

Non-entrepreneurial (non-commercial) legal entity - the Patriarchate of Georgia
Order of the Rector of St. Tamar King University

N049/01 December 5, 2018 St. Tbilisi

On the approval of the methodology for determining the number of academic, scientific and invited staff of the academic higher education program of the University named after St. Tamar King of the Patriarchate of Georgia

In accordance with Article 35 of the Law of Georgia - "Civil Code of Georgia", Article 14, Part 1, Section 3, Clauses "A", "B" and "F" of the Charter of the University of the Patriarchate of Georgia named after St. Tamar King , V B R D A N E B:

1. To approve the methodology for determining the number of academic, scientific and guest personnel of the University named after St. Tamar King of the Patriarchate of Georgia in accordance with Appendix No. 1.
2. Assign the relevant staff of the university to execute the order within the scope of competence.
3. I will control the execution of the order personally.
4. The order can be appealed according to the procedure established by the legislation of Georgia.
5. The order shall take effect immediately after signing.

Professor, Archimandrite Adam
(Vakhtang Akhaladze)



N049/01 December 5, 2018

Methodology for determining the number of academic, scientific and invited staff of St. Tamar King University of the Patriarchate of Georgia

Article 1. Scope of action

This rule defines the procedure and methodology for determining the number of academic, scientific and invited staff of the university's academic higher education program(s) at the St. Tamar King University of the Patriarchate of Georgia (hereinafter referred to as the University).

Article 2. Definition of terms

1. Professor – a person holding an academic position of the university, who leads the educational process and directs the scientific-research work of students;
2. Associate professor – a person with an academic position of the university, who participates in the educational process and directs the educational and scientific-research work of students;
3. Assistant professor – a person with an academic position at the university, who participates in the educational and scientific-research process according to his competence;
4. Assistant - a person with an academic position of the university, who carries out seminar and research work under the guidance of a professor, associate professor or assistant professor within the framework of the current educational process in the main educational unit;
5. Invited specialist – without holding an academic or teaching position, a specialist with relevant qualifications invited based on the needs of the university;
6. Educational program (curriculum) – a set of training courses/modules necessary for obtaining academic higher education qualifications, which includes program goals, learning outcomes, training courses/modules with corresponding credits, student evaluation system and features of the organization of the training process, including the use of e-learning opportunity (if any).

Article 3. The procedure for occupying the position of academic, scientific and guest personnel
The procedure for holding the position of academic, scientific and visiting personnel is determined by the normative acts of Georgia and the university charter.

Article 4. Methodology for determining the number of academic, scientific and guest personnel

1. The number of academic, scientific and invited staff of an academic higher education program is determined by taking into account the number of students and the needs of the program(s).
2. The emerging issue of determining the number of academic, scientific and invited personnel of the academic higher education program is the provision of the learning outcomes provided for by the program for the students, the need for the implementation of the program and the possibilities of its development.
3. According to the staff list of the university, academic positions are provided for all academic higher education programs: professor, associate professor, assistant professor, assistant.
4. A person elected to a university academic position must teach at least two courses and supervise undergraduate and graduate theses and/or dissertations.
5. The workload of the academic staff is described in the academic staff workload rule.
6. When choosing academic positions, the university acts according to the principles of openness, transparency, freedom of choice and efficient spending of university funds.

7. If there is no appropriate vacant position in the staff schedule of the university, appropriate changes are made in the staff schedule of the university according to the established procedure.

8. A proposal to increase the number of academic staff can be initiated by:

a) the coordinator of the quality assurance service;

b) the head of the program;

c) Dean of the main educational unit(s).

Article 6. Target marks

The relevant structural units of the university will use the following indicators when determining the number of academic, scientific and invited staff:

a) the ratio of the number of academic, scientific and invited staff to the total number of administrative and support staff;

b) the ratio of academic, scientific and invited staff to the total number of university staff;

c) the ratio of academic staff to the number of invited staff;

d) the ratio of academic staff to the number of affiliated academic staff;

e) the ratio of the number of academic, scientific and invited staff to the number of students;

f) the ratio of affiliated academic staff to the number of students;

g) the number of academic, scientific and guest personnel in relation to academic higher education programs;

h) number of affiliated academic staff in relation to academic higher education programs;

i) retention rate of academic, scientific and guest personnel;

j) the ratio of the amount of money allocated for the development of academic, scientific and guest personnel (for qualification improvement) to the total budget of the university.

Article 7. Authority to accept and cancel the rule

This rule is approved, changed and canceled by the rector of the university, on the recommendation of the coordinator of the quality assurance service.