

ENDORSED:  
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APPROVED  
By Rector's Order No.1-32  
of 2026-03-10

**EUROPEAN HUMANITIES UNIVERSITY DESCRIPTION OF PROCEDURES FOR ESTABLISHING  
QUALIFICATION AND ATTESTATION REQUIREMENTS FOR TEACHING STAFF AND RESEARCHERS,  
ANNOUNCING, ORGANIZING, AND CONDUCTING COMPETITIONS FOR TEACHING AND RESEARCH  
POSITIONS, AND THE EVALUATION AND ATTESTATION OF TEACHING STAFF AND RESEARCHERS**

**I. GENERAL PROVISIONS**

1. This Description of Procedures for Establishing Qualification and Attestation Requirements for Teaching Staff and Researchers, Announcing, Organizing, and Conducting Competitions for Teaching and Research Positions, and the Evaluation and Attestation of Teaching Staff and Researchers (hereinafter – the Procedure) has been prepared in accordance with the fundamental operational principle of the European Humanities University (hereinafter – the University) – academic freedom. Teaching staff and researchers shall exercise this freedom without prejudice to the rights of others, laws, other legal acts, and the Statute of the University. Academic freedom guarantees equal rights based on individual qualification and professional readiness to participate in competitions for teaching and research positions. Competitions for teaching and research positions, as well as the evaluation and attestation of teaching staff and researchers, shall be conducted in compliance with the principles of expediency, publicity, transparency, impartiality, non-discrimination, objectivity, equality, attraction of competence, quality, respect for human dignity, and lifelong learning.
2. Competitions for teaching and research positions, as well as the evaluation and attestation of teaching staff and researchers, are organized and conducted in accordance with the Law on Higher Education and Research of the Republic of Lithuania (hereinafter – the Law on Higher Education and Research), the Description of Mandatory Competencies for Researcher Career Stages in Research and Higher Education Institutions, the Labour Code of the Republic of Lithuania, the Statute of the University, as well as this Procedure.
3. This Procedure establishes:
  - 3.1. Qualification requirements for the positions of teaching staff and researchers at the University;
  - 3.2. The procedure for forming the recruitment and attestation commissions for the University's teaching staff and researchers;
  - 3.3. The procedure for announcing, organizing, and conducting competitions for teaching and research positions at the University;
  - 3.4. The grounds and procedure for the performance evaluation, as well as the regular and extraordinary attestation, of the University's teaching staff and researchers.
4. Terms and Definitions used in this Procedure:
  - 4.1. **Attestation** – a process conducted to evaluate whether the qualifications of teaching staff and researchers meet the requirements of their current position, whether the employee continuously improves their qualifications, and whether they achieve the objectives set in the academic activity plan for a 5-year period;
  - 4.2. **Author's Sheet (a. s.)** – 40,000 characters (including spaces) of text or 3,000 cm<sup>2</sup> of printed illustrations; if the volume cannot be determined by the number of characters, 14 pages are considered equivalent to one author's sheet; if the scholarly work is in electronic format, the author's sheet is calculated solely by the number of characters (including spaces);
  - 4.3. **Participation in the Training of Researchers** – serving as a doctoral supervisor, consultant, reviewer or opponent of a doctoral dissertation, or as a member of a defense council or doctoral committee;
  - 4.4. **Teacher** – a person who educates and teaches students and listeners in a university-level higher

education institution and holds the following teaching positions: Professor, Associate Professor, Assistant Professor, Junior Assistant Professor. Persons who are not researchers may hold the following teaching positions at the University: Senior Lecturer, Lecturer. The University may establish various positions for Teaching Practitioners;

- 4.5. **Online Science Communication Sources** – an electronic environment (website, personal webpage, blog(s), discussion forum(s)) whose primary purpose is the publication of regularly updated information on ongoing scientific research or specific scientific topic(s). The structure, content, and form of the online source may be classified as related to professional science or science communication (popularization);
- 4.6. **Conference Proceedings** – a one-time publication or a volume (or part thereof) of a serial publication in which texts corresponding to the content of presentations at a scientific conference are published, having undergone a standard peer-review process;
- 4.7. **Competition** – a set of organizational measures and actions conducted in accordance with this Procedure, forming the basis for concluding an employment contract with a teacher or a researcher, whereby the employment contract is concluded only with the person who has won the competition. The organization of the competition includes the announcement of the competition, the formation of the commission, the acceptance of applicants' documents, the selection of candidates, and the announcement of the results;
- 4.8. **Visiting Teachers and Researchers** – teachers and researchers from other research and higher education institutions invited to work under a fixed-term employment contract for a period not exceeding 2 years, in accordance with the procedures and cases established by the Law on Higher Education and Research, and who meet the requirements for the career stages of a leading or established researcher;
- 4.9. **Work of Art** – a publicly presented work of fine arts, design, architecture, media art, theatre, cinema, dance, music, or interdisciplinary art, or an act of performance thereof, which meets the criteria of artistry recognized in the specific field of art;
- 4.10. **Publication (Performance) of a Work of Art** – the (personal) presentation, realization (including restoration), or performance of a work (or works) in an artistic or public space (including television or radio studios, the internet), or its publication by a publishing house or a recording studio (on electronic media), or its demonstration at a festival, etc.;
- 4.11. **Context of the Publication (Performance) of a Work of Art** – ( [https://lmt.lrv.lt/public/canonical/1731047997/3708/Meno\\_kontekstai\\_2017-2023.pdf](https://lmt.lrv.lt/public/canonical/1731047997/3708/Meno_kontekstai_2017-2023.pdf) ) the venue or environment for exhibiting works of art or demonstrating acts of artistic performance: exhibition hall, museum, gallery, concert hall, theatre, dance theatre, cinema, art festival, competition, etc. The contexts of the publication (performance) of a work of art are classified into four types:
  - 4.11.1. **Prestigious international context** – a world-renowned venue or environment for exhibiting works of art or demonstrating acts of artistic performance, curated by internationally recognized experts;
  - 4.11.2. **Wide Recognition Context** – a highly significant national venue or environment for exhibiting works of art or demonstrating acts of artistic performance with international visibility, curated by internationally recognized experts;
  - 4.11.3. **National Recognition Context** – a regionally known venue or environment for exhibiting works of art or demonstrating acts of artistic performance, curated by internationally and nationally recognized experts;
  - 4.11.4. **Local Recognition Context** – a venue or environment for exhibiting works of art or demonstrating acts of artistic performance of local significance, curated by nationally recognized experts;
- 4.12. **Artistic research** – research based on scientific research and artistic practice, aiming to acquire new knowledge about the essence of cultural and artistic phenomena, promote critical reflection on artistic processes, and initiate the development of innovation in art and science. Artistic research includes a creative component and a research text containing definitions of the research object, aim, objectives, and methods;

- 4.13. **Curation of Art Events** – an activity of intellectual creativity arising from the selection or arrangement of the content of collections of works of art, datasets, or databases (expressed in a form adapted for reading by technical means or another form);
- 4.14. **Moderation of Art Events** – an activity of intellectual creativity based on specialized knowledge and professional readiness, involving the public presentation of works of art and creators (leading a concert, creative evening, exhibition, etc.);
- 4.15. **Methodological Teaching Aid** – a teaching aid (methodological instructions for laboratory work or exercises, lecture notes, sets of presentations, educational films, etc.) that has been legalized and published in accordance with the established procedure and is not classified as a textbook or a teaching book;
- 4.16. **Teaching Book** – a learning book reviewed and evaluated in accordance with the established procedure, which provides theoretical, practical, reference or technological (computational) material for mastering knowledge of one or more teaching subjects;
- 4.17. **Educational literature** – Textbooks, Educational books, Methodological teaching aids;
- 4.18. **Research and Experimental Development (R&D)** – systematic creative activity aimed at increasing the knowledge of nature, humanity, culture, and society, and the use of its results;
- 4.19. **Scientist** – a researcher holding a doctoral degree;
- 4.20. **Research Fellow** – a person who has defended a doctoral dissertation no earlier than 7 years prior to being appointed to the position of a research fellow and is holding the position of a Research Fellow;
- 4.21. **Scholarly Resource** – a collection of original scholarly works (collective scholarly works) having an editor(s) or compiler(s) indicated on the title page and/or in the publication credits (annotation), excluding the staff editor of a periodical scholarly publication (scientific journal);
- 4.22. **Scholarly Edition of a Source** – the selection and collection of archival documents, linguistic monuments, classical texts of humanities or social thought, scholarly encyclopedias, folklore collections, and other textual scholarly sources (including audiovisual ones) of scholarly value, including the original text and a supplementary scholarly apparatus (transcriptions, commentaries, etc.). The prepared scholarly resource must be included in a published scholarly source with an appointed scholarly editor(s);
- 4.23. **Researcher** – a person holding the positions of Chief Researcher, Senior Researcher, Researcher, Research Fellow, or Junior Researcher;
- 4.24. **Scholarly Monograph** – a peer-reviewed scholarly work published as a separate publication or in electronic form, providing a systematic and comprehensive analysis of a single topic (subject), with clear and significant elements of novelty and scientific rigor specific to each field of science. A monograph must have an ISBN number and its volume must be no less than 8 author's sheets. It must contain clear and significant elements of novelty and scientific rigor specific to each field or branch of science. A monograph published in Lithuanian or another less widely spoken language must include a summary in English, French, or German. A scholarly monograph may be prepared by one or several authors. The minimum volume of a scholarly monograph is 8 author's sheets; the minimum contribution of a single author to a scholarly monograph is 4 author's sheets. At least 20% of the monograph must consist of unpublished and qualitatively new material;
- 4.25. **Scholarly Dissemination and Popularization Activity** – the presentation of fundamental knowledge and facts about science and technology to the public in a popular and accessible form, including the communication of news regarding scholarly achievements and events both locally and globally;
- 4.26. **Scholarly article** – an article published in a peer-reviewed publication, containing the scholarly apparatus standard for a specific field of science (footnotes and/or bibliography, and/or formulas, and/or drawings, and/or description of methodology, and/or statistical tables, etc.) and meeting the scientific rigor criteria of that field. The minimum eligible volume of a scholarly article in the humanities and social sciences is 0.25 author's sheets;
- 4.27. **Scholarly Study** – a peer-reviewed scholarly work published as a separate publication or in electronic form, meeting the requirements for a scholarly monograph (article), except for the

