

**“APPROVED”**

Rector  
of Lviv Polytechnic National  
University

\_\_\_\_\_ Yu.Ya. Bobalo

Order No. \_\_\_\_\_

of \_\_\_\_\_ 20\_\_\_\_\_

## **Regulations on Competitive Selection of Candidates for Vacant Academic Staff Positions at Lviv Polytechnic National University**

### **1. GENERAL PROVISIONS**

1.1. Regulations on competitive selection of candidates for vacant academic staff positions at Lviv Polytechnic National University (hereinafter – the Regulations) developed in accordance with the Law of Ukraine “On Higher Education”, the Statute of Lviv Polytechnic National University and other regulations in the sphere of higher education and labor legislation.

1.2. Hiring the academic staff (hereinafter – AS) to Lviv Polytechnic National University (hereinafter – the University) is based on competitive selection, the procedure for which is approved by the Academic Council of the University.

1.3. The list of the main AS positions at higher education institutions is specified by the Law of Ukraine “On Higher Education”. The full list of AS positions at higher education institutions is determined by the Cabinet of Ministers of Ukraine.

1.4. The Regulations establish the procedure of competitive selection to fill the vacancies and conclude contracts with the following AS s of the University:

- directors of academic institutes (hereinafter – AI);
- heads of departments;
- professors;
- associate professors;
- senior teachers;
- teachers;
- assistants.

## **2. BASIC PRINCIPLES OF COMPETITIVE SELECTION FOR ACADEMIC STAFF POSITIONS**

2.1. Competitive selection of candidates to fill vacant AS positions is based on the principles of competitiveness, equality, objectivity and impartiality of the selection board.

2.2. To organize and conduct competitive selection of candidates to fill AS vacancies there is formed a selection board (or several selection boards) consisting of representatives of the Rector's Office, Legal Department, Human Resources, and representative of the Trade Union Committee of the University, the University Students' Board, the Academic Institute, the Academic Secretary of the University, following the relevant order issued by the Rector of the University.

2.3. A meeting of the selection board is considered valid if at least 2/3 of its full members are present.

2.4. Decisions of the selection board are adopted by a majority vote of the members of the board present at the meeting. In case of equal number of votes "for" and "against", the chairperson of the meeting has a casting vote.

2.5. Competitive selection is done for vacant academic staff positions. The position is considered vacant after the termination of the labour law relations with an AS member on the grounds specified by law, as well as in the case when a new position is introduced in the staff list of the University.

2.6. Mergers or divisions of structural units of the University are not the reason for announcing and conducting a competitive selection for filling vacant AS positions, except for the positions of the heads of structural units.

2.7. Filling the University AS vacancies by competitive selection is usually done at the place of primary employment.

2.8. In some cases, if it is impossible to continue the educational process with available full-time employees, vacant AS positions may be filled under the employment contract before the competitive selection for these positions takes place in the current academic year.

2.9. According to the sixth part of Article 60 of the Law of Ukraine "On Higher Education", positions of the AS members who take professional development courses or undergo off-service internships may be filled by other persons without the procedure of competitive selection in the manner prescribed by applicable law.

2.10. The employees called up for military service in accordance with the current legislation of Ukraine retain their places of work and positions. Such positions are not considered vacant and are filled without a competitive selection in the manner prescribed by applicable law of Ukraine.

2.11. The same person cannot be the director of the Academic Institute for more than 10 years, the head of the department cannot hold the position for more than two terms.

2.12. A person may not simultaneously hold two or more positions that involve the performance of administrative and managerial functions.

### **3. REQUIREMENTS TO CANDIDATES FOR ACADEMIC STAFF VACANT POSITIONS**

3.1. Candidates for vacant AS positions may be persons with a scientific degree or academic title, as well as persons with a master's degree. Higher education at the educational and qualification level of a specialist (complete higher education) is equated to higher education with a master's degree.

3.2. To participate in the competitive selection to fill AS vacant positions candidates must have completed at least six ECTS / 180 hrs<sup>1</sup> of professional development training in the last 5 years, including such training abroad (except for those applying for the AS vacant position for the first time).

3.3. Applicants for vacant academic positions must have experience in: searching and processing information on the Internet, using e-mail services, organizing video conferencing (for the first-time academic position applicants), providing information support of the educational process using distance learning technologies (LMS Moodle, in particular), using Google G Suite and Microsoft Office 365 corporate-level teamwork services, including e-mail services (Google Gmail or Microsoft Outlook) and video conferencing services (Google Meet or Microsoft Teams) (for people with experience in academic teaching).

3.4. To be allowed to participate in the competitive selection procedure to fill the vacant position of a professor the candidate is supposed to meet the following requirements:

3.4.1) to have a scientific degree of Doctor of Sciences or the academic title of professor and the experience of academic teaching for not less than 5 years;

3.4.2) to have published during the last 10 years a textbook / a manual recommended by the scientific and methodological council of a higher education institution **or** a monograph (according to the Regulations on the procedure for publishing monographs at Lviv Polytechnic National University), recommended by the Academic Council of a higher education institution or a scientific research institution;

3.4.3) to be the author (a co-author) of a certified electronic educational- methodical complex (an electronic course for distance learning) in an academic subject used in the educational process for the last 5 years (except for the persons participating in the competitive selection to fill the AS vacant position at Lviv Polytechnic National University for the first time);

---

<sup>1</sup> *For persons who underwent professional development training before September 1, 2019, the scope is not specified*

3.4.4) to have published during the last 5 years at least 10 articles (related to the profile of the department) in professional editions (journals) of Ukraine and other countries, of which at least 3 articles in periodicals indexed by international scientometric databases Scopus or Web of Science, and which are not translations from other languages.

A monograph indexed by international scientometric databases Scopus or Web of Science is considered to be equivalent to two articles in periodicals indexed by these scientometric databases.

Each patent for an invention obtained during the last 5 years, which has passed the qualification examination and directly relates to the scientific research directions of the department, is equated to two articles in professional journals of Ukraine;

3.4.5) during the last 5 years: to manage the implementation (to be a principal investigator, with payment) of state-financed / contract-based research work **or** to be the supervisor / coordinator of the international grant **or** to have submitted at least 3 applications for international collective grants (registered in Centre of International Education, the department of Scientific and Organizational Support of Research, Project Office) **or** to be during the last 5 years the scientific supervisor (consultant) of the postgraduate degree seeker, who was awarded a scientific degree.

3.5. To be allowed to participate in the competitive selection procedure to fill the vacant position of an associate professor, the candidate is supposed to meet the following requirements:

3.5.1) to have a scientific degree or an academic title and have the experience of academic teaching of not less than 3 years;

3.5.2) to have published during the last 5 years a textbook / a manual recommended by the scientific methodological council of a higher education institution **or** a monograph (according to the Regulations on the procedure for publishing monographs at Lviv Polytechnic National University) recommended by the Academic Council of a higher education institution or research institution, **or** to be the author (a co-author) of a certified electronic educational-methodical complex (an electronic course for distance learning) in the academic subject used in the educational process during the last 5 years (except for the persons participating in the competitive selection for the AS vacant position at Lviv Polytechnic National University for the first time);

3.5.3) to have published during the last 5 years at least 5 articles (related to the profile of the department) in professional editions (journals) of Ukraine and other countries, of which at least 2 articles were published in periodicals indexed by international scientometric databases Scopus or Web of Science, and which are not translations from other languages.

A monograph indexed by international scientometric databases Scopus or Web of Science is equivalent to two articles in periodicals indexed by these scientometric databases.

Each patent for an invention obtained during the last 5 years, which has passed the qualification examination and directly relates to the scientific directions of the department, is equated to two articles in professional journals of Ukraine;

3.5.4) to participate (with compensation) during the last 5 years in the execution of state-financed / contract-based research work<sup>2</sup> or an international grant **or** in the preparation of at least 2 applications for international collective grants (registered in the Centre of International Education, the department of Scientific and Organizational Support of Research, Project Office) **or** to be during the last 5 years the scientific supervisor (consultant) of the postgraduate degree seeker awarded a scientific degree.

3.7. To be allowed to participate in the competitive selection procedure to fill the vacant position of a teacher/assistant the candidate is supposed to meet the following requirements:

3.7.1) master's degree (higher education at the educational and qualification level of a specialist (complete higher education) is equated to higher education with a master's degree);

3.7.2) scientific research works (papers).

