	EPOKA UNIVERSITY EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF REGULATION				
	Document code	Publication date	No. of Update	Date of Update	Page/Overall pages
	EU-REG-011-EN	14.09.2007	-	-	1 / 7

ARTICLE 1

Purpose and Scope

The purpose of this regulation is to set the conditions that must be fulfilled in the procurement of the Academic Staff. This regulation includes the Rectors Office and of the Institutes, Faculties, Departments and Centers of his dependent.

ARTICLE 2

Definitions

University	: Epoka University
Rector	: Rector of Epoka University
Rector's Office	: Epoka University's Rector's Office
Statute	: Epoka University's Statute
Higher Board	: Higher Board of Epoka University
Administrative Board	: Administrative Board of Epoka University
Senate	: The Senate of Epoka University
Units	: Epoka University units shown on the Organization Chart
QMC	: Quality Management Commission

ARTICLE 3

Academic staff of the University

3.1. The academic staff of the University consists of:

Professors, Associated Professors, Docents, Doctors and lecturers.

3.2. Professors, Associated Professors, Doctors, Docent and academic staff are employed with the approval of the Higher Board on the basis of the needs of the Departments and in accordance with the evaluation criteria established by the Senate.

3.3.1. People who have the necessary education and teaching experience may be invited to the University to teach. At the request of the Administrative Board of the Faculty concerned, candidates explain such a lecture before the Board. If the majority of the Board members present at the meeting decide positively, the candidate may sign the employment contract.


3.3.2. Relationship with the invited academic staff is regulated under the legislation in force and the employment contract.

3.4. Persons who possess a degree of second cycle studies may be appointed as lecturers. They are appointed by the Higher Board with the proposal of the Administrative Board of the Faculty concerned and the approval of the Rector. Lectors may be charged with giving lectures, seminars and practical hours. They fulfill the duties charged by the Head of the Department and assist students in the study and research activities.

3.5. The contract between the academic staff and the University is drawn up applying the norms of the Labor Code of the Republic of Albania and the Statute of the University.

3.6. The academic staff has the following rights:

Drafting Unit	Controlling Unit	Approving Unit
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	EPOKA UNIVERSITY EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF REGULATION				
	Document code	Publication date	No. of Update	Date of Update	Page/Overall pages
	EU-REG-011-EN	14.09.2007	-	-	2 / 7

- a. to participate in the management of University in accordance with the Statute and the Basic Regulation of the University;
- b. to participate in educational activities, researches and publications;
- c. to determine freely the methods and content of the learning process within the educational programs;
- d. use of other rights provided for in Law no. 9741, dated 21.05.2007, "On higher education in the Republic of Albania", in the statute and the Basic Regulation of the University.

3.7. In addition to the obligations specified in the employment contract, the academic staff is required:

- a. to enforce the provisions of the Statute and the Basic Regulations University;
- b. to enforce rules of ethics and discipline in the University.

3.8. Working Relations with the academic staff in the University are suspended in the following cases:

- a. With his desire;
- b. At the end of the term of the employment contract;
- c. In case of unethical behavior and violation of the discipline;
- d. In case of violation of the employment contract;
- e. In other cases provided by the Albanian legislation and employment contracts.

ARTICLE 4

Employment contract and working conditions

4.1. Working conditions, holidays, wages and the rights and obligations of the staff and academic personnel arising from the employment contract are determined in the employment contract signed between the parties. This contract is drawn up in accordance with Albanian legislation on labor and with Law no. 9741, dated 21.05.2007, "On higher education in the Republic of Albania".

4.2. Parties of the employment contract can be:

- a. The Rector and the Higher Board of the University;
- b. The Rector on behalf of the University, the deans and the academic or administrative staff;
- c. The Provost on behalf of the University, staff;
- d. The Rector on behalf of the University, the Dean of concerned Faculty and the part time academic staff


4.3. The Conditions of the employment contract are determined by both parties during the negotiation of the contract, in accordance with the general principles of the University.

ARTICLE 5

Conditions related to the Education Language

5.1. To be employed as full-time academic staff, candidates must present a certificate or diploma of a international English language exam. It may be TOEFL or IELTS exam. With the Senate's approval, other exams may be accepted.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	EPOKA UNIVERSITY EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF REGULATION				
	Document code	Publication date	No. of Update	Date of Update	Page/Overall pages
	EU-REG-011-EN	14.09.2007	-	-	3 / 7

Minimum acceptable points are TOEFL IBT 79-80, CBT 213, PBT 550.
 Minimum acceptable IELTS points are 6.0 for each part of the exam.