- volume. The minimum contribution of a single author to a scholarly study prepared by several authors is 2 author's sheets;
- 4.28. **Extraordinary Attestation** – an evaluation of the qualifications, abilities, and professional activities of teaching staff and researchers, conducted in accordance with this Procedure, without adhering to the periodicity requirements set for Attestation;
  - 4.29. **Recognized Artist** – a creator or performer of works of art, holding a Licentiate in Arts, a Master's degree, or an equivalent higher education degree, whose creative activity is characterized by works of particular significance to art and culture implemented in Lithuania and/or abroad, which have gained wide recognition from the public and art specialists, have been honored with prestigious international or national prizes and other high awards, and/or who has trained prominent artists and meets the requirements set by the higher education institution where they seek or hold a position;
  - 4.30. **Professor Emeritus** - a professor who has actively engaged in scientific or artistic and/or pedagogical work, to whom the University Senate has awarded this title for special merits to science or art;
  - 4.31. **Peer-reviewed publication** – a periodical, ongoing or one-off publication in which articles are published based on the written conclusions of scientific reviewers (*peer-review*);
  - 4.32. **Scholarly Synthesis** – a work that synthesizes research of a scientific discipline or interdisciplinary research in the humanities or social sciences, published in scholarly monographs, scholarly studies, and scholarly articles, and which meets the requirements for scholarly monographs (except for the volume). The minimum volume of a scholarly synthesis is no less than 1 author's sheet;
  - 4.33. **Applied Scholarly Work** – a supplementary work intended for an academic audience and/or the wider public, generating new knowledge and aimed at achieving specific practical objectives; such works include: catalogues, maps, commentaries on legal acts, academic criticism, etc. (research project reports, non-original textbooks, and science communication works are not eligible);
  - 4.34. **Applied Research** – experimental and/or theoretical work undertaken to acquire new knowledge, primarily directed towards specific practical aims or objectives;
  - 4.35. **Applied Research Activity** – systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes;
  - 4.36. **International Journals** – peer-reviewed scholarly journals published in English, including journals indexed in the international databases Clarivate Analytics and Scopus, as well as peer-reviewed scholarly journals published in Lithuania whose editorial board consists of at least 50 percent foreign researchers and where articles by researchers from other countries constitute a larger share than articles by researchers from Lithuania;
  - 4.37. **International Scholarly Event** - an international-scale conference, seminar, symposium, or other event on a defined topic, organized by international institutions, where researchers present their ideas and latest research results; more than half of the participants are from institutions in countries other than the host country;
  - 4.38. **Internationally Recognized Scholarly Publishing House (Publisher)** – a publishing house (publisher) that consistently publishes and distributes internationally the scholarly works of researchers from many countries, as well as internationally recognized periodical and serial publications, and provides information about the nature of the publishing house and its international recognition online;
  - 4.39. **International-Level Scholarly Article in the Humanities, Social, Natural, and Technological Sciences** – an article published in a Lithuanian or foreign scholarly publication that has a citation index, or whose editorial board consists of researchers from various countries, which publishes the research results of researchers from various countries, and/or whose compilers or editors are recognized representatives of the field (branch) of science. In the case of Social Sciences, scholarly articles published in scholarly journals indexed in the Clarivate Analytics Web of Science or Scopus databases are considered international-level scholarly articles; in the case of Natural and Technological Sciences, scholarly articles published in scholarly journals indexed in the Clarivate

- Analytics Web of Science are considered international-level scholarly articles;
- 4.40. **Researcher** – a scientist or scholar conducting academic or scientific research in a specific field of study. The stages of a researcher's career are as follows:
    - 4.40.1. - **First-Stage Researcher** – a person holding a Master's degree or an equivalent higher education qualification, who conducts research (artistic) activity under the supervision of an established or leading researcher;
    - 4.40.2. - **Recognized Researcher** – a scientist (Doctor of Arts) whose research (artistic) activity is not fully independent;
    - 4.40.3. - **Established Researcher** – a scientist (Doctor of Arts) who has reached a level of independence in research (artistic) activity;
    - 4.40.4. - **Leading Researcher** – an independent scientist (Doctor of Arts) who leads in their field of research or science (art);
  - 4.41. **University unit** – an academic department or other unit engaged in academic activities.
  - 4.42. **Textbook** – a tool prepared in book or electronic form for the teaching and learning of university students, in which knowledge of a specific field of science or practical activity is presented clearly and consistently. A tool is considered a textbook if it is intended for the study of at least one subject module or a part thereof;
  - 4.43. **Performance Evaluation** – an assessment of the activities of employees working under a fixed-term employment contract, conducted in accordance with the procedure established by the University at least 3 months before the expiration of the fixed-term employment contract.

## II. PROCEDURE FOR ANNOUNCING, ORGANIZING, AND CONDUCTING COMPETITIONS FOR TEACHING AND RESEARCH POSITIONS

5. Teaching staff and researchers, except for lecturer-practitioners, research fellows, junior assistant professors, junior researchers, and visiting teachers, shall be recruited for a 5-year term of office for at least 0.25 of the full-time equivalent through a public competition. A fixed-term employment contract for a period of 5 years shall be concluded with the person who has won the competition for a teaching or research position at the University, and their activity plan, coordinated with the University's activity plans and priorities, shall be approved for the same period in accordance with the procedure established by the University.
6. Persons shall be recruited to the position of Research Fellow through a public competition and employed under a fixed-term employment contract until the end of the fellowship, which lasts from one to 3 years. This position may be held by a researcher at a level no lower than a recognized researcher, who has defended their doctoral dissertation at another institution no earlier than 7 years before the date of appointment to this position. The period during which the person was granted maternity, paternity, or parental leave shall be excluded from this 7-year period.
7. The procedure for appointment to positions through competition established in this Procedure shall not apply to visiting teachers, visiting researchers, and lecturer-practitioners.
8. The Rector may, for a period not exceeding 2 years, invite teachers and researchers from other research and higher education institutions who meet the requirements for the career stages of a leading or established researcher.
9. By the decision of the Rector, teachers-practitioners may be recruited for a period not exceeding 2 years. Persons holding these positions shall teach, conduct practical classes, supervise students' practical work, introduce students to the application of research in practice, assist them in performing applied research activity, and impart practical knowledge. In performing their duties, such teachers must be engaged in practical work outside of research and higher education institutions, have at least 3 years of such practical experience related to the field of teaching, have professional achievements, and meet the teaching competencies specified by the higher education institution. In performing their duties, such teachers must work in the field of teaching and possess basic pedagogical competencies.
10. By the decision of the Rector, persons may be appointed to teaching and research positions at the University without a competition under a fixed-term employment contract for a period not exceeding one year. This contract may be extended for another period not exceeding one year. These persons may

be re-appointed without a competition no earlier than 2 years after the expiration of the fixed-term employment contract.

11. Persons shall be recruited to the positions of Junior Assistant Professor and Junior Researcher in accordance with the procedure established by the University. The position of Junior Assistant Professor may be held by a first-stage researcher. A Junior Assistant Professor shall perform or assist in performing teaching duties. A Junior Researcher shall perform or assist in performing research and experimental development (R&D) work. Fixed-term employment contracts shall be concluded with persons in these positions for a period lasting no longer than the end of their doctoral studies. These contracts may be extended for a period not exceeding one year.
12. During the term of an open-ended employment contract, at the proposal of the Rector and with the consent of the employee, the latter's current teaching position may be changed to an equivalent research position within the same researcher career stage (except for the research fellow position), and a research position – to an equivalent teaching position within the same researcher career stage, provided that the teacher or researcher meets the qualification requirements for those positions.
13. When a teacher or researcher holding an open-ended employment contract wins a competition for a different teaching or research position at the University, their employment relationship shall remain governed by the open-ended employment contract.
14. If only one candidate meets the competition requirements and that candidate is a current University employee holding the position of Associate Professor, Assistant Professor, Lecturer, Senior Researcher, or Researcher under an open-ended employment contract, they may be promoted to a higher position at the University—specifically to Professor, Associate Professor, Senior Lecturer, Chief Researcher, or Senior Researcher, respectively—without a competition.

#### **II.1. Announcement of the competition and submission of documents**

15. The decision to announce a competition for a teaching or research position shall be made by the Rector of the University (hereinafter – the Rector). The public competition shall be announced no later than 6 months before the scheduled start of employment.
16. The announcement of the competition for the position shall be published on the websites of the University and the Research Council of Lithuania, and may also be published in national and, if appropriate, international media.
17. The competition announcement must include:
  - 17.1. University details: name, legal form, registered office, and code;
  - 17.2. Title of the position and the University unit to which the position is assigned;
  - 17.3. nature of future work, main functions;
  - 17.4. Qualification requirements for the applicants;
  - 17.5. Documents to be submitted by the applicants participating in the competition;
  - 17.6. Selection method of the applicants;
  - 17.7. To whom the documents must be submitted;
  - 17.8. Deadline for the submission of documents, which must be no less than 14 calendar days from the announcement of the competition;
  - 17.9. Place or method for providing detailed information about the announced competition (telephone number, e-mail address, link to a website, specific person, office number, etc.).
18. An applicant wishing to participate in the competition must submit the following documents and/or data to the University's Finance and Human Resources Department (hereinafter referred to as **the Finance and Human Resources Department** ) **in person or by e-mail**:
  - 18.1. a curriculum vitae and description of professional activities;
  - 18.2. documents certifying the applicant's compliance with the qualification requirements, including a declaration of the researcher's competencies for the relevant career stage in the prescribed form;
  - 18.3. documents of higher education, academic degree, and pedagogical title (with supplements); in cases where the doctoral degree was obtained abroad, a certificate issued by the Research Council of Lithuania recognizing the foreign qualification as equivalent to the doctoral degree (in science or arts) awarded in the Republic of Lithuania must be provided;

- 18.4. a list of publications from the last 5 years, references to awards, and key articles (if seeking to hold the position of Professor, Associate Professor, Assistant Professor, Chief Researcher, Senior Researcher, or Researcher at the University for the first time, a list of publications since the defense of the doctoral dissertation shall be submitted);
  - 18.5. a description of artistic activity results from the last 5 years (in cases of applying for the position of Professor or Associate Professor in the field of arts at the University for the first time, a description of artistic activity results from the last 10 years shall be submitted). When conducting a competition for a teaching position in the field of arts, the University shall provide appropriate conditions for applicants to submit a portfolio of their work and/or to deliver a public lecture on their artistic creation or to hold an open lesson on the subject they teach;
  - 18.6. a personal 5-year activity plan, coordinated with the University's strategic activity plan and priorities, in the prescribed form;
  - 18.7. other documents or information specified in the announcement.
19. Upon the expiry of the deadline for the submission of documents and data, the Finance and Human Resources Department shall draw up a list of candidates. Late submissions shall not be accepted. The University reserves the right to disregard applications (and exclude candidates from the list of applicants) if the submitted documents or data are incomplete or do not meet the requirements specified in the competition announcement.
  20. Within 3 working days after the deadline for the submission of documents specified in the competition announcement, the Finance and Human Resources Department shall transfer copies of the candidates' documents to the head of the unit to which the position is assigned and to the research (art) activity manager.
  21. The head of the University unit to which the position under competition is assigned shall submit recommendations to the Recruitment Commission for Teaching and Research Staff (hereinafter – the Recruitment Commission) regarding the performance evaluation and suitability for the position of all candidates participating in the respective competition. The research (art) activity manager shall also submit such recommendations. Recommendations must be submitted within 5 working days from the date of receipt of the data from the Finance and Human Resources Department.
  22. The Rector reserves the right to cancel an announced competition for a teaching or research position by formal decision at any time prior to the date of the Recruitment Commission meeting. In the event of such cancellation, applicants who have submitted their documents to the Finance and Human Resources Department shall be notified immediately via e-mail. The cancellation shall also be published on the University website. Once a competition has been publicly announced in accordance with these Procedures, any subsequent modification of its conditions is strictly prohibited.