3.8. Candidates for the position of the director of an academic institute and the head of the department must meet the requirements specified in paragraphs 3.2 – 3.4 of these Regulations. The scientific degree or academic title of the candidate for the position of the director of the academic institute / head of the department must correspond to the profile of the academic institute / department.

When announcing a competitive selection for the election of the director of an academic institute or the head of a department, the competitive selection board may set additional requirements for candidates.

#### **4. PROCEDURE OF COMPETITIVE SELECTION AND COMPETITION-BASED ELECTION**

4.1. The competitive selection for filling vacant academic staff positions is announced by the order of the Rector of the University on the basis of the recommendation submitted by the Vice-Rector, Director of the Academic Institute or Head of the Department.

4.2. The announcement on the start of the competitive selection, its terms and conditions is posted on the official website of the University and other media.

4.3. The announcement of the competitive selection for an AS position should contain the following information: the name of the University; names of the positions for which the competitive selection is announced; requirements for applicants (professional and / or

---

<sup>2</sup> Requirements regarding execution of state-financed or contract-based research will be introduced from January 1, 2022, the competitive selection for vacant positions in 2021 will take into account the fulfillment of the department research work

educational qualifications, academic degree, academic title, work experience etc.); deadlines for submission of applications and documents, their full list (Appendix 1); address and telephone numbers of the University; the address to which documents are to be submitted.

4.4. The time given for submission of applications and documents by candidates for AS vacant positions is not less than one month. The date of placement (publication) of the announcement is considered to be the first day of the announced competitive selection.

4.5. Applicants are acquainted in advance with these Regulations, as well as with the standard job descriptions of the AS vacant positions and the forms of contracts to be concluded with the selected candidates on the official website of the University.

4.6. After the deadline for submission of documents, the selection board at a meeting held in accordance with the Procedural Rules that are part of these Regulations (Appendix 5), checks their compliance with the terms of the announced competitive selection procedure and submits these documents for further consideration to the relevant departments of the University.

4.7. The applicant, who submitted the application but does not meet the requirements of the announced competitive selection, is not allowed to participate in further selection procedure by the decision of the selection board. The University informs such an applicant about the decision sending him/her a written notice, it being either a letter with notification of delivery or a notice sent by express delivery service. Such a notification shall be sent no later than three working days from the moment of establishing the non-compliance of the applicant with the requirements of the announced competitive selection.

4.8. The competitive selection for AS vacant positions is held, as a rule, within two months after the acceptance of applications from candidates (excluding vacation time).

4.9. Competitive selection for the vacant positions of director of an academic institute / head of a department / professor / associate professor / senior teacher / teacher / assistant is carried out in accordance with the Procedural Rules that are part of these Regulations (Appendices 7-9).

4.10. To assess the level of professional qualification of the candidate, the department may offer him/her to conduct demonstration classes before the procedure of competitive selection starts.

4.11. The procedure of voting is carried out according to the following rules:

4.11.1. Meetings /sittings are considered legitimate provided that at least two thirds of the full Academic Council of the University / public self-government body of the academic institute / Academic Council of the Institute / the staff of the department participate in them.

4.11.2. The last names, first names and patronymics (full names) of all the candidates for relevant AS vacant positions shall be entered in one ballot paper for voting by secret ballot.

4.11.3. The position that corresponds to the will of the voter shall be left uncrossed in the ballot paper.

4.11.4. Each participant in the voting has the right to vote for the number of candidates that does not exceed the number of relevant vacancies. Otherwise, the ballots are considered invalid.

4.11.5. The candidate is considered elected if he/she has been voted for by more than half of the full Academic Council of the University / public self-government body of the academic institute / Academic Council of the Institute / staff of the department.

4.11.6. If, according to the results of voting, the candidates received the same number of votes, a second ballot shall be held at the same meeting / sitting.

4.12. The resolution on recommendation of the candidate for filling the position following the results of secret ballot is considered valid if voted for by the majority of the present members of the Academic Council of the University / public self-government body of the academic institute / Academic Council of the Institute / staff of the department.

4.13. The competitive selection is considered to have failed if:

- no application was submitted for the AS vacant position or no applicant was allowed to participate in the competitive selection;

- no one candidate, according to the results of secret ballot, received a majority of votes from the full Academic Council of the University / public self-government body of the academic institute / Academic Council of the Institute / staff of the department or the winner of the competitive selection was not identified by re-voting;

- the AS vacant positions were not filled due to a motivated decision of the Rector of the University;

- in other cases envisaged by labor legislation.

In this case, the start of the competitive selection is announced again within a month.

4.14. Competitive election shall be carried out even in case there is only one candidate for an AS vacant position.

4.15. The decision of the Academic Council of the University (for the head of the department) / public self-government body of the academic institute (for the director of the institute) / Academic Council of the Institute (for professor / associate professor / senior teacher / teacher / assistant) is the grounds for concluding a contract with the selected candidate and issuing an order on enrolling him/her on the staff.

## **5. CONCLUSION OF THE CONTRACT**

5.1. When the elected candidate is hired (or when an AS member is transferred to another position) after the successful completion of the competitive selection process, the University concludes a contract with him/her.

5.2. The term of the contract with the head of the department is five years; with the director of the academic institute / professor / associate professor / senior teacher / teacher / assistant is up to five years and is determined by the Rector.

5.3. The contract with the director of the academic institute / head of the department determines the planned values of key performance indicators of the academic institute / department, the achievement of which must be ensured by the person in the relevant position as well as the mechanism for verifying the achievement of such targets and deadlines.

5.4. The contract with the professor / associate professor / senior teacher / teacher / assistant sets the target values of individual indicators of the academic staff member's performance, which he/she must achieve in the relevant position and the mechanism for verifying the achievement of such indicators, as well as deadlines for achieving them.

## **6. SPECIAL CASES**

6.1. For positions that become vacant due to the expiration of a fixed-term employment agreement (contract) (including in connection with the dismissal of an academic staff member whose competitive replacement procedure has not been completed) the Rector by his order may appoint AS members who shall perform the duties of the absent employee till the vacant position is filled as a result of competitive selection procedure in the current academic year. In some cases, when it is impossible to continue the educational process with available academic staff, AS vacant positions may be filled under the employment contract by internal or external part-timers. The competitive selection for filling the positions of heads of departments by part-timers is mandatory.

6.2. Temporary vacated positions (due to maternity leave, childcare leave, sabbatical leave, professional development training and internships, military conscription, conscription during mobilization, for a special period or accepted for military service under a contract in the event of a crisis threatening national security, announcement of a decision to carry on mobilization and / or impose martial law for the term until the end of a special period or the day of actual demobilization etc.) are not considered vacant and are replaced in the manner prescribed by the legislation of Ukraine.

6.3. When a new academic institute is established, the Rector may appoint an acting director of this institute for a term prior to competitive election procedure, but not more than for three months. When a new department is established (including through a merger or division), the Rector may appoint an acting head of the department for a term prior to competitive election procedure, but not longer than three months.

6.4. In exceptional cases, by order of the Rector the selection board allows candidates who do not fully meet the requirements of section 3 of the Regulations to



participate in the competitive selection for an AS vacant positions. These are, in particular:

– individuals who have significant practical experience of working in production in organizations and institutions in the areas related to the profile of the department;

– individuals who have significant scientific and research achievements in the areas related to the profile of the department, if they have the total experience of research and teaching (academic) work required in section 3 of these Regulations.

Vice-Rector for academic work

and strategic development \_\_\_\_\_ L.V.Zhuk

Scientific adviser,

Laboratory of higher education

institution management \_\_\_\_\_ R.B. Kosiv

**The list of documents<sup>3</sup> to be submitted by the candidate applying for the vacant academic staff position at Lviv Polytechnic National University**

1. Application for participation in the competitive selection (according to the established form) (*Appendix 2*).

2. Copies of the following documents: a passport, diplomas of complete higher education with academic transcripts, diplomas on scientific degrees, certificates of academic titles and a work record book certified in accordance with the established requirements<sup>4</sup>.

3. Performance report (according to the established form) (*Appendices 3a, 3b, 3c, 3d*).

4. A list<sup>5</sup> of scientific and educational-methodical works for the last 5 years (for the last 3 years for those who apply for the position of a senior teacher, teacher, assistant).