5.2. Candidates, whose specialization field's language is English or a related, must present the results of an examination of another foreign language. German, French, Spanish, Italian and Albanian are considered as second languages. With the Senate's approval, other foreign languages' exam results may be accepted. If necessary, the Rector may organize other exams instead of the aforementioned examinations.

ARTICLE 6
Announcement and application

6.1. The Administrative Board of the University announces vacancies, type of vacant position (full or part time) and all other characteristics and conditions needed to be fulfilled by the candidate to apply for a vacant position which requires the scientific title of Doctor, Docent, Associated Professor and Professor. Duration of the announce for the vacant position is at least 15 days. At the same time, procedures and applications dead-lines are clearly notified.

6.2. The candidates shall submit to the Rector Office the application form and at least four files containing Curriculum Vitae, photocopies of diplomas and certificates and scientific works according to the classification index set out in Article 71, paragraph 3 of this regulation.


6.3. Applications are assessed in advance by a committee composed of three members elected by the Administrative Board of the Faculty concerned. The Committee assesses the appropriateness of applications to the vacant position. If the application conditions are met, the candidates' documents are sent to the Rectors Office to continue with the following procedures. If the application conditions are not met, the Rector is notified of the situation through a report.

ARTICLE 7
Appointments to positions that require academic title Docent or Doctor

7.1. Only the candidates who have completed doctoral or whose studies are going on and who meet the conditions laid down in Article 66 and Article 71, paragraph 3 of this regulation, may apply for positions that require academic title Docent or Doctor.

7.2. In order to evaluate the scientific works of the candidates who have passed the preliminary assessment and the language proficiency, the Administrative Board of the University within two weeks establishes a commission, which consists of three professors from the relevant field. Within a month, the Rector sends the files of the candidates to the commission for their evaluation and drafting of relevant reports. If a vacant position has more than one candidate, the committee prepares a written report for each candidate in which clearly defines who is the winning candidate according to the commission. After receiving written reports from the committee, the Rector shall transmit them to the Higher Board of the institution. The Higher Board of the University selects one of the candidates taking into account the report submitted by the Commission and arguing the choice made.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	EPOKA UNIVERSITY EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF REGULATION				
	Document code	Publication date	No. of Update	Date of Update	Page/Overall pages
	EU-REG-011-EN	14.09.2007	-	-	4 / 7

7.3. The determination of the employment contract conditions is done by the Rector with the approval of the Higher Board.

7.4. At the end of the term of the contract, the Rector takes in consideration the opinion of the Faculty dean, center directors and Department heads in which such person works in, for renewal or termination of the employment contract.

ARTICLE 8

Appointments to positions that require academic title Associated Professor

8.1. Only the candidates who have completed doctoral studies and who meet the conditions laid down in Article 66 and Article 71, paragraph 3 of this regulation, may apply for the position of associated professor.

8.2. In order to evaluate the scientific works of the candidates who have passed the preliminary assessment and the language proficiency, the Administrative Board of the University within two weeks establishes a commission, which consists of three professors from the relevant field. Within a month, the Rector sends the files of the candidates to the commission for their evaluation and drafting of relevant reports. If a vacant position has more than one candidate, the committee prepares a written report for each candidate in which clearly defines who is the winning candidate according to the commission. After receiving written reports from the committee, the Rector shall transmit them to the Higher Board of the institution. The Higher Board of the University selects one of the candidates taking into account the report submitted by the Commission and arguing the choice made.

8.3. The determination of the employment contract conditions is done by the Rector with the approval of the Higher Board.

8.4. At the end of the term of the contract, the Rector takes in consideration the opinion of the Faculty dean, center directors and Department heads in which such person works in, for renewal or termination of the employment contract.

ARTICLE 9


Appointments to the position of full-time Professor

9.1. To be appointed to the position of full-time professor, beside the conditions applied to the appointment of persons in the position of associated professor, the following conditions are also applied:

- a. Have at least five years of experience in the relevant field after the appointment to the position of associated professor (three of which should be in the University);
- b. Have scientific works and publications of international level, while in disciplines with work implementation, implementing projects should have been carried out in practice.

The files of the candidates who pass the appropriate level of language and preliminary assessment, are passed within a month to the five professors (if necessary, three professors) of the relevant field, set by the Administrative Board of the University. Within a month, the professors prepare a report for each candidate. These reports contain in detail the academic performance, leadership ability and innovative ideas of the candidate. If a vacant position has more than one candidate, the committee prepares a written report for each candidate in which

Drafting Unit	Controlling Unit	Approving Unit
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	EPOKA UNIVERSITY EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF REGULATION				
	Document code	Publication date	No. of Update	Date of Update	Page/Overall pages
	EU-REG-011-EN	14.09.2007	-	-	5 / 7

clearly defines who is the winning candidate according to the commission. After receiving written reports from the committee, the Rector shall transmit them to the Higher Board of the institution. The Higher Board of the University selects one of the candidates taking into account the report submitted by the Commission and arguing the choice made.