## **II.2. Procedure for Forming the Recruitment Commission for the Competitive Selection of Teaching and Research Staff**

23. The competitive selection of teaching and research staff shall be carried out by the Recruitment Commission for Teaching and Research Staff and its subcommittees (hereinafter – the Recruitment Commission).
24. The composition of the Recruitment Commission and its subcommittees shall be established *ad hoc* by the Rector. In the order regarding the formation of the Recruitment Commission, the Rector shall appoint the Chairperson and the Secretary from among the committee members.
25. The number of members of the Recruitment Commission and its subcommittees shall be no less than 5 and no more than 15. The committee shall consist of an odd number of members. The Recruitment Commission is composed of the Rector, heads of University units, the Chairperson of the Senate, and one member delegated by the Student Representation. Subcommittees for the Humanities, Arts, Social Sciences, and Natural Sciences and Technology shall be formed. At least 2/3 of the subcommittee members must be researchers who meet the minimum qualification requirements for the positions of Professor (Chief Researcher) or Associate Professor (Senior Researcher). At least 2/3 of the members of the Recruitment Commission subcommittee shall consist of teachers or researchers from other research and higher education institutions.
26. When organizing a competition for the position of Professor or Chief Researcher, one of the researchers

- invited from other research and higher education institutions must be an international expert.
27. By decision of the Rector, when conducting competitions for teaching positions in the field of Art studies, a requirement may be applied that at least 2/3 of the Recruitment Commission members must be recognized artists.
  28. Members of the Recruitment Commission may not be related to the applicants by blood, marriage, partnership, or any other circumstances that could cause a conflict of interest or raise doubts about the impartiality of these persons. A member of the Recruitment Commission, upon learning of any relationship with an applicant as specified in this point that could affect their impartiality, shall immediately inform the Chairperson of the Recruitment Commission, and this member shall be replaced by another member by order of the Rector.

### **II.3. Procedure for conducting the competitive selection for teaching and research positions**

29. When selecting a candidate for a teaching or research position, the relevant subcommittee of the Recruitment Commission shall evaluate their compliance with the specific qualification requirements set out in this Procedure and shall take into account the recommendations of the heads of units and the research (art) activity manager. The Recruitment Commission shall also evaluate the candidates' results in studies, research, applied research, and educational activities, performance efficiency indicators (if the competition involves a teacher or researcher currently employed at the University), professional experience, creativity, compliance with academic ethics requirements, and professional qualities. If specific skills are required for a particular position (according to the job description, regulatory or local legal acts), the Recruitment Commission shall also verify and evaluate the sufficiency of these skills.
30. Minutes of the subcommittee meetings shall be taken and subsequently submitted to the Recruitment Commission.
31. When conducting a competition for the positions of Professor, Chief Researcher, Associate Professor, and Senior Researcher for a first term of office, public presentations by the applicants may be held in addition to individual interviews. The decision on the need to hear and evaluate public presentations shall be made by the Rector upon forming the Recruitment Commission:
  - 31.1. such presentations shall be attended by at least one member of the Recruitment Commission or subcommittee (appointed by the Chairperson of the Recruitment Commission) and a reviewer (appointed by the head of the unit to which the applicant is applying);
  - 31.2. reviewers shall submit their written conclusions to the Recruitment Commission and the applicant within the deadline specified by the Recruitment Commission;
  - 31.3. the duration of the applicants' presentations shall be 30–40 minutes;
  - 31.4. Applicants have the right to use the University's organizational equipment for their presentations. The applicant must inform the unit of such a need at least two working days before the date of the Recruitment Commission meeting.
32. When conducting a competition for a teaching position in Art studies for a first term of office, in addition to an individual interview, applicants may be requested to publicly present the results of their artistic activity (organize a concert, performance, exhibition, screen a film, submit a portfolio of their work, etc.) and/or deliver a public lecture on their artistic creation, or conduct an open session of their taught subject.
33. During the interview, the applicant's compliance with the qualification requirements shall be evaluated, as well as the results of the applicants' studies, research, applied research, and educational activities. The evaluation shall take into account the applicant's professional or work experience and professional qualities. If specific skills are required for the position, these skills shall be evaluated. If the applicant provides documents certifying the acquisition of the relevant skills, these skills may not be subject to verification.
34. The meetings of the Recruitment Commission shall be held in closed session, except for instances where one of the competition stages involves the evaluation of the applicants' public presentations (in such cases, the part of the meeting involving individual interviews with applicants shall be closed, while the part involving the hearing of public presentations or artistic results shall be open). The stage of the competition during which the oral evaluation (interview) of the applicants is conducted shall be recorded

using audio recording equipment.

35. The subcommittee of the Recruitment Commission may recommend that the Rector declare the competition void if, based on the requirements for the position established in the competition announcement, the applicants' competencies do not meet the requirements, or if no applicants have submitted documents.
36. The Recruitment Commission shall make the decision regarding the winner of the competition within 10 calendar days from the end of the final selection stage – the interviews with the applicants. Decisions of the Recruitment Commission shall be made in accordance with the following procedure:
  - 36.1. A meeting of the Recruitment Commission shall be deemed quorate if at least 2/3 of its members are present;
  - 36.2. Decisions of the Recruitment Commission shall be adopted by an open vote by a simple majority;
  - 36.3. The applicant who receives the highest number of votes shall be declared the winner of the competition.
37. The decision of the Recruitment Commission regarding the determination of the winner shall be documented in the minutes, which shall be signed by the Chairperson and the Secretary of the Recruitment Commission. All applicants who participated in the selection process shall have the right to access the minutes. If the minutes contain decisions on determining winners for several different positions, the applicant shall be provided with an extract from the minutes (specifically the part of the minutes related to their evaluation).
38. Applicants shall be informed of the competition results via e-mail no later than five working days from the adoption and announcement of the decision on the winner.
39. The formal decision of the Recruitment Commission regarding the determination of the winner, as documented in the minutes, shall be submitted to the Finance and Human Resources Department no later than within five working days.
40. A competition participant who disagrees with the results of the competition may appeal against them in accordance with the provisions set out in this Procedure.
41. The Finance and Human Resources Department, acting on the basis of the formal decision of the Recruitment Commission as recorded in the minutes, shall prepare employment contracts with the winners of the competitions within one month from the date of the adoption of the said decision and shall invite them via e-mail to sign the contracts.
42. An employment contract shall be signed with the successful applicant in accordance with the procedure established by law.
43. If the person who won the competition fails to sign the contract with the University within 5 working days after receiving information about the prepared employment contract, or, having signed the employment contract, fails to actually commence work, the next applicant who passed the selection and received the highest number of votes shall be deemed the winner of the competition.

#### **II.4. Qualification requirements for teaching staff and researchers in the fields of humanities, social sciences, natural sciences and technology**

44. The requirements set out in Paragraphs 45–47 of this Procedure shall apply to persons applying for the positions of Professor or Chief Researcher, as well as the positions of Associate Professor and Senior Researcher:

##### **45. Conducts scholarly research and publishes the results thereof in:**

- 45.1. scholarly monographs and (or) studies, works of scholarly synthesis;
- 45.2. scholarly articles, analytical reviews of scholarly works in scholarly publications (periodic, serial, or one-time publications; hereinafter – scholarly publications);
- 45.3. scholarly articles, analytical reviews of scholarly works in cultural or professional publications (periodic, serial, or one-time publications; hereinafter – cultural or professional publications);
- 45.4. presentations, plenary lectures at international or national scholarly conferences, international or national seminars;

##### **46. A researcher conducts applied scholarly research and (or) other applied scholarly activities:**

- 46.1. prepares editions of scholarly sources, scholarly translation editions, prepares or compiles peer-reviewed scholarly publications;
  - 46.2. prepares scholarly datasets, publications of scholarly resources (databases, systematic source catalogues, dictionaries, typological and thematic maps), scholarly bibliography publications, drafts of key legal acts (of the President of the Republic of Lithuania, the Seimas, the Government, international), conclusions, comments, and feedback on draft legal acts, etc.;
  - 46.3. carries out international or national research and experimental development (hereinafter – R&D) or research, experimental development, and innovation (hereinafter – R&D&I) projects;
  - 46.4. trains researchers: supervises doctoral students, participates in the doctoral study process, supervises post-doctoral fellowships;
  - 46.5. performs other applied scholarly activities: carries out experimental development work, participates in expert scholarly organizations (is a member thereof), engages in expert and other applied scholarly activities (chairs or is a member of a scholarly event organizing committee or a scholarly program committee; is the editor-in-chief or a member of the editorial board of a scholarly publication; is a member of working groups that prepare expert conclusions, recommendations, legal acts, provides consultations to government, public sector institutions, or business enterprises, etc.);
- 47. A researcher engages in educational or scholarly dissemination (popularization) activities:**
- 47.1. has prepared textbooks or methodological teaching aids;
  - 47.2. has prepared reviews of scholarly works and scholarly dissemination publications, including reviews of scholarly works or artworks intended for professional audiences and the general public, published in cultural or professional publications;
  - 47.3. has delivered public lectures;
  - 47.4. has created traditional or digital online scholarly dissemination sources, databases relevant to the public, and is engaged in their maintenance, supplementation, and updating; engages in the dissemination of scholarly knowledge (publishes scholarly popularization publications, speaks in oral or written media) through media outlets, etc.
- 48. The position of Professor** may be held by a researcher who is a leading researcher and who:
- 48.1. has at least 5 years of scholarly pedagogical or practical activity experience in the relevant field of science at a university-level higher education institution during the last 5-year period, and has held a position not lower than that of Associate Professor with a workload of at least 0.5 FTE for the last 5 years;
  - 48.2. after the award of the doctoral degree, has published the results of their scholarly research in:
    - 48.2.1. the fields of Humanities and Social Sciences – at least 15 scholarly articles in peer-reviewed scholarly publications, or in a monograph or study not based on the doctoral dissertation and at least 10 scholarly articles in peer-reviewed scholarly publications;
    - 48.2.2. the fields of Natural Sciences and Technology – at least 10 scholarly articles in international indexed scholarly publications, or in an international monograph (with the researcher's contribution being at least 4 author's sheets), or has obtained a patent and published at least 6 scholarly articles in international indexed scholarly publications;
  - 48.3. has conducted scholarly research activity in the form of scholarly publications over the last five years that meets the attestation requirements for the position of Professor;
  - 48.4. during the last 5 years, has fulfilled at least 3 of the requirements set out in Paragraph 45 and at least 5 of the requirements set out in Paragraphs 46–47 of the Procedure.
- 49. The position of Associate Professor** may be held by a researcher who is at a level not lower than that of a established researcher and who:
- 49.1. has at least 3 years of scholarly pedagogical or practical activity experience in the relevant field of science at a university-level higher education institution during the last 3-year period, and has held a position not lower than that of Assistant Professor with a workload of at least 0.5 FTE for the last 3 years;
  - 49.2. after the award of the doctoral degree, has published the results of their scholarly research in:
    - 49.2.1. the fields of Humanities and Social Sciences – at least 10 scholarly articles in peer-reviewed scholarly publications, or in a monograph or study and at least 5 scholarly articles in peer-reviewed scholarly publications;