5. Academic Institute Development Program (for the candidates applying for the position of the Director of an Academic Institute);

Department Development Program (for the candidates applying for the position of the head of the department);

planned individual performance indicators of an AS member (for the candidates applying for the position of professor / associate professor/ senior teacher / teacher / assistant) (according to the established form) (*Appendix 4*), in 3 copies.

6. Documents confirming professional development training during the last five years (diplomas, certificates and other documents as provided for by the legislation of Ukraine).

7. Personnel registration card.

8. Autobiography.

9. Two 4x6 cm photos.

---

<sup>3</sup> *The documents are submitted to the University personnel department.*

<sup>4</sup> *For the first-time applicants for AS positions at the University.*

<sup>5</sup> *Publications in journals included in the Scopus and Web of Science scientometric databases are listed at the top of the list. Copies of the first pages of publications in journals included in the Scopus and Web of Science scientometric databases are also added.*

To the Rector of  
Lviv Polytechnic National University  
prof. Bobalu Yu.Ya.

### **Application**

Please allow me to participate in the competitive selection for the vacant position of \_\_\_\_\_ . I am acquainted with the Regulations on competitive selection of candidates for vacant positions of academic staff at Lviv Polytechnic National University, the requirements to applicants for vacant positions of \_\_\_\_\_ , standard job description and contract form. I am supplying all the documents required to participate in the competitive selection.

I am acquainted with the terms of processing my personal data and I agree with them.

*Date*

*Signature*

## Performance report

\_\_\_\_\_  
(position, department)

\_\_\_\_\_  
(full name)

5 years ( \_\_\_\_\_ years)  
(reporting period)

No.	Indicator	Indicator characteristics <i>(for scientific and educational-methodical publications – quantity; for research works – title and years of execution etc.)</i>
1.	Academic degree Academic title	
2.	Experience of academic ( research and teaching) work	
3.	Availability of a published: - textbook / manual recommended by the scientific and methodological council of higher education institution; - monograph recommended by the Academic Council of higher education institution or a scientific research institution; - electronic educational-methodical complex	
4.	The number of: - published articles in professional editions of Ukraine and editions of other countries, including: - in editions indexed by international scientometric databases Scopus or Web of Science, and which are not translations from other languages; - monographs indexed by international scientometric databases Scopus or Web of Science; - patents for inventions that have passed the qualification examination and are directly related to the research areas of the department	
5.	- Supervision or participation as a principal investigator in the state-financed or contract-based research work; - grant management / coordination; - submission of applications for international grants	
6.	Information on professional development <i>(names of professional development programs, topics of internship etc. with indication of the amount in ECTS credits / hours)</i>	
7.	Experience in: - search and processing of information on the Internet; - use of e-mail services, organization of video conferencing;	

	<ul style="list-style-type: none"> <li>- information support of the educational process with the help of distance learning technologies (in particular, LMS Moodle);</li> <li>- use of corporate teamwork services (including Google G Suite or Microsoft Office 365), including email services (Google Gmail or Microsoft Outlook) and video conferencing services (Google Meet or Microsoft Teams)</li> </ul>	
8.	Other significant achievements	

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**“I confirm the accuracy of the information provided in the report”:**

Head of the department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

## Performance report

\_\_\_\_\_

(position, department)

\_\_\_\_\_

(full name)

for 5 years ( \_\_\_\_\_ years)

(reporting period)

No.	Indicator	Indicator characteristics <i>(for scientific and educational-methodical publications – quantity, for research works – title and years of execution etc.)</i>
1.	Scientific degree Academic title	
2.	Experience of academic (research and teaching) work	
3.	<p style="text-align: center;">Availability of a published:</p> <ul style="list-style-type: none"> <li>- coursebook / manual recommended by the scientific and methodological council of a higher education institution;</li> <li>- monograph recommended by the Academic Council of the higher education institution or a scientific research institution;</li> <li>- electronic educational-methodical complex</li> </ul>	
4.	<p>The number of:</p> <ul style="list-style-type: none"> <li>- published articles in professional editions of Ukraine and editions of other countries, including:</li> <li>- in editions indexed by international scientometric databases Scopus or Web of Science, and which are not translations from other languages;</li> <li>- patents for inventions that have passed the qualification examination and are directly related to the research areas of the department</li> </ul>	
5.	<ul style="list-style-type: none"> <li>- participation (with payment) in state-financed / contract-based research work or international grant;</li> <li>- participation in the submission of applications for international grants</li> </ul>	
6.	Information on professional development training <i>(names of professional development training programs, internship topics etc. with indication of the amount in ECTS credits / hours)</i>	
7.	Experience in:	

	<ul style="list-style-type: none"> <li>- search and processing of information on the Internet;</li> <li>- use of e-mail services, organization of video conferencing;</li> <li>- information support of the educational process with the help of distance learning technologies (in particular, LMS Moodle);</li> <li>- use of corporate teamwork services (including Google G Suite or Microsoft Office 365), including email services (Google Gmail or Microsoft Outlook) and video conferencing services (Google Meet or Microsoft Teams)</li> </ul>	
8.	Other significant achievements	

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**“I confirm the accuracy of the information provided in the report”:**

Head of the department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

## Performance report

\_\_\_\_\_  
(position, department)

\_\_\_\_\_  
(full name)

for 3 years ( \_\_\_\_\_ years)  
(reporting period)

No.	Indicator	Indicator characteristics <i>(for scientific and educational-methodical publications – quantity)</i>
1.	Degree of higher education	
2.	Experience of academic ( research and teaching) work	
3.	Availability of electronic educational-methodical complex	
4.	The number of published articles in professional editions of Ukraine and other countries, including: <ul style="list-style-type: none"> <li>- in editions indexed by international scientometric databases Scopus or Web of Science, and which are not translated from other languages</li> </ul>	
5.	Information on professional development training <i>(names of professional development training programs, internship topics etc. with indication of the amount in ECTS credits / hours)</i>	
6.	Experience in: <ul style="list-style-type: none"> <li>- search and processing of information on the Internet;</li> <li>- use of e-mail services, organization of video conferencing;</li> <li>- information support of the educational process with the help of distance learning technologies (in particular, LMS Moodle);</li> <li>- use of corporate teamwork services (including Google G Suite or Microsoft Office 365), including email services (Google Gmail or Microsoft Outlook) and video conferencing services (Google Meet or Microsoft Teams)</li> </ul>	
7.	Other significant achievements	

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**“I confirm the accuracy of the information provided in the report”:**

Head of the department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)



## Performance report

\_\_\_\_\_  
(position, department)

\_\_\_\_\_  
(full name)

for 3 years ( \_\_\_\_\_ years)  
(reporting period)

No.	Indicator	Indicator characteristics (for scientific research works – quantity)
1.	Degree of higher education	
2.	The number of scientific research works	
3.	Information on professional development training ( <i>names of professional development training programs, internship topics etc. with indication of the amount in ECTS credits / hours</i> )	
4.	Experience in: <ul style="list-style-type: none"> <li>- search and processing of information on the Internet;</li> <li>- use of e-mail services, organization of video conferencing;</li> <li>- information support of the educational process with the help of distance learning technologies (in particular, LMS Moodle);</li> <li>- use of corporate teamwork services (including Google G Suite or Microsoft Office 365), including email services (Google Gmail or Microsoft Outlook) and video conferencing services (Google Meet or Microsoft Teams)</li> </ul>	
5.	Other significant achievements	

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**“I confirm the accuracy of the information provided in the report”:**

Head of the department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

## Planned individual performance indicators

\_\_\_\_\_  
(position, department)

\_\_\_\_\_  
(full name)

No. <sup>1</sup>	Individual performance indicators	Planned values <sup>2</sup> of individual performance indicators by years				
		202_	202_	202_	202_	202_
<b>Mandatory indicators</b>						
<b>1. Potential of academic staff</b>						
1.4	Membership in the reporting period:					
	– in the scientific methodical commission of the Ministry of Education and Science;					
	– in the expert council of the Ministry of Education and Science;					
	– as an expert in scientific council of the Ministry of Education and Science;					
	– as an expert of National Research Fund of Ukraine;					
	– at the National Agency for Quality Assurance in Higher Education					
	– in the branch expert council of the National Agency for Quality Assurance in Higher Education					
	– in the permanent specialized academic council					
1.5	Availability of a certificate on a foreign language competence at a level not lower than B2, issued by an institution from the list presented in Appendix to the Regulations on the procedure for conferring academic titles at Lviv Polytechnic National University					
1.6	Professional development training (related to professional activity or field of knowledge) in the reporting period in higher education institutions, enterprises, other institutions abroad for a period of $\geq 5$ working days (based on business trip orders)					
1.7	Membership in the Editorial Board of a scientific journal included into international scientometric databases Scopus or Web of Science, in the reporting period					
	Peer review of a scientific journal included into international scientometric databases Scopus or Web of Science, in the reporting period					
1.8	Defence of the dissertation for obtaining scientific degree of Doctor of Philosophy / Candidate of Sciences in the reporting period					
1.10	Defence of the dissertation for obtaining scientific degree of Doctor of Sciences in the reporting period					
1.11	Receipt in the reporting period of:					
	– state awards (in the field of science and technology, education, architecture);					

