Annex No. 1

to MEPhI order

of \_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_

**REGULATIONS**

**for organizing and holding competitive selection for succession of academic teaching staff members**

**1. General provisions**

1.1. The Regulations for organizing and holding competitive selection for succession of academic teaching staff members at National Research Nuclear University MEPhI (hereinafter referred to as “the Regulations”) stipulate the procedure and the terms of the contest, candidates specifications and time-frame for the succession of academic teaching staff members at National Research Nuclear University MEPhI (hereinafter referred to as “MEPhI”, “the University”), as well as the coordination procedure for MEPhI organizational units in organization of the competitive selection.

The Regulations shall apply to the following academic teaching staff positions: professors, associate professors, senior professors, teachers, teaching assistants (hereinafter referred to as “the faculty”). The Regulation shall apply to the selection of Heads of Departments and Deans of Faculties.

1.2. The Regulations were developed in accordance with the Labor Code of the Russian Federation, Federal Law of 29.12.2012 No. 273-FZ “On education in the Russian Federation”, regulations “On procedure for succession of research and educational staff members at higher education establishments of the Russian Federation”, approved by order of the Ministry of Health and Social Development of the Russian Federation of 11.01.2011 No. 1n “On approval of managers, specialists and workforce qualification reference book”, section “Qualification profiles for managers and specialists in higher vocational and supplementary vocational education” and other regulations stipulating the procedure of succession of academic teaching staff members in educational organization for higher vocational education, the Charter and local normative acts of MEPhI.

1.3. The following persons shall not be admitted to teaching activity:

- persons disqualified from educational activity under final judgment;

- persons with criminal records, subjected to criminal prosecution (with the exception of persons withdrawn from criminal prosecution on exonerative grounds) for crimes against life, health, liberty and dignity of person (with the exception of unlawful admission to mental institutions, criminal defamation and insult), sexual immunity and freedom of person, against family and children, public health and morality, foundations of the constitutional system and national security, as well as crimes against public security;

- persons with unexpunged or outstanding conviction of intentional serious and very serious crimes;

- persons found legally incapable as prescribed by law;

- persons suffering from medical conditions contained in the list approved by the federal executive body responsible for drafting and implementing government policy and legal regulation in the area of healthcare.

1.4. The succession of academic teaching staff positions in MEPhI is performed in accordance with the employment agreement. The conclusion of the employment agreement on succession of academic teaching staff positions in MEPhI shall be preceded by the competitive selection for succession of the relevant position (hereinafter referred to as “competitive selection”).

In order to maintain the continuity of the educational process it is permitted to conclude employment agreements for the succession of teaching staff positions in the organization without competitive selection for succession of the relevant position upon entry into secondary employment or into separate organizational units, which implement educational programs of higher education before the start of the Academic Council – for no longer than one year, and for the replacement of a temporarily absent employee, who enjoys job security under the law, - until the employee commences work.

1.5. Employment agreements on succession of teaching staff positions may be concluded for an indefinite period, as well as for a specified period no longer than 5 years.

1.6. Competitive selection for the position of professor and associate professor among the top world’s scientists is held in absentia, under the procedure outlined by MEPhI. The competition involves top world’s scientists with an invitation to work at MEPhI.

1.7. For employees selected for succession of the position, previously held under fixed-term employment agreement, a new employment agreement may not be concluded. Should that be the case, the employment agreement may be extended by mutual consent of the parties in written form, for no longer than five years.

Upon transferring to an academic teaching position on the basis of competitive selection for the relevant position, the duration of the employment agreement may be changed by mutual consent of the parties in written form, for a specified period of no longer than five years.

1.8. Competition to fill the vacancies shall not be held upon transferring an academic teaching staff employee with the consent of the employee – as well as due to redeployment in the organization or its organizational unit, and/or downsizing – to a similar or lower-level position in the same organizational unit or upon transferring to another organizational unit before the expiration of the employment agreement.