- 49.2.2. the fields of Natural Sciences and Technology – at least 6 scholarly articles in international indexed scholarly publications, or in an international scholarly monograph (with the researcher's contribution being at least 4 author's sheets), or has obtained a patent and published at least 2 scholarly articles in international indexed scholarly publications;
- 49.3. has conducted scholarly research activity in the form of scholarly publications over the last five years that meets the attestation requirements for the position of Associate Professor;
- 49.4. during the last 5 years, has fulfilled at least 2 of the requirements set out in Paragraph 45 and at least 4 of the requirements set out in Paragraphs 46–47 of the Procedure.
50. **The position of Assistant Professor** may be held by a researcher who is at a level not lower than that of a Recognized Researcher, having at least 2 years of pedagogical work experience at a university-level higher education institution, and who, during the last 5 years, has:
- 50.1. submitted and delivered at least one scholarly presentation at an international or national scholarly research or scholarly practical conference;
- 50.2. participated in the implementation of scholarly, scholarly practical, or experimental works in international or national research or administrative projects in the relevant field of science (corresponding to the position);
- 50.3. engaged in educational scholarly dissemination (popularization) activities: scholarly popularization publications, public lectures, workshops, and other scholarly popularization events for students, graduates, schoolchildren, or participants of professional development courses.
51. **The position of Junior Assistant Professor** may be held by a First-Stage Researcher who holds at least a Master's qualification degree or an equivalent higher education degree.
52. **To be eligible for the position of Senior Lecturer**, a person must hold a doctoral degree and have at least 2 years of pedagogical work experience at a university-level higher education institution.
- 52.1. During the last 5 years, such a person shall have:
- 52.1.1. delivered lectures to first-cycle or professional study students for at least one year;
- 52.1.2. improved their didactical and subject-specific qualifications;
- 52.1.3. gained experience in organizational and expert activities (participated in projects, delivered lectures, participated in the preparation of study programs, etc.);
- 52.1.4. engaged in educational scholarly dissemination (popularization) activities: scholarly popularization publications, public lectures, workshops, and other scholarly popularization events for students, graduates, schoolchildren, or participants of professional development courses.
53. **To be eligible for the position of Lecturer**, a person must hold at least a Master's qualification degree or an equivalent higher education qualification.
54. All persons participating in the competition must be able to teach in Russian and English, except in cases where the teaching process in a specific instance is intended to be organized in other languages.
55. **The position of Chief Researcher** may be held by a Leading Researcher who:
- 55.1. has published the results of scholarly research at international and national scholarly conferences and subsequent to the award of a doctoral degree, has published their research results in one of the following ways:
- 55.1.1. in the fields of Humanities and Social Sciences:
- 55.1.1.1. in a scholarly monograph not based on a doctoral dissertation, published by an internationally recognized publishing house, and in at least 5 international-level scholarly articles;
- 55.1.1.2. in a scholarly monograph not based on a doctoral dissertation and in at least 7 international-level scholarly articles;
- 55.1.1.3. in at least 15 scholarly articles in peer-reviewed scholarly publications, of which at least 7 must be published in international scholarly publications;
- 55.1.2. In the fields of Natural Sciences and Technology:
- 55.1.2.1. in a scholarly monograph not based on a doctoral dissertation (with the researcher's contribution being at least 4 author's sheets), or has obtained a patent and published at least 11 scholarly articles in international indexed scholarly publications;

- 55.1.2.2. in at least 15 scholarly articles in international indexed scholarly publications;
  - 55.2. must have experience in research management: has led international or national R&D projects or scholarly research programs conducted by institutions;
  - 55.3. must have experience in training researchers: has supervised a doctoral student or a post-doctoral fellow;
  - 55.4. has conducted scholarly research activity in the form of scholarly publications over the last five years that meets the attestation requirements for the position of Chief Researcher;
  - 55.5. during the last 5 years, has fulfilled at least 3 of the requirements set out in Paragraph 45 and at least 5 of the requirements set out in Paragraphs 46–47 of the Procedure.
- 56. The position of Senior Researcher** may be held by a researcher who is at a level not lower than that of an Established Researcher and who:
- 56.1. has published the results of scholarly research at international and national scholarly conferences and, subsequent to the award of a doctoral degree, has published their research results in one of the following ways:
    - 56.1.1. in the fields of Humanities and Social Sciences:
      - 56.1.1.1. in a scholarly monograph not based on a doctoral dissertation, published by an internationally recognized publishing house, and in at least 2 international-level scholarly articles;
      - 56.1.1.2. in a scholarly monograph not based on a doctoral dissertation and in at least 3 international-level scholarly articles;
      - 56.1.1.3. in at least 8 scholarly articles in peer-reviewed scholarly publications, of which at least 5 must be published in international scholarly publications;
    - 56.1.2. in the fields of Natural Sciences and Technology:
      - 56.1.2.1. in an international scholarly monograph not based on a doctoral dissertation (with the researcher's contribution being at least 4 author's sheets), or has obtained a patent and published at least 3 scholarly articles in international indexed scholarly publications;
      - 56.1.2.2. in at least 7 scholarly articles in international indexed scholarly publications;
  - 56.2. must have participated in the implementation of international or national R&D projects or institutional scholarly research programs, or have supervised a doctoral student or a post-doctoral fellow;
  - 56.3. has conducted scholarly research activity in the form of scholarly publications over the last five years that meets the attestation requirements for the position of Senior Researcher;
  - 56.4. during the last 5 years, has fulfilled at least 2 of the requirements set out in Paragraph 45 and at least 4 of the requirements set out in Paragraphs 46–47 of the Procedure.
- 57. The position of Researcher** may be held by a researcher who is at a level not lower than that of a Recognized Researcher and who:
- 57.1. has published the results of scholarly research in at least 2 international-level scholarly articles.
- 58. The position of Research Fellow** may be held by a researcher who is at a level not lower than that of a Recognized Researcher and who has defended their doctoral dissertation at another institution no earlier than 7 years before the date of appointment to this position. Any periods of maternity, paternity, or childcare leave shall not be included in this 7-year period.
- 59. The position of Junior Researcher** may be held by a First-Stage Researcher who holds at least a Master's qualification degree or an equivalent higher education qualification.

## **II.5. Qualification requirements for teaching staff in the field of art studies**

- 60. To be eligible for the teaching positions (artists),** artists and Doctors of Arts must:
- 60.1. Conduct artistic practice and pedagogical activity, which consists of:
    - 60.1.1. the public presentation (performance) of an artwork or the execution of a commission for a client;
    - 60.1.2. the publication of an artwork through publishing houses, audio and video recording studios, etc.;
    - 60.1.3. the recognition of an artwork or its public presentation (performance) through prestigious foreign and (or) Lithuanian prizes or other prestigious awards;

- 60.1.4. the training of internationally recognized artists and (or) successful supervision of an artistic project of Doctors of Arts (or Licentiates of Arts) (a successfully defended project);
  - 60.1.5. the publication of artistic research in a recognized foreign and (or) Lithuanian publication.
  - 60.2. Conduct artistic dissemination activities:
    - 60.2.1. prepare and (or) participate in artistic projects;
    - 60.2.2. deliver public lectures intended for the popularization of art;
    - 60.2.3. publish articles and reviews in cultural, artistic, and professional publications;
    - 60.2.4. create and maintain online artistic dissemination sources, regularly disseminate knowledge about art through media outlets, etc.;
    - 60.2.5. participate in the activities of professional artistic associations;
    - 60.2.6. participate in the work of artistic juries and groups of cultural and artistic experts;
    - 60.2.7. conduct other artistic dissemination activities.
  - 60.3. Conduct **methodological activity**:
    - 60.3.1. participate in the process of art studies at any cycle (preparation and teaching of study subjects, supervision of an artistic project, reviewing an artistic project, supervising students in the preparation of final theses, work in defense committees);
    - 60.3.2. participate in a third-cycle study program committee, a defense council, or be a member of such a commission or committee;
    - 60.3.3. participate in internships and teaching exchange programs;
    - 60.3.4. prepare masterclasses, creative workshops, seminars, open lessons;
    - 60.3.5. participate in professional qualification development programs;
    - 60.3.6. prepare study guides, textbooks or parts thereof, educational books, lecture notes for studies, anthologies, editions of artworks, and other methodological aids used in the EHU study process.
61. **The position of Professor of Art Studies** may be held by a Doctor of Arts who is a Leading Researcher or an Recognised artist who has held a position not lower than that of Associate Professor for at least 5 years and has, during their term of office, created works significant to Lithuanian art and culture; or by a Recognised artist who has at least 10 years of artistic practice experience, whose artistic practice has been recognized with prestigious international or national prizes and/or other awards, and/or who has trained prominent artists. For the appointment competition, candidates must publicly present the results of their artistic practice (arrange a concert, performance, exhibition, demonstrate a film, submit a documentary portfolio of their work, and the like) and/or deliver a public lecture on their artistic practice, or hold an open lesson on the subject they teach. The work of Recognised artist applying for the position of Professor must be favorably evaluated by art specialists in the Lithuanian and/or foreign press.
- 61.1. In addition to the criteria specified in Paragraph 61 of this Procedure, a person seeking to hold the position of Professor in the field of Art must have completed all works in the field of art according to the relevant artistic direction – they must have completed at least 10 works listed in subparagraphs 60.1.1, 60.1.2, and 60.1.3 in the contexts of national and (or) international recognition, of which at least 5 works must have been completed in international artistic spaces. Furthermore, such a teacher (artist) must have, over the past 5 years, conducted at least 3 of the works listed in subparagraph 60.1 and at least 5 of the works listed in subparagraphs 60.2 and (or) 60.3, significant on a national and (or) international scale;
  - 61.2. A person seeking to hold the position of Professor of Art Studies must have the recommendations of 3 recognized experts in the field of art.
62. **The position of Associate Professor of Art Studies** may be held by a Doctor of Arts who is at a level not lower than that of an Established Researcher or a Recognised artist who has conducted pedagogical work at a higher education institution for at least 5 years and has created significant works; or by a Recognised artist who has at least 5 years of artistic practice experience and has received prestigious international or national awards. The work of Recognised artists applying for the position of Associate Professor must be favorably evaluated by art specialists in the Lithuanian and/or foreign press.

- 62.1. In addition to the criteria specified in Paragraph 62 of this Procedure, a person seeking to hold the position of Associate Professor in the field of Art must have completed all works in the field of art according to the relevant artistic direction – they must have completed at least 7 works listed in subparagraphs 60.1.1, 60.1.2, and 60.1.3 in the contexts of national and (or) international recognition, of which at least 3 works must have been completed in international artistic spaces. Furthermore, such a teacher (artist) must have, over the past 5 years, conducted at least 2 of the works listed in subparagraph 60.1 and at least 4 of the works listed in subparagraphs 60.2 and (or) 60.3, significant on a national and (or) international scale.
- 62.2. A person seeking to hold the position of Associate Professor of Art Studies must have the recommendations of 2 recognized experts in the field of art.
63. **For candidates for the positions of Professor or Associate Professor of Art Studies**, the prestige of awards for **artistic practice** and of the venues for the performance or implementation of artworks shall be determined by expert commissions established by the Senates of the Lithuanian Academy of Music and Theatre (music, theatre, cinema, television, choreography) and the Vilnius Academy of Arts (fine arts, design, architecture, applied arts), which include representatives from higher education institutions that train artists in all the specified fields/directions of art.
64. **The position of Assistant Professor of Art Studies** may be held by a Doctor of Arts who is at a level not lower than that of a Recognized Researcher or Recognised artist with at least 2 years of artistic practice experience, at least 1 year of pedagogical experience at a higher education institution, and must have completed at least 2 works listed in subparagraphs 60.1.1, 60.1.2, and 60.1.3, of which at least 3 works must have been in the contexts of national and (or) international recognition, and at least 2 of the works listed in subparagraphs 60.2 and (or) 60.3.
65. **The position of Junior Assistant Professor of Art Studies** may be held by a First-Stage Researcher holding at least a Master's qualification degree or an equivalent higher education qualification.
66. **The position of Senior Lecturer of Art Studies** may be held by a Doctor of Arts or an established artist with at least 2 years of pedagogical experience at a higher education institution and a successful record of training artists.
67. **The position of Lecturer of Art Studies** may be held by a person holding at least a Master's qualification degree or an equivalent higher education qualification.
68. All persons participating in the competition must be able to teach in Russian and English, except in cases where the teaching process is specifically intended to be organized in other languages.
69. All persons participating in the competition, for the comprehensive assessment of their qualification's suitability for the position, must provide factual evidence supporting their declared activities (photographs, electronic links, documents in PDF format, etc.). Positions that do not meet this requirement shall not be counted towards the results of the candidate's activity.