No. <sup>1</sup>	Individual performance indicators	Planned values <sup>2</sup> of individual performance indicators by years				
		202_	202_	202_	202_	202_
	– grant from the President of Ukraine;					
	– scholarships of the President of Ukraine;					
	– awards of the President of Ukraine;					
	– scholarships from Verkhovna Rada of Ukraine;					
	– awards from Verkhovna Rada of Ukraine;					
	– scholarships from the Cabinet of Ministers of Ukraine;					
	– awards from the Cabinet of Ministers of Ukraine					
	– scholarships from the National Academy of Sciences of Ukraine;					
	– awards from the National Academy of Sciences of Ukraine					
<b>2. Educational activities</b>						
2.1	The number of certified educational-methodical complexes located in the university virtual learning environment and used by students in the reporting period (quantity; indicating the share of co-authorship)					
2.2	The number of award-winning places (quantity) taken in the reporting period by full-time students under supervision of a university teacher / researcher in:					
	– II stage of All-Ukrainian competition of students' research works;					
	– II stage of All-Ukrainian competition of diploma works;					
	– II stage of All-Ukrainian students' Olympiad in an academic subject and / or specialty;					
	– All-Ukrainian creativity competition;					
	– international creativity competition;					
	– All-Ukrainian exhibition;					
	– international exhibition;					
	– international students' Olympiad;					
	– international competition of students' research works					
2.3	The number of publications, issued in the reporting period and recommended by Scientific- Methodical Council of Lviv Polytechnic (units; indicating the share of co-authorship):					
	– manuals;					
	– coursebooks					
	– workshops					
	– dictionaries					
2.4	The number of academic subjects supported with the teaching materials in English and taught in English in the reporting period (quantity; indicating the share of co-authorship)					
2.5	The value of assets involved in the reporting period for the development of material and technical basis of the department from sponsors, patrons, philanthropists, donors etc. (UAH; indicating the share of participation, agreed with the head of the department)					

No. <sup>1</sup>	Individual performance indicators	Planned values <sup>2</sup> of individual performance indicators by years				
		202_	202_	202_	202_	202_
<b>3. Scientific research activities</b>						
3.1	The amount of funding involved in the reporting period for scientific research from State Budget General Fund (state-financed research work) (UAH; indicating the share of participation, agreed with the supervisor of the research work)					
3.2	The amount of funding involved in the reporting period for scientific research from the State Budget Special Fund (UAH; indicating the share of participation, agreed with the supervisor of the research work):					
	– scientific and technical development projects done to government order;					
	– scientific research work by government targeted scientific and scientific-technical programs;					
	– grants of the National Research Fund of Ukraine;					
	– grants of the President of Ukraine;					
	– commercial contracts;					
	– individual international grants;					
	– collective international grants					
3.3	The value of the h-index of a university teacher/researcher in the Scopus profile of whom the affiliation to Lviv Polytechnic is indicated					
3.4	The number of articles published in the reporting period in professional editions of Ukraine (except for Scopus and Web of Science) (quantity; indicating the share of co-authorship)					
3.5	The number of articles published in the reporting period in periodicals included in the international scientometric databases Scopus or Web of Science (quantity; indicating the share of co-authorship):					
	– quartile Q1;					
	– quartile Q2;					
	– quartile Q3;					
	– quartile Q4;					
	– none of the quartiles					
3.6	The number of conference proceedings published in the reporting period in editions included in the international scientometric databases Scopus or Web of Science (quantity; indicating the share of co-authorship)					
3.7	The number of articles published in the reporting period by students under the guidance of a teacher /researcher (quantity; indicating the share of co-authorship):					
	– in professional editions;					
	–in editions that are included into international scientometric databases:					
	– quartile Q1;					
	– quartile Q2;					
	– quartile Q3;					
	– quartile Q4;					

No. <sup>1</sup>	Individual performance indicators	Planned values <sup>2</sup> of individual performance indicators by years				
		202_	202_	202_	202_	202_
	– none of the quartiles					
3.8	The number of applications submitted for participation in projects in the reporting period and registered in the Scientific and Organisational Support of Research department of Lviv Polytechnic R&D part (HOCHД НДЧ) (quantity; indicating the share of co-authorship):					
	– individual grants;					
	– individual international scholarships;					
	– collective national projects submitted for participation in the first stage of the competition (for competitions held in two stages, the first of which is held at Lviv Polytechnic);					
	– collective national projects recommended by Scientific and Technical Research Council of Lviv Polytechnic to participate in stage II of the competition (for competitions held in two stages) and / or submitted to competitions within the state-run programs (by state order, by target scientific and technical programs etc.);					
	– collective international projects (except for Horizon);					
	– Horizon projects					
3.9	The number of industrial property subjects created by an academic / researcher in the reporting period and owned by Lviv Polytechnic (quantity; indicating the share of co-authorship):					
	– patents for inventions;					
	– utility models patents					
	– industrial prototypes					
3.10	The number of monographs in Ukrainian or the languages of OECD countries, recommended for publication by Academic Council of Lviv Polytechnic (another higher education institution or research institution) or published abroad (quantity; indicating the share of co-authorship):					
	– monographs published in the reporting period;					
	– sections (chapters) in collective monographs published in the reporting period;					
	– monographs indexed by international scientometric databases Scopus or Web of Science in the reporting period (regardless of the year of publication)					
3.13	The number of licenses worth $\geq 30$ thousand UAH for the subjects of intellectual property rights (patents, computer programs, objects protected by copyright) which are owned by Lviv Polytechnic, and the authors of which are university academic staff /researchers (quantity; indicating the share of co-authorship)					
<b>4. International academic cooperation</b>						
4.5	The number of applications (quantity; indicating the share of co-authorship), registered in the Centre of					

No. <sup>1</sup>	Individual performance indicators	Planned values <sup>2</sup> of individual performance indicators by years				
		202_	202_	202_	202_	202_
	International Education or Project Office, submitted in the reporting period to participate in:					
	– individual international educational grants and scholarship programs;					
	– collective international educational grants and projects					
4.6	The amount of funds raised in the reporting period to the special fund due to participation in collective international educational grants and projects (UAH; indicating the share of participation, agreed with the grant / project head manager)					
4.8	Teaching in foreign higher education institutions in the reporting period:					
	– according to the program of academic mobility for the period of $\geq 5$ working days;					
	– according to the program “Visit-Professor” $\geq 60$ hours (off-line / on-line)					
4.9	The number of educational (academic) programs of the department which passed the international accreditation in the reporting period (quantity; indicating the share of participation, agreed with the head of the department)					
<b>5. Other indicators</b>						
5.1	Carrying out career guidance counselling and marketing activities for schoolchildren in the reporting period (quantity; indicating the share of participation, agreed with the head of the department):					
	– Olympiads in general education subjects;					
	– events with the participation of successful graduates and / or employers;					
	– events ( interest groups, webinars) within Career Guidance Center					
5.2	Introduction in the reporting period of the programs “Summer School” and / or “Winter School” (including within the framework of international educational grants) (quantity; indicating the share of participation, agreed with the head of the department )					
5.3	Introduction in the reporting period of innovative educational programs for training specialists (quantity; indicating the share of participation, agreed with the head of the department)					
5.4	Preparation and submission in the reporting period of projects for international grants that provide for the development of scientific infrastructure, in particular, the creation of the Center for Scientific Research (quantity; indicating the share of participation, agreed with the head of the department)					

Notes:

<sup>1</sup> The indicators' numbers in sections 1-4 correspond to the numbers of relevant indicators in the Regulations on the Rating of Departments of Lviv Polytechnic National University.