1.9. The Regulations shall not apply to persons engaged in teaching by the hour.

**2. The process of competitive selection**

2.1. The competitive selection for succession of academic teaching positions shall be announced by the Rector (or a person authorized by the Rector) on the official website of MEPhI (or a separate organizational unit of MEPhI) on the basis of an order issued upon the recommendation of the Board of the Human Resources department (human resources department of an affiliated branch with the concurrence of the Board of the Human Resources department). The advertisement shall specify:

- the list of academic teaching positions to be filled through competitive selection;

- academic teaching staff specifications;

- address for submitting applications for positions;

- term for submission of applications for positions (no less than one month from the date of placement of the advertisement on the website of the organization);

- date and location of event.

2.2. Candidates enjoy the right to get acquainted with the Regulations, specifications for relevant positions, employment agreement terms and the collective agreement.

2.3. In order to take part in the competition, the candidates shall, within one month from the date of the placement of the advertisement in the media, submit their applications and the documents listed below to the Board of the Human Resources department (human resources department of an affiliated branch):

2.3.1. For candidates employed at MEPhI before the competition:

- an application addressed to the Rector, with the indication of the educational and teaching load, research, organizational and administrative work and other activities to be performed by the candidate at the time of employment, as well as a confirmation of absence of restrictions on educational activity, stipulated by the legislative and other normative legal acts;

- a list of scientific and educational works published in the last 3 years;

- a list of intellectual activity results;

- a certificate of professional development over the last 3 years.

2.3.2. For candidates not employed at MEPhI:

- an application addressed to the Rector, with the indication of the planned curriculum and teaching load, research and administrative work, which the candidate plans to perform at the time of employment;

- a certified copy of the labour book;

- copies of Higher Education Diploma and academic degrees, certificate of academic degrees, certified as required by law;

- full list of scientific and educational works;

- a list of intellectual activity results;

- a certificate of professional development over the last 3 years.

2.4. In order to make a decision on admission of a candidate to participation in the competition, the Board of the Human Resources department (human resources department of an affiliated branch) shall direct an application with enclosed documents to the selection committee on competitive selection for succession of academic teaching positions (selection committee on competitive selection for succession of academic teaching positions of the affiliated branch) (hereinafter referred to as “the selection committees”).

2.5. The Regulations on Selection committees and their composition shall be approved by the order of MEPhI.

2.6. The candidate shall not be admitted to the competition in the following cases:

- non-conformity of the submitted documents to job specifications;

- failure to submit the set of documents;

- failure to meet the time limit for submission of applications.

2.7. The selection committees shall decide on the candidate’s conformity with the job specifications.

When considering candidates, the Selection committees examine and substantiate the following facts:

- the conformity of the candidate’s qualifications with the job specifications (higher education; academic degree, academic title, work experience, etc.);

- the conformity of the candidate with the publishing activity requirements set by MEPhI;

- intellectual activity results;

- educational and teaching load, research, organizational and administrative work and other activities to be performed by the candidate at the time of employment;

After the conformity assessment the selection committees decide on the candidate.

2.8. The decision of the selection committees and the documents, necessary for candidate selection, shall be submitted to the Board of the Human Resources department (human resources department of an affiliated branch). Upon decision on admission of the candidate to the competition, the Board of the Human Resources department transfers the application, the decision of the selection committee and the documents, specified by paragraph 2.3 contained herein, to the MEPhI Academic Board, the Presidium of the MEPhI Academic Board, the Academic Board of the affiliated branch for competitive procedure.

2.9. The candidates for faculty positions are selected at the meeting of the governing board – the MEPhI Academic Board, the Presidium of the MEPhI Academic Board, the Academic Board of the affiliated branch or other authorized governing board.

The decision on competitive selection shall be made through secret vote and documented in the minutes.

2.10. The members of the governing board – the MEPhI Academic Board, the Presidium of the MEPhI Academic Board, the Academic Board of the affiliated branch – shall respect the decision of the selection committees when voting.

2.11. A successful candidate is a candidate who gets more than half of the votes of the governing board out of those who gave their votes at secret vote, in a quorum of no less than 2/3 of the nominal list of the governing board.

In case of voting for a single candidate, the competition is declared void if the candidate does not secure the necessary vote.

In case of voting for two or more candidates, the second round is held if none of the candidates secures the necessary vote. Repeat secret vote is held for the two candidates who received the most votes in the first round.

If neither of the candidates receives an absolute majority of votes at the repeat secret vote, the competition is declared void.