### III. PERFORMANCE EVALUATION AND ATTESTATION OF TEACHING STAFF AND RESEARCHERS

#### III.1. Performance evaluation

70. At least 3 months prior to the expiration of a fixed-term employment contract of a teaching staff member or researcher who has won a competition, an evaluation of their performance during the term of office shall be conducted. At the request of the teaching staff member or researcher, periods of maternity, paternity, or childcare leave, as well as periods of illness lasting longer than 3 months, shall be excluded from the 5-year period. The performance evaluation of all teaching staff and researchers is conducted once a year. For those whose evaluation is postponed due to the reasons specified in this paragraph, the evaluation shall be conducted during the next scheduled performance evaluation and shall not be organized separately.
71. The performance evaluation consists of the following stages: submission of documents for evaluation, assessment of the compliance of the teaching staff's and researchers' academic activities with the qualification requirements for the Attestation, and evaluation of their academic activities by the **Attestation Commission**.

72. The performance evaluation of teaching staff and researchers is organized and conducted by the Attestation Commission. The Finance and Human Resources Department shall provide heads of departments with information regarding upcoming evaluation deadlines, coordinate the evaluation process, and collect information on the evaluation results.
73. If the performance of a teaching staff member or researcher is evaluated positively, the employment relationship shall continue by concluding an open-ended employment contract for the same position. If the performance is evaluated negatively, by decision of the Rector and upon the recommendation of the head of the department, the employee may be transferred only to a lower position for which they meet the qualification requirements, by concluding a fixed-term employment contract, or be dismissed with at least ten working days' notice. A dismissed teaching staff member or researcher shall be paid a severance payment equal to one month's average salary.
74. The performance evaluation of teaching staff and researchers shall be announced by an order of the Rector, specifying the evaluation procedure and the composition of the Attestation Commission. Employees whose performance is to be evaluated shall be informed of the order via the university-issued email address.
75. Teaching staff and researchers whose performance is to be evaluated shall coordinate the description of the results of their academic activities to the research (art) activity manager.
76. The teaching staff member or researcher whose performance is to be evaluated must submit the following documents to the Finance and Human Resources Department no later than 20 calendar days before the scheduled meeting of the Attestation Commission:
  - 76.1. a curriculum vitae (CV) and professional activity description;
  - 76.2. the fulfillment of/compliance with the qualification requirements for attestation during the term of office, coordinated with the research (art) activity manager;
  - 76.3. a list of their publications for the period for which they are being evaluated, coordinated with the research (art) activity manager;
  - 76.4. copies of documents (with supplements) regarding any earned academic degree or pedagogical title, if such degree or title was obtained during the evaluation period.
77. The Attestation Commission, when evaluating the performance of teaching staff and researchers, must adhere to the academic activity results submitted by the staff, the activity plan provided for the competition, and assess whether the teaching staff member or researcher has achieved the objectives set out in their activity plan. When evaluating pedagogical activity, the Commission must also consider the summarized results of representative student surveys and take into account the established qualification requirements for attestation, in proportion to the employee's full-time equivalent (FTE). The Attestation Commission shall adopt a decision regarding the performance evaluation of the teaching staff member or researcher and submit the minutes of the commission meeting to the Rector and the Finance and Human Resources Department within 5 working days. The Rector shall make the final decision regarding the conclusion of open-ended employment contracts. The Finance and Human Resources Department shall inform the teaching staff member or researcher of the evaluation results within 5 days.
78. At the request of the employee whose performance is being evaluated, the Attestation Commission shall provide them with access to their evaluation documents.

### **III.2. Regular attestation**

79. The attestation of teaching staff and researchers is conducted to determine whether the qualifications of the teaching staff and researchers meet the requirements of their current position, whether the employee is continuously improving their qualifications, and whether they are achieving the objectives set out in the plan for the 5-year period.
80. Teaching staff and researchers with whom open-ended employment contracts have been concluded shall be attested every 5 years (term of office). This 5-year period is calculated based on the employee's years of service and begins from the first working day under the open-ended employment contract; subsequent 5-year periods for attestation are calculated accordingly from the date of the previous (last) attestation. Periods during which the employee has taken maternity, paternity, or childcare leave shall be excluded from the 5-year period.

81. The attestation of teaching staff and researchers shall be announced by an order of the Rector at least 2 months prior to the date of the attestation.
82. If, during the period for which the attestation is being conducted, the FTE proportion held by the employee in their position as a teaching staff member or researcher increased, the employee shall be attested according to correspondingly higher requirements and in proportion to the FTE workload they held for the longest duration during the said attestation period.
83. If, during the period for which the attestation is being conducted, a researcher has been transferred to an equivalent teaching position, or a teaching staff member to an equivalent research position without a public competition, the attestation shall be conducted for all positions held in proportion to the FTE and the duration of time worked.
84. At least 3 months prior to the regular attestation of a teaching staff member or researcher, the Finance and Human Resources Department shall inform the head of the University unit where the employee to be attested works. Upon receiving this information, the head of the University unit shall, within 3 calendar days, submit a written recommendation to the Rector to issue an order regarding the attestation of the teaching staff member or researcher. Upon receiving such a recommendation, the Rector shall, within 3 working days, take a decision regarding the attestation and establish an **ad hoc Attestation Commission** (hereinafter – the Attestation Commission). Two-thirds ( $\frac{2}{3}$ ) of the members of the Attestation Commission shall consist of teaching staff or researchers from other research and study institutions. The Rector shall appoint a Chairperson and a Secretary from among the members of the Attestation Commission.
85. An Attestation Commission may be established to conduct the attestation of either a specific teaching staff member or researcher, or several such staff members (if the attestations of several teaching staff members or researchers are to be conducted at a similar time).
86. The Chairperson of the Attestation Commission shall set the date of the attestation meeting within 3 working days of their appointment to the Commission. The Secretary of the Attestation Commission shall inform the person(s) being attested of the date and time of the meeting via email within one working day.
87. A teaching staff member or researcher who is unable to attend the Attestation Commission meeting for important reasons (illness, business trip, etc.) must immediately inform the Attestation Commission and the Rector in writing. In such cases, a new date for the Attestation Commission meeting shall be set, and the teaching staff member or researcher shall be informed via email. If the employee refuses to attend the meeting or fails to inform the Attestation Commission that they are unable to attend for an important reason and does not appear at the meeting, the Attestation Commission meeting regarding the attestation of the respective teaching staff member or researcher shall proceed in their absence. The Rector has the right to postpone the employee's attestation deadline, but for a period not exceeding one year, except for cases provided by law or determined by the specifics of academic activity (e.g., the employee taking maternity, paternity, or childcare leave, going on a long-term internship at a foreign university, etc.).
88. The teaching staff member or researcher to be attested must submit the following documents to the Finance and Human Resources Department no later than 20 calendar days before the scheduled meeting of the Attestation Commission:
  - 88.1. a curriculum vitae (CV) and professional activity description;
  - 88.2. the fulfillment of/compliance with the qualification requirements for attestation during the term of office, coordinated with the research (art) activity manager;
  - 88.3. a list of their publications for the period for which they are being attested, coordinated with the research (art) activity manager;
  - 88.4. copies of documents (with supplements) regarding any earned academic degree or pedagogical title, if such degree or title was obtained during the attestation period.
89. The Finance and Human Resources Department shall verify whether all required documents have been submitted by the person to be attested. Upon identifying any deficiencies in the documents, the Finance and Human Resources Department shall, within one working day, inform the person being attested via email and set a deadline of 3 working days to rectify these deficiencies. If the deficiencies are not rectified within this period without important reasons, the documents shall be deemed not submitted, and the

teaching staff member or researcher shall be deemed failed to be attested.

90. Upon the expiration of the document submission period, the Finance and Human Resources Department shall transfer the received and verified documents to the Attestation Commission.
91. The Attestation Commission shall evaluate the compliance of the person being attested with the qualification requirements established for the respective position as specified in Subsection III.4 of the Procedure, which were to be fulfilled during the 5-year term of office, as well as the results of the person's artistic, research, applied research, and educational activities achieved during the attestation period. The evaluation shall take into account the person's professional or work experience, compliance with the requirements of academic ethics, professional qualities, student feedback, and whether the issue of disciplinary liability was raised regarding the person being attested.
92. For the attestation meeting, the person being attested shall prepare an oral report summarizing the results of their activities during the attestation period. The duration of the oral report shall not exceed 20 minutes.
93. The decision regarding the attestation of a teaching staff member or researcher by the Attestation Commission shall be adopted in the following order:
  - 93.1. A meeting of the Attestation Commission is considered legal (has a quorum) if at least half of its members are present;
  - 93.2. Decisions of the Attestation Commission regarding the positive or negative attestation of the persons being attested shall be adopted by an open vote, by a simple majority of the votes;
  - 93.3. The decision of the Attestation Commission shall be documented in the minutes, which shall be signed by the Chairperson and the Secretary of the Attestation Commission. The person being attested has the right to access these minutes. The Secretary of the Attestation Commission shall transfer the minutes to the Finance and Human Resources Department;
  - 93.4. The employee who participated in the attestation shall be informed of the Attestation Commission's decision via email within 5 working days from the date the minutes of the decision are drawn up. If the minutes contain decisions regarding the attestation of several employees, the attested employee shall be provided with an extract from the minutes (specifically the part related to their evaluation).
94. A person being attested who disagrees with the decision of the Commission may submit a complaint in accordance with the procedure provided for in this Procedure.
95. In the event that the Attestation Commission adopts a negative decision on the attestation of a teaching staff member or researcher (or in the case of a complaint, if the Rector decides not to change the Commission's decision), or if a person fails to submit documents for attestation, they shall be dismissed from their position. The dismissed teaching staff member or researcher shall be subject to the guarantees established in Article 57, Parts 7, 8, and 9 of the Labour Code of the Republic of Lithuania. Such a decision may be adopted no earlier than 10 working days after the Attestation Commission's negative decision on the attestation, or if an appeal is submitted within this period – no earlier than after the Rector's decision to dismiss the complaint is announced.

### III.3. Extraordinary attestation

96. **An extraordinary attestation** may be mandated for teaching staff and researchers by an order of the Rector on any of the following grounds:
  - 96.1. if the teaching staff member or researcher violates the norms and requirements of academic ethics;
  - 96.2. if it emerges that the conduct of the teaching staff member or researcher is incompatible with the concept of a member of the academic community;
  - 96.3. if reasonable doubts arise as to whether the professional and (or) personal qualities of the teaching staff member or researcher are suitable for the position they hold;
  - 96.4. if the head of a University unit, having assessed that the performance of the teaching staff member or researcher does not meet the requirements, work standards, or plans established for their position, submits a reasoned recommendation to the Rector;
  - 96.5. if it emerges from other sources that the teaching staff member or researcher potentially does

not meet the requirements established for their position.