<sup>2</sup> When planning (or if there is available) an indicator for which the unit of measurement is not specified, the plan indicates 1.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

“Agreed”

Head of the department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**PROCEDURAL RULES**  
**regulating the work of the competitive selection board**  
**formed for organization and conduct of competitive selection procedure**  
**to fill the academic staff vacant positions**  
**at Lviv Polytechnic National University**

1. General provisions

1.1. The competitive selection board is formed to organize and conduct a competitive selection for academic staff vacant positions by order of the Rector of the University and consists of representatives of the Rector's Office, Legal Department, Personnel Department, a representative of the Trade Union Committee of the University staff, University Students' Union, representatives of Academic Institutes (hereinafter – AI), Academic Secretary of the University.

1.2. A meeting of the selection board is considered valid if at least 2/3 of its full composition are present.

1.3. Decisions of the selection board are adopted by a majority vote of the selection board members present at the meeting. In case of equal number of votes “for” and “against”, a decision is made after a casting vote of the meeting chairperson.

2. Organizing and holding a meeting of the competitive selection board to establish the compliance of applicants for the AS vacant positions with the requirements of the announced competitive selection.

2.1. The organization and conduct of the competitive selection board meeting are provided by the chairperson of the selection board.

2.2. The procedural rules of the selection board work involve:

2.2.1. Registering members of the selection board.

2.2.2. Providing information by the chairperson about the creation of competitive selection board for considering the documents submitted by applicants for vacant AS positions and for controlling over observance of the procedural rules of the election.

2.2.3. Providing information by the selection board chairperson about the announcement of the competitive selection procedure to fill vacant AS positions.

2.2.4. Providing information by the chairperson of the selection board about the availability in each structural unit of vacant academic staff positions for which the competitive selection is announced.

2.2.5. Providing information by the chairperson of the selection board about the requirements to the applicants for the vacant academic staff positions.

2.2.6. Considering (examining) documents submitted by the applicants for participation in competitive selection procedure to fill vacant academic staff positions



and establishing compliance of applicants with the terms and conditions of the announced competitive selection.

2.2.7. Approving, by open voting, the decision of the selection board on the admission / non-admission of applicants to the competitive selection for vacant academic staff positions.

2.2.8. Approving, by open voting, the list of representatives of the selection board responsible for monitoring the compliance with the procedural rules during the meeting of public self-government bodies of the Institute.

2.3. The documents of the candidates for filling vacant positions and the protocols of the meeting of the selection board (Appendix 6) are transferred by the chairperson of the selection board to the representatives of the selection board responsible for monitoring the compliance of the selection procedure with the procedural rules during the meeting of public self-government bodies of academic institutes ( for candidates for the positions of heads of departments) / heads of the relevant departments (for candidates for the positions of professors / associate professors / senior teachers / teachers / assistants) the next working day after the meeting.

**PROTOCOL No.**  
**of the competitive selection board meeting**  
**of ” \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_\_**

Present \_\_\_\_\_ out of \_\_\_\_\_  
full selection board

AGENDA

1. On examining the documents submitted by applicants for vacant positions of directors of academic institutes / heads of departments / professors / associate professors / senior teachers / teachers / assistants.

2. On electing representatives of the competitive selection board responsible for monitoring the compliance of the competitive selection procedure with procedural rules during the meetings of public self-government bodies of academic institutes.

1. HEARD:

1.1. Information of the chairperson of the competitive selection board \_\_\_\_\_ (full name) on the meeting agenda.

1.2. Information of the chairperson of the competitive selection board \_\_\_\_\_ (full name) on the creation of the competitive selection board for examining documents submitted by applicants for vacant positions of directors of academic institutes / heads of departments / professors / associate professors / senior teachers / teachers / assistants, and control over the compliance of the election procedure with the procedural rules of their election (The Order of “...” \_\_\_\_\_ 20\_\_\_\_\_ No. \_\_\_\_\_).

1.3. Information of the chairperson of the selection board \_\_\_\_\_ (full name) on the announcement of the competitive selection to fill vacant positions of directors of academic institutes / heads of departments / professors / associate professors / senior teachers / teachers / assistants (Order of “...” \_\_\_\_\_ 20\_\_\_\_\_ No. \_\_\_\_\_).

1.4. Information of the chairperson of the selection board \_\_\_\_\_ (full name) on the number of vacant positions of directors of academic institutes / heads of departments / professors / associate professors / senior teachers / teachers / assistants and the number of applications submitted. All documents submitted by applicants for participation in the competitive selection are submitted for consideration by the competitive selection board.

1.5. Information of the chairperson of the selection board \_\_\_\_\_ (full name) on the requirements to the candidates for vacant positions of directors of academic institutes / heads of departments / professors / associate professors / senior teachers / teachers / assistants, regulated by the Law of Ukraine “On Higher Education” and specified in paragraph 3 of Regulations on the competitive selection of candidates for academic staff vacant positions at Lviv Polytechnic National University.

2. Consideration of the documents submitted by the applicants for the vacant positions of directors of academic institutes / heads of departments / professors / associate professors / senior teachers / teachers / assistants to establish compliance of the applicants with the conditions of the announced competitive selection.

**THE DECISION TAKEN:**

1. To allow the following persons to participate in the competitive selection for the vacant positions of directors of academic institutes / heads of departments / professors / associate professors / senior teachers / teachers / assistants:

No.	Academic institute	Department	Vacant position	Full name

2. Do not allow the following persons who do not meet the requirements of the announced competitive selection to participate in the procedure of competitive selection for vacant positions of directors of academic institutes / heads of departments / professors / associate professors / senior teachers / teachers / assistants:

No.	Academic institute	Department	Vacant position	Full name

The decision was taken by open voting (“for” – \_\_\_, “against” – \_\_\_, “abstained” – \_\_\_).

**3. HEARD:**

3.1. Information of the chairperson of the selection board \_\_\_\_\_ (full name) on designation of the representatives of the selection board responsible for monitoring the compliance of the competitive selection procedure with the procedural rules during the meeting of public self-government bodies of academic institutes.

3.2. Proposals of the members of the selection board regarding designation of the representatives of the selection board as responsible for monitoring the compliance of the competitive selection procedure with the procedural rules during the meeting of public self-government bodies of academic institutes.

No.	Academic institute	Full name

**THE DECISION TAKEN:**

To approve the list of representatives of the competitive selection board responsible for monitoring the compliance of the competitive selection procedure with the procedural rules during the meeting of public self-government bodies of academic institutes.

The resolution was adopted by open voting (“for” – \_\_\_\_, “against” – \_\_\_\_, “abstained” – \_\_\_\_).

Chairperson of the selection board:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

Members of the selection board:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**PROCEDURAL RULES**  
**of the competitive selection of candidates to the position of the director of an**  
**academic institute**  
**of Lviv Polytechnic National University**

**1. Requirements to the candidate**

The candidate for the position of the director of an academic institute (hereinafter – AI ) must have a scientific degree or an academic title related to the profile of AI and meet the requirements of paragraphs 3.2 – 3.4 of the Regulations.

**2. Competitive election of candidates**  
**to the position of the director of an academic institute**

2.1. General provisions

2.1.1. The competitive selection of a candidate for the position of the director of an AI is done by the AI public self-government body by secret ballot.

2.1.2. All categories of AI employees as well as elected representatives from among the AI students are to be represented in the AI public self-government body. At the same time, at least 75 percent of the members of the AI public self-government body should be full-time AI academic staff, at least 15 percent should comprise representatives from among students elected by direct secret ballot, and the rest of the body should be comprised by representatives of other University staff employees, who are not scientific or academic workers, and of postgraduate students, both having been elected by these categories of representatives by direct secret ballot.

2.1.3. The Rector of the University, with the consent of the majority of the full public self-government body of the academic institute, appoints the director of the academic institute for a term of up to five years and concludes a contract with him.

2.2. Organizing and holding a meeting of the AI public self-government body for competitive election of a candidate for the position of the AI director.

2.2.1. Organizing and holding a meeting of the AI public self-government body is ensured by the current AI director, while compliance with the requirements of these procedural rules is monitored by a representative of the competitive selection board.

2.2.2. The procedural rules of the meeting of AI public self-government body imply:

2.2.2.1. Election of the chairperson and the secretary of the meeting.

2.2.2.2. Announcement of the list of candidates for the position of the director of the academic institute.

2.2.2.3. Presentation by the candidates of their AI development programs, performance reports (for the candidates who worked in this position before the competitive selection) and their discussion.