2.12. The competition is declared void, if no applications were submitted or none of the candidates was admitted to the competition.

**3. Conclusion and termination of employment agreement.**

3.1. The tenure of an employment agreement shall be specified by mutual consent of the parties upon conclusion of the agreement.

3.2. Extracts from the minutes of the governing board meetings shall be submitted to the Board of the Human Resources department (human resources department of an affiliated branch) for creation and execution of employee relations, within three days after the decision of the governing board - the MEPhI Academic Board, the Presidium of the MEPhI Academic Board, the Academic Board of the affiliated branch.

3.3. The position of teaching staff is declared vacant, if the competitively selected candidate has not concluded an employment agreement on his own initiative within thirty calendar days from the date of the decision on competition.

3.4. Termination of an employment agreement shall be performed pursuant to the procedure established by the legislation of the Russian Federation.

3.5. Disputes and disagreements over the employment agreement shall be settled by mutual consent of the parties, or, in default of agreement – in the procedure established by the labor legislation of the Russian Federation.

Annex No. 1

to the Regulations for organizing and holding competitive selection for succession of academic teaching staff members

**Requirements to publishing activity of the MEPhI Faculty members**

1. The candidates for succession of faculty positions at MEPhI should conform with the job specifications stipulated by “The managers, specialists and workforce qualification reference book” approved by order of the Ministry of Health and Social Development of the Russian Federation of 11.01.2011 No. 1n “On approval of managers, specialists and workforce qualification reference book”, section “Qualification profiles for managers and specialists in higher vocational and supplementary vocational education”.

2. The candidates for succession of faculty positions at MEPhI (Moscow) and IATE MEPhI (Obninsk) should conform to the requirements to publishing activity of the Faculty members.

3. The requirements to publishing activity of the Faculty members are set by the MEPhI Academic Board.

4. The requirements to publishing activity apply to the candidates with specified scientific and teaching work experience of no less than 3 years, or the candidates who have successfully completed postgraduate studies. Candidates applying for positions of an assistant or junior research worker immediately after graduation, can be recruited through a competitive selection for a period not exceeding one year.

5. The candidates for succession of faculty positions at MEPhI should have publications in journals included in such international databases as Web of Science or Scopus, at the rate of no less than specified in the Table. The Table contains reduced values of publications. A reduced publication is a publication divided by the number of coauthors employed as scientific and teaching workers at MEPhI.

The “Professor” category includes the head of department, professors, the head of the Research Laboratory, Senior Research Associate, Leading Research Associate. The “Associate Professor” category also includes Senior Research Associate. The “Assistant” category also includes Senior Professor, Professor, research worker, junior research worker.

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| **No.** | **Organizational unit** | **Position** | **2016** | **2017** | **2018** | **2019** | **2020** |
| 1 | Academic programs (М):- Institute of Nuclear Physics and Engineering;- Institute of Laser and Plasma Technologies;- Institute of Nanoengineering in Electronics, Spintronics and Photonics;- Institute of Engineering Physics for Biomedicine | Professor | 4.5 | 5.25 | 6 | 7 | 8 |
| Associate Professor | 3.5 | 4.25 | 5 | 5.75 | 6.5 |
| Assistant | 3 | 3.5 | 4 | 4.5 | 5 |
| 2 | Academic programs (М):- Institute of Cyber Intelligence SystemsInstitute of general professional training (Department of General Physics, Department of Higher Mathematics); Academic Programs (О):- "Nuclear energy and nuclear technologies" Center- Institute of Cyber Intelligence Systems- Department of Biological technologies;- Institute of general professional training (Department of General and special physics, Department of Higher Mathematics). | Professor | 1.5 | 2 | 3 | 4.5 | 6 |
| Associate Professor | 1 | 1.75 |  2.5 | 3.5 | 4.5 |
| Assistant | 0.75 | 1.25 | 2 | 2.75 | 3.5 |

6. The requirements specified in paragraph 2 of the Table are indexed in the Russian Science Citation Index database and apply to the faculty of the Humanities and Social Unit, the Department of Biomedicine, Institutes of General Professional Training (except the Department of General Physics, the Department of Higher Mathematics, the Department of General and Special Physics) and Departments of Humanities Education.