97. The Rector, on their own initiative or within 3 calendar days of a reasoned recommendation from the head of a unit to mandate an attestation, shall take a decision regarding the extraordinary attestation of a teaching staff member or researcher and shall establish an ad hoc Attestation Commission. From among the members of the Attestation Commission, the Rector shall appoint a Chairperson and a Secretary. The Rector's order to mandate the extraordinary attestation of a teaching staff member or researcher must specify the reasons and motives for mandating the extraordinary attestation.
98. An extraordinary attestation of a teaching staff member or researcher may be announced no earlier than 1 year after a regular or extraordinary attestation of the said staff member, or no earlier than 1 year after the competition through which the teaching staff member or researcher was appointed to their position at the University.
99. The Chairperson of the Attestation Commission shall, within 3 working days of their appointment to the Attestation Commission, set the date for the extraordinary attestation meeting. The Secretary of the Attestation Commission shall inform the person being attested of the date and time of the meeting via email on the same day.
100. The meeting of the Attestation Commission for an extraordinary attestation must take place no later than 1 month from the Rector's order to mandate the extraordinary attestation for the teaching staff member or researcher. This deadline may be extended by a decision of the Rector for an additional period of 1 month.
101. A teaching staff member or researcher who is unable to attend the Attestation Commission meeting for important reasons (illness, business trip, etc.) must immediately inform the Attestation Commission in writing. In such cases, a new date for the Attestation Commission meeting shall be set, and the teaching staff member or researcher shall be informed via email. If the employee refuses to attend the meeting or fails to inform the Attestation Commission that they are unable to attend for an important reason and does not appear at the meeting, the Attestation Commission meeting regarding the attestation of the respective teaching staff member or researcher shall proceed in their absence.
102. If the person being attested is unable to attend the meeting due to temporary incapacity for work or because they are on special-purpose leave, the date of the meeting shall be changed, and the periods of temporary incapacity, special-purpose leave, suspension from work, and other periods of absence from work shall be excluded from the set time limit within which the extraordinary attestation meeting must take place.
103. The extraordinary attestation shall be conducted in accordance with the procedure established in Paragraphs 88–90 of this Procedure.
104. During the extraordinary attestation, the Attestation Commission, based on the documents in the file of the person being attested, shall evaluate the specific circumstances constituting the grounds for the extraordinary attestation. The compliance of the person being attested with the qualification requirements (Subsection III.4 of this Procedure), the results of their artistic, research, applied research, and educational activities achieved during the period following the competition or the previous regular or extraordinary attestation, and the person's professional qualities shall also be evaluated. During the extraordinary attestation, the qualification requirements set out in Subsection III.4 of this Procedure shall be evaluated in proportion to the duration of time worked and the FTE workload held until the extraordinary attestation. If certain skills are necessary to hold the position, these skills shall also be evaluated.
105. For the extraordinary attestation meeting, the person being attested shall prepare an oral report (up to 20 minutes in duration) in which they present a reasoned and justified opinion on the existence and evaluation of the circumstances constituting the grounds for the extraordinary attestation. In this report, the person may also summarize the results of their activities during the attestation period.
106. The procedure for adopting the decision of the Attestation Commission is described in Paragraph 93 of this Procedure.
107. The person being attested who disagrees with the decision of the Attestation Commission may submit a complaint in accordance with the procedure and within the time limits set out in this Procedure. If the complaint is upheld, a repeated extraordinary attestation of the person shall be conducted anew in accordance with the procedure established in Paragraphs 88–90 of this Procedure, and a decision shall

be adopted in accordance with the procedure established in Paragraph 93 of the Procedure. If the complaint is dismissed, the decision adopted by the Attestation Commission remains in force.

108. In the event that the Attestation Commission adopts a negative decision on the attestation of a teaching staff member or researcher (or in the case of a complaint, if the Rector decides not to change the decision adopted by the Attestation Commission), the Rector shall take a decision regarding the dismissal of the teaching staff member or researcher from work in accordance with the procedure established by law. Such a decision may be adopted no earlier than 10 working days after the Attestation Commission's negative decision on the attestation of the teaching staff member or researcher; if a complaint is submitted within this period, the decision shall be adopted no earlier than after the Rector's decision to dismiss the complaint is announced.
109. The Rector shall have the authority to revoke the extraordinary attestation of a teaching staff member or researcher on reasoned grounds before the commencement of the Attestation Commission meeting at which the extraordinary attestation is scheduled to be performed. The head of the unit where the teaching staff member or researcher works, the Attestation Commission, the Finance and Human Resources Department, and the teaching staff member or researcher shall be informed of the revoked extraordinary attestation.

#### **III.4. Qualification Requirements for the Attestation of Teaching Staff and Researchers**

110. This section of the Procedure establishes the qualification requirements for teaching staff and researchers, which a person seeking to be attested must fulfill during their term of office. The periods of temporary incapacity for work exceeding 90 calendar days, as well as periods of maternity leave, paternity leave, and childcare leave, shall be excluded from the term of office.
111. **A Professor**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 111.1. trained researchers: supervised the research work of doctoral students and taught in the University's doctoral programmes <sup>1</sup>;
  - 111.2. fulfilled at least 3 of the requirements specified in Paragraph 45 of the Procedure and at least 5 of the requirements specified in Paragraphs 46–47 of the Procedure;
  - 111.3. within the last five calendar years, fulfilled:
    - 111.3.1. in the fields of Humanities and Social Sciences at least one of the following minimum requirements:
      - 111.3.1.1. published no fewer than 5 (five) scholarly articles in peer-reviewed scholarly publications, of which at least 2 (two) articles must be published in foreign peer-reviewed scholarly publications, including at least 1 (one) article of international level;
      - 111.3.1.2. published a scholarly monograph with an internationally recognized publishing house (the researcher's contribution must be at least 4 author's sheets);
      - 111.3.1.3. published a scholarly monograph with another publishing house (the researcher's contribution must be at least 8 author's sheets) and published at least 2 (two) scholarly articles in peer-reviewed scholarly publications, of which at least 1 (one) article was published in a foreign peer-reviewed scholarly publication;
      - 111.3.1.4. published a part or chapter(s) of a scholarly monograph published by another publishing house (the researcher's contribution must be at least 4 author's sheets), a scholarly study, or a synthetic research work (at least 2 author's sheets) and published at least 3 (three) scholarly articles in peer-reviewed scholarly publications, of which at least 2 (two) articles were in a foreign peer-reviewed scholarly publication or published at least 1 (one) international-level scholarly article;
      - 111.3.1.5. supervised a successfully defended doctoral dissertation and published at least 2 (two) scholarly articles in peer-reviewed scholarly publications, of which at least 1 (one) is an international-level scholarly article;
    - 111.3.2. in the fields of Natural Sciences and Technology at least one of the following minimum requirements:

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<sup>1</sup> This requirement applies in cases where the University conducts a doctoral study programme corresponding to the teacher's research field.

- 111.3.2.1. published at least 4 scholarly articles in international indexed scholarly publications;
  - 111.3.2.2. published an international scholarly monograph not based on a dissertation (the researcher's contribution must be at least 4 author's sheets), or obtained a patent and published at least 2 scholarly articles in international indexed scholarly publications.
- 112. An Associate Professor**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 112.1. within the last 5 years, fulfilled at least 2 of the requirements specified in Paragraph 45 of the Procedure and at least 4 of the requirements specified in Paragraphs 46–47 of the Procedure;
  - 112.2. within the last five calendar years, fulfilled:
    - 112.2.1. in the fields of Humanities and Social Sciences at least one of the following minimum requirements:
      - 112.2.1.1. published no fewer than 4 (four) scholarly articles in peer-reviewed scholarly publications, of which at least 2 (two) articles must be published in foreign peer-reviewed scholarly publications, including at least 1 (one) article of international level;
      - 112.2.1.2. published a part or chapter(s) of a scholarly monograph with an internationally recognized publishing house (the researcher's contribution must be at least 4 author's sheets);
      - 112.2.1.3. published a scholarly monograph with another publishing house (the researcher's contribution must be at least 8 author's sheets) and published at least 1 (one) scholarly article in an international scholarly publication;
      - 112.2.1.4. published a part or chapter(s) of a scholarly monograph published by another publishing house (the researcher's contribution must be at least 4 author's sheets), a scholarly study, or a synthetic research work (at least 2 author's sheets) and published at least 2 (two) scholarly articles in peer-reviewed scholarly publications, of which at least 1 (one) article was in a foreign peer-reviewed scholarly publication or published at least 1 (one) international-level scholarly article;
      - 112.2.1.5. supervised a successfully defended doctoral dissertation and published at least 1 (one) international-level scholarly article;
    - 112.2.2. in the fields of Natural Sciences and Technology at least one of the following minimum requirements:
      - 112.2.2.1. published at least 2 scholarly articles in international indexed scholarly publications;
      - 112.2.2.2. published an international scholarly monograph not based on a dissertation (the researcher's contribution must be at least 4 author's sheets), or obtained a patent.
- 113. An Assistant Professor**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 113.1. within five years, published: in the fields of Humanities and Social Sciences – at least 1 (one) scholarly article in peer-reviewed scholarly publications; in the field of Natural Sciences and Technology – at least 1 (one) scholarly article in an international indexed scholarly publication; and also meets at least one of the following requirements:
    - 113.1.1. submitted and delivered at least one scholarly presentation at an international or national scholarly research or scholarly practical conference;
    - 113.1.2. participated in the implementation of scholarly, scholarly practical, or experimental work in international or national research or administrative projects in the relevant field of science (corresponding to the position);
    - 113.1.3. engaged in educational scholarly popularization activities: scholarly popularization publications, public lectures, workshops, and other scholarly popularization events for students, graduates, schoolchildren, or participants of professional development courses;
- 114. A Junior Assistant Professor**, during the term of office, must have fulfilled the following minimum qualification requirements:
- 114.1. participated in the implementation of scholarly, scholarly practical, or experimental work in international or national research or administrative projects in the relevant field of science (corresponding to the position);