2.2.2.4. Election of the counting board.

2.2.2.5. Introduction of the names of candidates for the position of AI director into the ballot paper for secret ballot (Appendix 10).

2.2.2.6. Conduct of a secret ballot to elect a candidate for the position of the AI director (in accordance with the rules specified in 4.11).

2.2.2.7. Announcement by the chairperson of the counting board of the results of voting on the election of a candidate for the position of the AI director.

2.2.2.8. Approval by open voting of the decision of the AI public self-government body on the recommendation of the candidate for the position of the AI director (in accordance with p. 4.12).

2.1.3. A representative of the competitive selection board is present at the meeting of the AI public self-government body but he/she does not take part in the voting.

2.1.4. The AI public self-government body recommends that the Rector of the University appoint the candidate who has received more than half of the votes from the full AI public self-government body as the director of the academic institute.

2.1.5. The ballot papers of secret ballot are sealed, signed by the members of the counting board and stored together with the protocols of the counting board (Appendix 11) in the AI directorate.

2.1.6. The documents of the candidate and the protocols of the public self-government meeting (Appendix 12) are submitted by the chairperson of this meeting to the personnel department the next working day after the meeting.

**PROCEDURAL RULES**  
**of the competitive selection of candidates to the position of the head of the**  
**department**  
**of Lviv Polytechnic National University**

**1. Requirements to the candidate**

Applicants for the position of head of the department must have a scientific degree or an academic title related to the profile of the department and meet the requirements of paragraphs 3.2 – 3.4 of these Regulations.

**2. Competitive election of the candidates to the position of the head of the**  
**department**

2.1. General provisions

2.1.1. The head of the department is elected by secret ballot at a meeting of the Academic Council of the University, with the account of the proposals of the public self-government body of the academic institute and the staff of the department. The Rector of the University concludes a contract with the head of the department for a period of five years.

2.1.2. All categories of AI employees as well as elected representatives from among the AI students are to be represented in the AI public self-government body. At this, full-time research workers and academic staff of the academic institute should comprise at least 75 percent of the members of the AI public self-government body, at least 15 percent should be comprised by the representatives from among students elected by their fellow students by direct secret ballot, and the rest of the body are representatives of other University staff employees, who are not research workers or academic staff, and of postgraduate students, both having been elected by these categories of representatives by direct secret ballot.

2.2. Preliminary discussion of the candidates for the position of the head of the department at the department staff meeting.

2.2.1. Preliminary review of the candidates for the position of the department head is done by the department staff in the presence of the candidates.

2.2.2. Organizing and holding the department staff meeting, which reviews the candidates for the position of the department head, is done by the director of the institute.

2.2.3. The procedural rules of the department staff meeting require the following:

2.2.3.1. Announcement of the list of candidates for the position of the head of the department.

2.2.3.2. Presentation by the candidates of the department development programs, department performance reports for the last 5 years (for the candidates who worked in this position before the competitive selection) and their discussion.

2.2.3.3. Election of the counting board.

2.2.3.4. Introduction of the full names of candidates for the position of the head of the department into the ballot paper for secret ballot (Appendix 10).

2.2.3.5. Conduct of a secret ballot to elect a candidate for the position of the department head (in accordance with the rules specified in p. 4.11 of the Regulations).

2.2.3.6. Announcement by the chairman of the counting board of the voting results on the recommendation of the candidate for the position of the head of the department.

2.2.4. The staff of the department recommends the candidate, for whom the majority of its full members voted, to the AI public self-government body and the Academic Council of the University for the position of the head of the department.

2.2.5. The ballot papers of secret ballot are sealed, signed by members of the counting board and stored together with the protocols of the counting board (Appendix 11) at the department.

2.2.6. The documents of the candidates and an extract from the protocol of the department staff meeting (Appendix 13) are transferred by the AI director to the AI public self-government body. If there are separate opinions of the participants of the staff meeting, these opinions, set out in writing and certified by signatures, are attached to the extract from the meeting protocol.

2.2.7. Candidates have the right to get acquainted with the conclusions of the department staff before the meeting of the AI public self-government body. A negative conclusion that comes out of the results of the preliminary discussion or is present in the recommendations is not a ground for refusing the candidate to be considered by the AI public self-government body.

2.3. Preliminary discussion of the candidates for the position of the head of the department at the meeting of the AI public self-government body.

2.3.1. Preliminary discussion of the candidates for the position of the department head is carried out by the AI public self-government body in the presence of the candidates.

2.3.2. The organization and holding of the meeting of the AI public self-government body are ensured by the AI director, and the compliance with the requirements of these procedural rules is monitored by a representative of the competitive selection board.

2.3.3. The procedural rules of the AI public self-government body meeting imply the following:

2.3.3.1. Election of the chairperson and the secretary of the meeting.

2.3.3.2. Announcement of the list of candidates for the position of the head of the department.



2.3.3.3. Presentation by the candidates of the department development programs, department performance report for the last 5 years (for the candidate who worked in this position before the competitive selection) and their discussion.

2.3.3.4. Election of the counting board.

2.3.3.5. Introduction of the full names of the candidates for the position of the head of the department into the ballot paper for secret ballot (Appendix 10).

2.3.3.6. Conducting a secret ballot on the recommendation of the candidate for the position of the department head (in accordance with the rules specified in paragraph 4.11 of the Regulations).

2.3.3.7. Announcement by the chairperson of the counting board of the results of voting on the recommendation of the candidate for the position of the department head.

2.3.3.8. Approval by open voting of the AI public self-government body decision on the recommendation of the candidate for the position of the department head (in accordance with paragraph 4.12 of the Regulations).

2.3.4. A representative of the competitive selection board is present at the AI public self-government body meeting but does not take part in voting.

2.3.5. The AI public self-government body recommends to the Academic Council of the University a candidate for the position of the head of the department who received more than half of the votes from the full AI public self-government body.

2.3.6. The ballot papers for secret ballot are sealed, signed by the members of the counting board and kept together with the protocols of the counting board (Appendix 11) in the AI directorate.

2.3.7. The chairperson of the AI public self-government body meeting passes over the documents of the candidates, an extract from the protocol of the department staff meeting and the protocol of the public self-government body meeting (Appendix 12) to the Academic Council of the University. If there are separate opinions by the participants of the public self-government body meeting, these opinions presented in a written form and certified by signatures, are attached to the extract from the protocol.

2.3.8. Candidates have the right to get acquainted with the conclusions of the AI public self-government body before the meeting of the Academic Council of the University. A negative conclusion based on the results of the preliminary discussion or in the recommendations is not a ground for refusing the candidate to be considered by the Academic Council of the University.

2.4. Consideration of candidates for the position of the department head and competitive election at a meeting of the Academic Council of the University.

2.4.1. Consideration of candidates for the position of the department head and their competitive election is carried out by the Academic Council of the University by secret ballot.

2.4.2. The procedural rules of the meeting of the Academic Council of the University imply the following:

2.4.2.1. Announcement of the list of candidates for the position of the head of the department.

2.4.2.2. Review of the candidates with the further announcement of conclusions and recommendations based on the results of preliminary discussions at the department staff meeting as well as at the meeting of the AI public self-government body.

2.4.2.3. Election of the counting board.

2.4.2.4. Introduction of the full names of candidates for the position of the department head into the ballot paper for secret ballot (Appendix 10).

2.4.2.5. Conducting a secret ballot to elect the candidate for the position of the department head (in accordance with the rules specified in paragraph 4.11 of the Regulations).

2.4.2.6. Announcement by the chairperson of the counting board of the results of voting on the election of the candidate for the position of the department head.

2.4.2.7. Approval by open voting of the decision of the Academic Council of the University on the recommendation of the candidate for the position of the department head (according to paragraph 4.12 of the Regulations).

2.4.3. The Academic Council of the University recommends that the Rector of the University appoint the candidate for the position of the head of the department, for whom the majority of its full composition voted.

2.4.4. The ballot papers for secret ballot are sealed, signed by the members of the counting board and kept together with the protocols of the counting board (Appendix 11) by the Academic Secretary of the University.

2.4.5. The candidates' documents, extracts from the protocol of the department staff meeting and the protocol of the public self-government body meeting as well as the extract from the protocol of the meeting of the Academic Council of the University (Appendix 14) are passed over by the Academic Secretary to the personnel department the next working day after the meeting.

