____ y. _____