- 114.2. engaged in educational scholarly popularization activities: scholarly popularization publications, public lectures, workshops, and other scholarly popularization events for students, graduates, schoolchildren, or participants of professional development courses.
- 115. A Senior Lecturer**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 115.1. delivered lectures to first-cycle or professional study students for no less than one year;
- 115.2. improved their didactic and subject-specific qualifications;
- 115.3. gained experience in organizational and expert activities (participated in projects, delivered lectures to schoolchildren, participated in the preparation of study programmes, etc.);
- 115.4. engaged in educational scholarly popularization activities: scholarly popularization publications, public lectures, workshops, and other scholarly popularization events for students, graduates, schoolchildren, or participants of professional development courses.
- 116. A Lecturer**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 116.1. delivered lectures to first-cycle or professional study students;
- 116.2. improved their didactic and subject-specific qualifications;
- 116.3. gained experience in organizational and expert activities (participated in projects, delivered lectures to schoolchildren, participated in the preparation of study programmes, etc.);
- 116.4. engaged in educational scholarly popularization activities: scholarly popularization publications, public lectures, workshops, and other scholarly popularization events for students, graduates, schoolchildren, or participants of professional development courses.
- 117. A Chief Researcher**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 117.1. participated in the training of researchers (supervised doctoral students, developed and taught doctoral study subjects, supervised post-doctoral fellowships, peer-reviewed doctoral dissertations, served as a member of a doctoral committee and/or a doctoral dissertation defense council);
- 117.2. delivered presentations or plenary lectures at international and national scholarly conferences;
- 117.3. led or coordinated international research or study projects, EU structural fund support projects, national research programme projects, or commissioned research and experimental development (R&D) work;
- 117.4. engaged in educational, developmental, and scholarly dissemination activities.
- 117.5. Within the last five calendar years, fulfilled:
- 117.5.1. in the fields of Humanities and Social Sciences at least one of the following minimum requirements:
- 117.5.1.1. published no fewer than 8 (eight) scholarly articles in peer-reviewed scholarly publications, of which at least 4 (four) articles must be published in foreign peer-reviewed scholarly publications, including at least 2 (two) international-level scholarly articles;
- 117.5.1.2. published a scholarly monograph with an internationally recognized publishing house (the researcher's contribution must be at least 4 author's sheets) or 3 (three) international-level scholarly articles;
- 117.5.1.3. published a part or chapter(s) of a scholarly monograph with an internationally recognized publishing house (the researcher's contribution must be at least 4 author's sheets) and published at least 2 (two) international-level scholarly articles or at least 4 (four) articles in peer-reviewed scholarly publications;
- 117.5.1.4. published a scholarly monograph with another publishing house (the researcher's contribution must be at least 8 author's sheets) and published at least 3 (three) scholarly articles in peer-reviewed scholarly publications, of which at least 2 (two) articles were published in foreign peer-reviewed scholarly publications;
- 117.5.1.5. published a part or chapter(s) of a scholarly monograph published by another publishing house (the researcher's contribution must be at least 4 author's sheets), a scholarly study, or a synthetic research work (at least 2 author's sheets) and published at least 4 (four) scholarly

- articles in peer-reviewed scholarly publications, of which at least 2 (two) articles were in a foreign peer-reviewed scholarly publication or published at least 1 (one) international-level scholarly article;
- 117.5.1.6. supervised a successfully defended doctoral dissertation and published at least 4 (four) scholarly articles in peer-reviewed scholarly publications, of which at least 1 (one) is an international-level scholarly article;
- 117.5.2. in the fields of Natural Sciences and Technology at least one of the following minimum requirements:
- 117.5.2.1. published at least 8 scholarly articles in international indexed scholarly publications;
- 117.5.2.2. published an international scholarly monograph (the researcher's contribution must be at least 4 author's sheets), or obtained a patent and published at least 4 scholarly articles in international indexed scholarly publications.
- 118. A Senior Researcher**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 118.1. delivered presentations or plenary lectures at international or national scholarly conferences;
- 118.2. led or coordinated international research or study projects, EU structural fund support projects, national research programme projects, or commissioned research and experimental development (R&D) work;
- 118.3. engaged in educational, developmental, and scholarly dissemination activities;
- 118.4. within the last five calendar years, fulfilled:
- 118.4.1. in the fields of Humanities and Social Sciences at least one of the following minimum requirements:
- 118.4.1.1. published no fewer than 5 (five) scholarly articles in peer-reviewed scholarly publications, of which at least 3 (three) articles must be published in foreign peer-reviewed scholarly publications, including at least 1 (one) article of international level;
- 118.4.1.2. published a part or chapter(s) of a scholarly monograph with an internationally recognized publishing house (the researcher's contribution must be at least 4 author's sheets) and published at least 3 (three) articles in a peer-reviewed scholarly publication;
- 118.4.1.3. published a scholarly monograph with another publishing house (the researcher's contribution must be at least 8 author's sheets) and published at least 3 (three) scholarly articles in peer-reviewed scholarly publications, of which at least 1 (one) article was published in a foreign peer-reviewed scholarly publication;
- 118.4.1.4. published a part or chapter(s) of a scholarly monograph published by another publishing house (the researcher's contribution must be at least 4 author's sheets), a scholarly study, or a synthetic research work (at least 2 author's sheets) and published at least 3 (three) scholarly articles in peer-reviewed scholarly publications, of which at least 1 (one) article was in a foreign peer-reviewed scholarly publication or published at least 2 (two) international-level scholarly articles;
- 118.4.1.5. supervised a successfully defended doctoral dissertation and published at least 1 (one) international-level scholarly article or at least 3 (three) scholarly articles in peer-reviewed scholarly publications;
- 118.4.2. in the fields of Natural Sciences and Technology at least one of the following minimum requirements:
- 118.4.2.1. published at least 5 scholarly articles in international indexed scholarly publications;
- 118.4.2.2. published an international scholarly monograph (the researcher's contribution must be at least 4 author's sheets), or obtained a patent and published at least 1 scholarly article in an international indexed scholarly publication.
- 119. A Researcher**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 119.1. delivered presentations or plenary lectures at international or national scholarly conferences;
- 119.2. participated in the implementation of national or international research or study projects, EU structural fund support projects, national research programme projects, or commissioned research and experimental development (R&D) work;

- 119.3. engaged in educational, developmental, and scholarly dissemination activities;
  - 119.4. within five years, has published: in the fields of Humanities and Social Sciences – at least 3 (three) scholarly articles in peer-reviewed scholarly publications; in the fields of Natural Sciences and Technology – at least 2 (two) scholarly articles in international indexed scholarly publications.
- 120. A Junior Researcher**, in order to be attested during the term of office, must have fulfilled the following minimum qualification requirements:
- 120.1. submitted and delivered at least one scholarly presentation at an international or national scholarly research or scholarly practical conference;
  - 120.2. participated in the implementation of national or international research or study projects, EU structural fund support projects, national research programme projects, or commissioned research and experimental development (R&D) work;
  - 120.3. engaged in educational scholarly popularization activities: scholarly popularization publications, public lectures, workshops;
  - 120.4. within five years, has published: in the fields of Humanities and Social Sciences – at least 1 (one) scholarly article in peer-reviewed scholarly publications; in the fields of Natural Sciences and Technology – at least 1 (one) scholarly article in international indexed scholarly publications.
121. During the attestation of researchers, based on the principles established earlier in this document, other results of scholarly activity may be equated to international-level scholarly articles.
- 122. A Professor of Art Studies**, for attestation during the term of office:
- 122.1. must have performed pedagogical work and prepared teaching and methodological aids;
  - 122.2. must have trained artists who participate in public artistic activities;
  - 122.3. must substantiate their artistic activity by significant works that have gained recognition in Lithuania and/or abroad, or by other continuous artistic practice;
  - 122.4. within the last 5 years, must have completed at least 3 works from those listed in Sub-paragraph 60.1 and at least 5 works from those listed in Sub-paragraphs 60.2 and (or) 60.3, which are significant on a national and (or) international scale.
- 123. An Associate Professor of Art Studies**, for attestation during the term of office:
- 123.1. must have performed pedagogical work and prepared teaching and methodological aids;
  - 123.2. must have trained artists who participate in public artistic practice;
  - 123.3. must substantiate their artistic activity by significant works that have gained recognition in Lithuania and/or abroad, or by other continuous artistic practice;
  - 123.4. within the last 5 years, must have completed at least 2 works from those listed in Sub-paragraph 60.1 and at least 4 works from those listed in Sub-paragraphs 60.2 and (or) 60.3, which are significant on a national and (or) international scale.
- 124. An Assistant Professor of Art Studies**, who is a recognized artist or a Doctor of Arts, during the term of office, must have supervised students' practical sessions (practical work, exercises, students' practice) and must have completed at least 1 work from those listed in Sub-paragraph 60.1 and at least 2 works from those listed in Sub-paragraphs 60.2 and (or) 60.3, which are significant on a national and (or) international scale.
- 125. A Junior Assistant Professor of Art Studies**, during the term of office, must have fulfilled at least 2 of the requirements set out in Sub-paragraphs 60.1 and 60.2.
- 126. A Senior Lecturer of Art Studies**, who is a Doctor of Arts or a recognized artist, during the term of office, must have taught students, performed methodological work, and prepared at least 2 methodological activity works specified in Sub-paragraph 60.3.
- 127. A Lecturer of Art Studies**, who is an artist, during the term of office, must have taught students, performed methodological work, and prepared at least 1 methodological activity work specified in Sub-paragraph 60.3.

#### **IV. PROCEDURE FOR THE HANDLING OF COMPLAINTS REGARDING PROCEDURAL VIOLATIONS IN COMPETITIONS, PERFORMANCE EVALUATIONS, AND ATTESTATION**

- 128. Applicants, employees being evaluated or attested, considering that the Recruiting Commission or the Attestation Commission may have committed procedural violations while performing their functions,

have the right to submit a written complaint (including via email) no later than within 5 working days from the date they were informed, in accordance with the procedure established in the Regulations, about the decision regarding the results of the competition, performance evaluation, or attestation. The conclusions of the expert evaluation are not subject to appeal.

129. Complaints are received by the Finance and Human Resources Department and are forwarded for examination to a commission formed by the Rector's order.
130. Complaints regarding possible procedural violations in the Recruiting Commission or the Attestation Commission are examined by an *ad hoc* commission formed by the Rector's order, consisting of at least 3 impartial members. At least one member of the *ad hoc* commission formed by the Rector's order must be a representative delegated by the University Students' Representation.
131. The commission examining the complaint, having reviewed the submitted documents and evaluated the arguments specified in the complaint during its meeting, shall establish the fact of a procedural violation or the absence thereof. The minutes of the commission meetings shall be recorded.
132. If a procedural violation is established, the commission examining the complaint shall evaluate whether the identified procedural violation could have influenced the results of the competition, performance evaluation, or attestation. If it is evaluated that the procedural violation did not influence the results of the competition, performance evaluation, or attestation, a proposal is submitted to the Rector to consider the complaint justified, but not altering the result of the competition, performance evaluation, or attestation.
133. If it is evaluated that the procedural violation could have influenced the results of the competition, performance evaluation, or attestation, a proposal is submitted to the Rector to consider the complaint justified and to return the results of the competition, performance evaluation, or attestation for reconsideration to the commission whose decision is being appealed.
134. Complaints regarding possible procedural violations must be examined no later than within 15 working days from the date of receipt of the complaint; if necessary, the deadline may be extended by no more than 10 working days by decision of the commission examining the complaint. The Recruiting Commission and the Attestation Commission shall be informed of the final decision taken. The Finance and Human Resources Department shall inform the person who submitted the complaint about the results of the complaint examination.

## **V. FINAL PROVISIONS**

135. This Procedure may be amended by order of the Rector, subject to endorsement by the Senate.
136. This Procedure and all amendments to it are published on the University website.