**PROCEDURAL RULES**  
**of the competitive election of candidates to the position of professor / associate**  
**professor / senior teacher / teacher / assistant of the department**  
**of Lviv Polytechnic National University**

**1. Requirements to the candidate**

1.1. Applicants for the position of professor must have a degree of a doctor of sciences or an academic title of professor and meet the requirements of paragraphs 3.2 – 3.4 of these Regulations.

1.2. Applicants for the position of associate professor must have a degree or academic title and meet the requirements of paragraphs 3.2, 3.3, 3.5 of these Regulations.

1.3. Applicants for the position of senior teacher must have a master's degree and meet the requirements of paragraphs 3.2, 3.3, 3.6 of these Regulations.

**2. Competitive election of candidates to the position of professor / associate**  
**professor / senior teacher / teacher / assistant**

2.1. General provisions

2.1.1. Professor / associate professor / senior teacher / teacher / assistant is selected by secret ballot at a meeting of the Academic Council of the Institute, taking into account the proposals of the department staff.

2.1.2. The planned individual performance indicators of candidates for the vacant positions of professor / associate professor / senior teacher / teacher / assistant are set together with the heads of the relevant departments (Appendix 4).

2.1.3. The Rector of the University concludes a contract with a professor / associate professor / senior teacher / teacher / assistant for up to five years.

2.1.4. The contract with the professor / associate professor / senior teacher / teacher / assistant sets the target values of individual performance indicators, the achievement of which must be ensured by the person in the relevant position in case of signing the contract, the mechanism for verifying the achievement of such target values and deadlines for achieving them.

2.2. Preliminary review of candidates' applications for the position of professor / associate professor / senior teacher / teacher / assistant at the meeting of the department staff.

2.2.1. Preliminary review of candidates' applications for the position of professor / associate professor / senior teacher / teacher / assistant is carried out by the staff of the department in the presence of applicants.

2.2.2. The head of the department is responsible for organizing and holding the department staff meeting.

2.2.3. The procedural rules of the department staff meeting imply the following:

2.2.3.1. Announcement of the list of candidates for the position of professor / associate professor / senior teacher / teacher / assistant.

2.2.3.2. Presentation by the candidates of their performance reports (according to Appendices 3a, 3b, 3c, 3d), and planned individual performance indicators (according to Appendix 4) with their further discussion.

2.2.3.3. Election of the counting board.

2.2.3.4. Introduction of the full names of candidates for the position of professor / associate professor / senior teacher / teacher / assistant into the ballot paper for secret ballot (Appendix 10).

2.2.3.5. Conducting a secret ballot on the recommendation of the candidate for the position of professor / associate professor / senior teacher / teacher / assistant (in accordance with the rules specified in paragraph 4.11 of the Regulations).

2.2.3.6. Announcement by the chairperson of the counting board of the results of voting on the recommendation of the candidate for the position of professor / associate professor / senior teacher / teacher / assistant.

2.2.4. The staff of the department recommends to the Academic Council of the Institute the candidate who was supported by the majority of its full composition.

2.2.5. The ballot papers for secret ballot are sealed, signed by members of the counting board and stored together with the protocols of the counting board (Appendix 11) at the department.

2.2.6. The head of the department passes over the documents of the candidates and the extract from the staff meeting protocol (Appendix 13) to the Academic Council of the institute. If there are separate opinions of the participants of the staff meeting, they are set out in writing, certified by signatures and attached to the extract from the protocol.

2.2.7. Candidates have the right to get acquainted with the conclusions of the department staff before the meeting of the AI Academic Council. A negative conclusion that comes out of the results of the preliminary discussion or is present in the recommendations is not a ground for refusing the candidate to be considered by the AI Academic Council.

2.3. Consideration of candidates for the position of professor / associate professor / senior teacher / teacher / assistant and their competitive election at the AI Academic Council.

2.3.1. Consideration of the candidates for the position of professor / associate professor / senior teacher / teacher / assistant and their competitive election is carried out by the AI Academic Council by secret ballot.

2.3.2. The organization and holding of the meeting of the AI Academic Council is done by its chairperson.

2.3.3. The procedural rules of the AI Academic Council meeting imply the following:

2.3.3.1. Announcement of the list of candidates for the position of professor / associate professor / senior teacher / teacher / assistant.

2.3.3.2. Consideration of candidates with the further announcement of conclusions and recommendations based on the results of the preliminary discussion at the department staff meeting.

2.3.3.3. Election of the counting board.

2.3.3.4. Introduction of the full names of candidates for the position of professor / associate professor / senior teacher / teacher / assistant into the ballot papers for secret ballot (Appendix 10).

2.3.3.5. Conducting voting by a secret ballot to elect the candidate for the position of professor / associate professor / senior teacher / teacher / assistant (in accordance with the rules specified in paragraph 4.11 of these Regulations).

2.3.3.6. Announcement by the counting board chairperson of the results of voting on the election of the candidate for the position of professor / associate professor / senior teacher / teacher / assistant.

2.3.3.7. Approval by open voting of the decision of the AI Academic Council on the recommendation of the candidate for the position of professor / associate professor / senior teacher / teacher / assistant (in accordance with paragraph 4.12 of the Regulations).

2.3.4. The AI Academic Council recommends that the Rector of the University appoint the candidate who was supported by the majority of its full composition to the position of professor / associate professor / senior teacher / teacher / assistant.

2.3.5. The ballot papers for secret ballot are sealed, signed by the members of the counting board and kept together with the protocol of the counting board (Appendix 11) in the AI directorate.

2.3.6. The chairperson of the AI Academic Council passes the candidates' documents, an extract from the minutes of the department staff meeting, and an extract from the protocol of the AI Academic Council (Appendix 15) to the personnel department the day after the meeting.

**BULLETIN**

**of the secret ballot on the recommendation of the candidate  
for the position of \_\_\_\_\_ of the department \_\_\_\_\_**

at the public self-government body meeting<sup>6</sup>  
of \_\_\_\_\_ 20\_\_, protocol No. \_\_\_\_

No.	Full Name	Academic title, degree	Result of Voting	
			For	Against
			For	Against
			For	Against
			For	Against
			For	Against

The number of vacant positions \_\_\_\_.

*Note.* The position that corresponds to the will of the voter is left uncrossed in the ballot paper.

---

<sup>6</sup> The same ballot papers are formed for the meeting of the Academic Council of the University, the Academic Council of the Institute, the meeting of the department staff

**PROTOCOL No. 1**

of the counting board meeting,

elected at \_\_\_\_\_

“ \_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_\_

Members of the elected board:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The board was elected to count the votes of the secret ballot on the recommendation of the candidate (candidates) for the position of \_\_\_\_\_ of the Department \_\_\_\_\_.

**The decision taken:**

To elect \_\_\_\_\_ as the chairperson of the counting board.

Chairperson of the counting board

\_\_\_\_\_

(signature)

\_\_\_\_\_

(full name)

Members of the counting board:

\_\_\_\_\_

(signature)

\_\_\_\_\_

(full name)

\_\_\_\_\_

(signature)

\_\_\_\_\_

(full name)

\_\_\_\_\_

(signature)

\_\_\_\_\_

(full name)

**PROTOCOL No. 2**  
of the counting board meeting

elected at \_\_\_\_\_  
“ \_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_ .

Composition of the elected board:

Chairperson: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_

The board was elected to count the votes in a secret ballot on the recommendation of the candidate (candidates) for the position of \_\_\_\_\_ of the Department \_\_\_\_\_.

Numerical composition of the staff (AI public self-government body, the Academic Council): \_\_\_\_\_ persons

Present at the meeting: \_\_\_\_\_ persons

Distributed ballot papers: \_\_\_\_\_

Unused ballot papers left \_\_\_\_\_

Found in ballot boxes: \_\_\_\_\_

**RESULTS OF VOTING**

on recommendation of candidates for the position \_\_\_\_\_ of the department \_\_\_\_\_:

No.	Full name	Results of voting	
		for	against

The total number of invalid ballot papers \_\_\_\_\_.