9.2. The determination of the employment contract conditions is done by the Rector with the approval of the Higher Board.

9.3. At the end of the term of the contract, the Rector takes in consideration the opinion of the Faculty dean, center directors and Department heads in which such person works in, for renewal or termination of the employment contract.

ARTICLE 10

Criteria for applying for job vacancies, recruitment and performance evaluation of the academic staff

The criteria for applying for job vacancies, recruitment and performance evaluation of the academic staff is as follows:

10.1 All academic works of the candidates are considered.

10.1.2. An author who has a publication along with several other authors, wins 50% of points that are given to the publication, regardless of the number of authors in the publication.

10.1.3. At least 50% of the points necessary for the appointment shall be composed of the points earned by the categories mentioned in points 3.1.-3.4. of this article.


10.2. For the appointment of the academic staff the fulfillment of the following conditions is obligatory:

- a. For professors, 200 points are required and must have a work experience of five years after receiving the title of associated professor.
- b. Points required for associated professors are 100.
- c. Points required for assistant professors are 50.

10.3. Criteria for assessment of academic activities of the candidates are as follows:


10.3.1	Articles	Points
a)	Articles published in magazines SCI (Science Citation Index), SSCI (Social Science Citation Index) and AHCI (Arts and Humanities Citation Index).	40
b)	Articles published in international journals indexed, arbitrated, except those mentioned in point a)	30 30
c)	Articles published in international Peer Reviewed journals	15
d)	Publications in other scientific and professional journals	5
10.3.2	Presentations	
a)	Presentations held at international scientific meetings which are published	15
b)	Articles submitted to international conferences, whose summary has been published	10
c)	Articles submitted to national scientific meetings which are published	7
d)	Articles submitted to national conferences, whose summary has been published	5

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

	EPOKA UNIVERSITY EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF REGULATION				
	Document code	Publication date	No. of Update	Date of Update	Page/Overall pages
	EU-REG-011-EN	14.09.2007	-	-	6 / 7

e)	Poster presentations at international conferences	5
f)	Poster presentations at national conferences	3
10.3.3	Books	
	Writing a book (by scientific level)	10-50
	Writing a part of a book	15
10.3.4	Translations	
	Translation of a book	15
	Translation of a part of a book	5
10.3.5	Editing and arbitration	
	Editing of scientific or professional Peer Reviewed magazines	20
	Be a member of the editorial board of a Peer Reviewed scientific journal or the recensent of such a magazine	10
10.3.6	References	
a)	References to articles that appear in magazines, point 3.1 (in addition to his articles)	5
b)	For other references	2
10.3.7	Teaching activities	
a)	For any subject given at post graduate level in five years	6
b)	For each subject given at graduate level during the last five years	3
10.3.8	Counseling for thesis	
	For each doctoral dissertation completed	15
	For each completed Master's thesis	5
	For each doctoral dissertation going on	8
	For each Master's thesis going on	3
10.3.9	Completed research projects	
a)	Direction of a project supported by an international institution	10
b)	Participation in a project supported by an international institution	5
c)	Direction of a project supported by a national institution	8
d)	Participation in a project supported by a national institution	4
10.3.10	Awards	
a)	International awards in science	30
b)	International awards in research	20
c)	National award in science	15
d)	National award in research	10
10.3.11	Administrative task (for each year)	
	Rector	10
	Vice-Rector and Dean	8
	Vice-Dean, Department Head and Center Director	6
	Administrative Board members	5
	Leader in the areas of research	2

Drafting Unit	Controlling Unit	Approving Unit
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	EPOKA UNIVERSITY EMPLOYMENT AND PERFORMANCE ASSESSMENT OF THE ACADEMIC STAFF REGULATION				
	Document code	Publication date	No. of Update	Date of Update	Page/Overall pages
	EU-REG-011-EN	14.09.2007	-	-	7 / 7

Note: If a paper is not in the list above, it will be evaluated according to a similar paper point.

ARTICLE 11
Entry into force

This regulation enters into force after the acceptance by the Senate and the approval by the Higher Board.

ARTICLE 12
Implementation

The implementation of this regulation is ensured by the Rector of Epoka University.

Drafting Unit	Controlling Unit	Approving Unit
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