Chairperson of the counting board \_\_\_\_\_  
(signature) (full name)

Members of the counting board:

\_\_\_\_\_  
(signature) (full name)

\_\_\_\_\_  
(signature) (full name)

\_\_\_\_\_  
(signature) (full name)



**PROTOCOL No. \_\_\_\_\_**  
**of the meeting of public self-government body**  
**Academic Institute \_\_\_\_\_**  
**of “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_\_**

Present \_\_\_\_\_ out of \_\_\_\_\_  
full public self-government body

A representative of the competitive selection board of Lviv Polytechnic National University \_\_\_\_\_ (*position, full name*) is present at the meeting of the public self-government body of the academic institute \_\_\_\_\_.

**AGENDA**

1. On the recommendation of the candidate for the position of director of academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_ of Lviv Polytechnic National University.

**1. HEARD:**

Information of the director of the academic institute \_\_\_\_\_ (*full name*) on the agenda and procedural rules of election of the candidate to the position of the director of the academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_ of Lviv Polytechnic National University.

**2. HEARD:**

2.1. Information of the director of the academic institute \_\_\_\_\_ (*full name*) on the election of the chairperson and secretary of the meeting of the public self-government body of the academic institute \_\_\_\_\_.

2.2. The proposal of \_\_\_\_\_ (*position, full name*) on the recommendation of \_\_\_\_\_ (*position, full name*) as the chairperson of the meeting of the public self-government body, as well as on the recommendation of \_\_\_\_\_ (*position, full name*) as the secretary of the meeting.

No other candidates were put forward either as a chairperson or a secretary during the meeting of the public self-government body. (If they were, it should be noted in a similar way).

**THE DECISION TAKEN:**

2.1. To elect \_\_\_\_\_ (*position, full name*) the chairperson of the meeting of the public self-government body of the academic institute \_\_\_\_\_.

2.2. To elect \_\_\_\_\_ (*position, full name*) the secretary of the meeting of the public self-government body of the academic institute \_\_\_\_\_.

The decision was made by open voting (“for” – \_\_\_\_, “against” – \_\_\_\_, “abstained” – \_\_\_\_).

### 3. HEARD:

3.1. Information of the chairperson at the meeting of the public self-government body of the academic institute \_\_\_\_\_ (*position, full name*) about the candidates for the position of the director / head of the department of the academic institute \_\_\_\_\_.

3.2. Information of the chairperson of the public self-government body meeting of the academic institute \_\_\_\_\_ (*position, full name*) about the requirement for the candidates to present their development programs of the academic institute / the department and their further discussion.

### SPEAKERS:

3.1. Candidate for the position of the director of the academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_ (*position, full name*) who presented the development program of the academic institute / department.

3.2. In the discussion of the candidate \_\_\_\_\_ (*position, full name*) for the position of the director of the academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_ and the development programs of the academic institute / department took part (*position, full name*) (specify all persons).

### 4. HEARD:

4.1. Information of the chairperson at the meeting of the public self-government body of the academic institute \_\_\_\_\_ (*position, full name*) about the need to elect a counting board consisting of \_\_\_\_\_ persons. (*As an example, the counting board can involve representatives from each department, as well as from teaching and support staff, postgraduates and students*).

4.2. Proposals from representatives of the meeting of the public self-government body regarding the composition of the counting board.

### THE DECISION TAKEN:

To elect the following persons to the counting board:

- (*position, full name*);

- (*position, full name*);

.....

- postgraduate student .....

- student .....

The decision was taken by open voting (“for” – \_\_\_\_, “against” – \_\_\_\_, “abstained” – \_\_\_\_).

5. The elected counting board conducted a secret ballot procedure and counting of votes on the recommendation of \_\_\_\_\_ (*full name*) for the position of the director of the academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_ of Lviv Polytechnic National University.

6. HEARD:

Chairperson of the counting board (*full name*):

6.1. On Protocol No.1 on the election of \_\_\_\_\_ (*position, full name*) the chairperson of the counting board.

6.2. On Protocol No.2 on the results of voting on the recommendation of \_\_\_\_\_ (*full name*) for the position of director of the academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_ of Lviv Polytechnic National University:

No.	Full name	Result of voting	
		for	against

The total number of invalid ballot papers \_\_\_\_\_.

THE DECISION TAKEN:

To approve the results of work of the counting board on the recommendation of \_\_\_\_\_ (*full name*) for the position of the director of the academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_ of Lviv Polytechnic National University

The decision was taken by open voting (“for” – \_\_\_\_, “against” – \_\_\_\_, “abstained” – \_\_\_\_).

7. HEARD:

Information of the chairperson at the meeting of the public self-government body \_\_\_\_\_ (*full name*) on the decision on the recommendation of \_\_\_\_\_ (*full name*) for the position of director of the academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_.

THE DECISION TAKEN:

To recommend, based on the results of the secret ballot, the candidate \_\_\_\_\_ (*scientific degree, academic title, full name*) for the position of director of the academic institute \_\_\_\_\_ / head of the department \_\_\_\_\_.

The decision was taken by open voting (“for” – \_\_\_\_, “against” – \_\_\_\_, “abstained” – \_\_\_\_).

Chairperson at the meeting  
of the self-government body of  
the academic institute

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

Secretary at the meeting  
of the self-government body of  
the academic institute

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**EXTRACT**

from protocol No. \_\_\_\_\_  
of the staff meeting of the department \_\_\_\_\_  
of \_\_\_\_\_ 20\_\_\_\_\_

Present \_\_\_\_\_ out of \_\_\_\_\_

of full department staff

**HEARD:**

1. Information of the chairperson of the meeting \_\_\_\_\_ (*position, full name*)  
about the candidate (candidates) for the position of \_\_\_\_\_ at the  
department \_\_\_\_\_.

2. Report (reports) of the candidate (candidates)  
\_\_\_\_\_ for the position of \_\_\_\_\_  
at the department \_\_\_\_\_ for the previous period  
of work.

3. Department development program (programs) proposed by the candidate (candidates)  
(for candidates for the position of head of the department).

**SPEAKERS:**

1. (*position, full name*)
2. (*position, full name*)
3. (*position, full name*)

**THE DECISION TAKEN:**

According to the results of voting by secret ballot:

No.	Full name	Results of voting	
		for	against

The number of invalid ballot papers \_\_\_\_\_.

to recommend the candidate (candidates) \_\_\_\_\_ for the  
position of \_\_\_\_\_ of the department  
\_\_\_\_\_.

Chairperson at the meeting  
of the department staff

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

Secretary at the meeting  
of the department staff

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**EXTRACT**  
from protocol No. \_\_\_\_\_  
of the meeting of the Academic Board of Lviv Polytechnic National University  
of \_\_\_\_\_ 20\_\_\_\_\_

Present \_\_\_\_\_ out of \_\_\_\_\_  
full Academic Board

**HEARD:**

1. Information of the chairperson of the Academic Council of Lviv Polytechnic National University \_\_\_\_\_ (*position, full name*) on the candidate (candidates) for the position of the head of the department \_\_\_\_\_.

**SPEAKERS:**

1. (*position, full name*)
2. (*position, full name*)
3. (*position, full name*)

**THE DECISION TAKEN:**

According to the results of voting by secret ballot:

No.	Full name	Result of voting	
		for	against

The number of invalid ballot papers \_\_\_\_\_

to recommend the candidate \_\_\_\_\_ for the position of the head of the department \_\_\_\_\_.

Chairperson of the Academic Board  
Lviv Polytechnic National University

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

Academic Secretary  
Lviv Polytechnic National University

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

**EXTRACT**  
from Protocol No. \_\_\_\_\_  
of the meeting (sitting) of the Academic Council of the Academic Institute

\_\_\_\_\_ of \_\_\_\_\_ 20\_\_

present \_\_\_\_\_ out of \_\_\_\_\_  
of full Academic Council

**HEARD:**

1. Information of the chairperson of the AI Academic Council (*position, full name*) on the candidate (candidates) for the position \_\_\_\_\_ at the department \_\_\_\_\_.

**SPEAKERS:**

1. (*position, full name*)
2. (*position, full name*)
3. (*position, full name*)

**DECISION TAKEN:**

According to the results of voting by secret ballot:

No.	Full name	Result of voting	
		for	against

The number of invalid ballot papers \_\_\_\_\_

to recommend the candidate \_\_\_\_\_ for the position \_\_\_\_\_ at the department \_\_\_\_\_.

Chairperson of the Academic Board  
of the Academic Institute

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

Secretary of the Academic Board  
of the Academic Institute

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)