### **ANNEXES :**

1. (1.1-1.4) Forms for the Declarations on the relevant level of researcher competencies;
  2. Form for the list of scholarly publications;
  3. Form for the list of publications published after the defense of the doctoral dissertation;
  4. Form for the list of artistic activities;
  5. Form for the 5-year activity plan.
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## DECLARATION OF COMPETENCIES FOR THE LEADING RESEARCHER CAREER STAGE

20xx year xxxx day

Candidate for the research position	[Name, Surname]
Academic department	[specify the department where you work or are applying for the position]
Position Title	<b>Professor, Chief Researcher</b>

### MANDATORY COMPETENCIES OF A LEADING RESEARCHER

<b>1. Implementation of R&amp;D Activities</b>	
1.1 Is able to make a significant contribution to the development of a research topic or several topics at the national and/or international level through their research results	[provide 1-5 cases of significant contribution to the development of a research topic or several topics at the national and/or international level]
1.2. is able to critically evaluate and identify and/or implement promising (strategically important) research topics and/or experimental development opportunities	[Provide 1-5 cases of evaluated, identified, and/or implemented promising research topics or strategically important R&D projects]
1.3. has an academic reputation based on internationally recognized research results in his/her research field(s)	[provide the most important international awards for scientific achievements, presentations at plenary sessions of conferences, participation in international research networks, 1-5 international publications with co-authors from foreign institutions]
1.4. Is able to evaluate (perceive) the broader impact and application possibilities of their research results in a wide cultural, social, and economic context	[provide 1-5 cases of the broader impact of your research results in a cultural, social, or economic context]
<b>2. Organization of R&amp;D</b>	
2.1. is able to lead the preparation and implementation of international scientific research, experimental development and/or innovation, science dissemination projects and/or institutional programs	[Provide 1-5 cases of leadership in preparing applications for national and/or international R&D/science dissemination projects or institutional programs (indicate project title and year); and/or 1-5 cases of implementing such projects or R&D contracts (indicate title, duration, and your role/functions)]
2.2. Is able to train researchers by supervising, consulting, or performing other researcher training activities and/or is able to be a leader of an independent research group or otherwise demonstrate leadership in organizing research	[Provide 1-5 cases of researcher training (supervising, consulting) and/or leadership of an independent research group or leadership in organizing research]
<b>3. Dissemination and Impact Assessment of R&amp;D Results</b>	
3.1. Is able to publish research results in international-level scientific publications independently or as the main co-author	[provide 1-5 international scientific publications published independently or as a primary co-author]
3.2. Is able to present research results as an invited speaker at international scientific events and/or is a member of scientific committees for international scientific events	[Provide 1-5 cases of presentations as an invited speaker and/or membership in scientific committees (indicate event title, location, country, date, and organizers)]

3.3. is able to create high-impact R&D work	[provide 1-5 high-impact R&D works created independently or in a research group (implemented R&D contracts with economic entities, projects of international and national R&D programs, scientific publications, patents), indicating the contribution of involvement and the extent of impact]
<b>4. R&amp;DI Expert Evaluation</b>	
4.1. is an expert in international R&D projects and/or national and international programs	[provide 1-5 cases of expert activities in international R&D&I projects and/or national and international programs]
4.2. is able to initiate or is invited or delegated to prepare expert conclusions or recommendations regarding the development of the public and/or private sectors	[provide 1-5 cases of prepared expert conclusions or recommendations regarding the development of the public and/or private sector]

I confirm that the information provided in this document is correct: \_\_\_\_\_  
( signature )

## DECLARATION OF COMPETENCIES FOR THE ESTABLISHED RESEARCHER CAREER STAGE

20xx year xxxx day

Candidate for the research position	[Name, Surname]
Academic Department	[specify the department where you work or are applying for the position]
Position title	<b>Associate Professor, Senior Researcher</b>

### MANDATORY COMPETENCES OF AN ESTABLISHED RESEARCHER

<b>1. Implementation of R&amp;D Activities</b>	
1.1. is able to contribute to the development of the research topic at the national and/or international level through their scientific results	[provide 1-5 cases of contributions to the development of research topics at the national and/or international level]
1.2. is able to critically evaluate and/or implement promising research topics and/or experimental development opportunities	[indicate the links between your research topic and priority research areas at the national and international level]
1.3. has an academic reputation based on research results in their field(s) that are recognized at the national or international level	[Provide key awards for research achievements, presentations at plenary sessions of conferences, cases of participation in international researcher networks (providing detailed information on these cases), and 1-5 international scientific publications with co-authors from foreign institutions]
1.4. is able to evaluate the impact and application possibilities of their research results in a cultural, social, and economic context	[provide 1-5 cases of the impact of your research results in a cultural, social, or economic context]
<b>2. Organization of R&amp;D</b>	
2.1. is able to prepare and (or) participate in national or international scientific research, experimental development and (or) innovation, science dissemination projects or lead them; is able to prepare and/or implement institutional programs	[Provide 1-5 cases of preparing applications for national and/or international R&D projects / science dissemination projects / institutional programs, indicating the title of the project/program and the year of submission; and/or provide 1-5 cases of participation in such projects, programs, or R&DI contracts, indicating the title of the project, program, or contract, the period of implementation, and your position/functions]
2.2. is able to be a leader of a smaller scientific group or otherwise demonstrate leadership in organizing scientific research	[provide 1-5 examples of leadership within a research group]
2.3. participates in the training of early-stage researchers	[provide 1-5 cases of participation in the training of early-stage researchers]
<b>3. Dissemination and Impact Assessment of R&amp;D Results</b>	
3.1. is able to publish research results in international-level scientific publications	[provide 1-5 most significant international-level scientific publications]
3.2. is able to present their research results at international scientific events and/or is a member of the organizing (or scientific) committees of international scientific events	[provide 1-5 international scientific events where you have delivered a presentation and/or were/are a member of the organizing (or scientific) committees of international

	scientific events, indicating the name of the scientific events, country, time, organizers]
3.3. is able to contribute significantly to the creation of high-impact R&D works	[provide 1-5 high-impact R&D works (R&D contracts with economic entities, projects of international and national R&D programs, scientific publications, patents), indicating your contribution and the scale of the impact]
<b>4. R&amp;DI Expert Evaluation</b>	
4.1. is an expert in national or international R&D projects and/or national or international programs	[provide 1-5 cases of expert activities in national or international R&D&I projects and/or national or international programs]
4.2. is invited or delegated to prepare expert conclusions or recommendations for public and/or private sector entities	[provide 1-5 cases of expert conclusions or recommendations prepared for public and/or private sector entities]

I confirm that the information provided is correct: \_\_\_\_\_  
( signature )

**DECLARATION OF COMPETENCIES FOR THE RECOGNISED RESEARCHER CAREER STAGE**

20xx year xxxxxx day

Candidate for the research position	[Name, Surname]
Academic Department	[specify the department where you work or are applying for the position]
Position title	<b>Assistant Professor, Researcher</b>

**MANDATORY COMPETENCIES OF A RECOGNISED RESEARCHER**

<b>1. Implementation of R&amp;D Activities</b>	
1.1. Is able to conduct research within research groups or in consultation with other researchers, which pushes the boundaries of knowledge and thus contributes to the implementation of R&D	[list 1-3 cases of collaboration with other researchers in conducting scientific research]
1.2. Is able to understand the application possibilities of their research results in a cultural, social, and economic context	[provide 1-3 examples of the application possibilities of your research results in a cultural, social, and economic context]
1.3. Is able to utilize their knowledge independently or with the assistance of higher-stage researchers or other mentors by critically analyzing, evaluating, and synthesizing new and complex ideas or opportunities	[provide 1-3 cases where existing knowledge was utilized in evaluating complex ideas or opportunities]
<b>2. Organization of R&amp;D</b>	
2.1. is able to prepare and/or participate in national and/or international scientific research, experimental development and/or innovation, science dissemination projects and/or institutional programs	[Provide 1-3 cases of preparing applications for national and/or international R&D projects / science dissemination projects / institutional programs, indicating the title of the project/program and the year of submission; and/or provide 1-3 cases of participation in such projects, programs, or R&DI contracts, indicating the title of the project, program, or contract, the period of implementation, and your position/functions]
2.2. is able to collaborate with other researchers and work in research groups	[provide 1-3 cases of collaboration with other researchers in research groups]
<b>3. Dissemination and Impact Assessment of R&amp;D Results</b>	
3.1. is able to publish research results in national and/or international scientific publications	[Provide 2-5 most significant / recent national and/or international-level scientific publications]
3.2. is able to present their research results at scientific events	[Provide 1-5 scientific events where you participated as a speaker, indicating the title of the event, location, country, date, organizers, and the title of the presentation]
<b>4. R&amp;DI Expert Evaluation</b>	
4.1. is able to participate in research thematic networks and/or scientific societies, reviewers and/or expert groups	[provide 1-3 cases of participation in research thematic networks and/or scientific societies, reviewers and/or expert groups]

**Date of Award of Doctoral Degree:****I confirm that the information provided in this document is correct:** \_\_\_\_\_*( signature )*

## DECLARATION OF COMPETENCIES FOR THE FIRST-STAGE RESEARCHER CAREER STAGE

20xx year xxxx day

Candidate for the research position	[Name, Surname]
Academic Department	[specify the department where you work or are applying for the position]
Position title	<b>Junior Assistant Professor, Junior Researcher</b>

### MANDATORY COMPETENCES FOR A FIRST-STAGE RESEARCHER

<b>1. Implementation of R&amp;D Activities</b>	
1.1 Is able to conduct research (collect, systematize, and provide research data) under the supervision or with the assistance of recognised and/or leading researchers	[provide title of dissertation, period of doctoral studies]
1.2. understands the topic of scientific research and is able to contribute to its development	[submit a research activity plan for the period of acceptance, coordinated with a recognized and/or leading researcher]
<b>2. Organization of R&amp;D</b>	
2.1. is able to participate in scientific research, experimental development and/or innovation, science dissemination projects and/or institutional programs	[provide 1-2 cases of participation in R&D projects/science dissemination/programs, indicating the name of the project, order, implementation period, head of the institution, positions/functions]
2.2. is able to work in a research group	[provide 1-2 cases of working in research groups]
<b>3. Dissemination and Impact Assessment of R&amp;D Results</b>	
3.1. is able to present the results of their research	[provide 1-2 most important/recent cases of presenting your research results, indicating the name of the event, location, country, time, organizers, title of the presentation]

### MINIMUM QUALIFICATION REQUIREMENT

A. At least a master's degree or equivalent higher education	[provide data on the qualification degree held, indicating the date of acquisition of the qualification, higher education institution, field of study]
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I confirm that the information provided is correct: \_\_\_\_\_  
*( signature )*

Name, Surname

(Academic Title, Degree, Full Name)

**20xx – 20xx**

*(starting with the most recent publications, e.g.: 2025, 2024, 2023, 2022, 2021, 2020, etc.)*

## LIST OF SCIENTIFIC PUBLICATIONS

### 1. ARTICLES IN INTERNATIONAL SCIENTIFIC PUBLICATIONS

#### 1. *Web of Science* or *Scopus* databases with citation index (JCR SSCI / SNIP)

#### 2. *Web of Science* or *Scopus* databases without a citation indicator

### 2. ARTICLES IN OTHER PEER-REVIEWED SCIENTIFIC PUBLICATIONS

#### 1. In foreign publishing houses

#### 2. Lithuanian (Belarusian) publishing houses

### 3. SCIENTIFIC MONOGRAPHS, STUDIES AND PARTS THEREOF

#### 1. Published by internationally recognized scientific publishers (Springer, Routledge, Elsevier, Cambridge University Press, De Gruyter...)

#### 2. In other publishing houses

### 4. OTHER BOOKS AND THEIR PARTS

Author:

(name, surname) (signature, date)

Name, Surname

(Academic Title, Degree, Full Name)

Date of acquisition of the PhD – xxxx.

(starting with the most recent publications, e.g.: 2025, 2024, 2023, 2022, 2021, 2020, etc.)

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#### 4. OTHER BOOKS AND THEIR PARTS

Author:

\_\_\_\_\_  
(name, surname) (signature, date)

Name, Surname

\_\_\_\_\_

(Academic Title, Degree, Full Name)

**20xx – 20xx**

( starting with the latest publications eg: 2025, 2024, 2023, 2022, 2021, 2020 ....)

**LIST OF ARTISTIC (CREATIVE) ACTIVITIES**

( provide activity cases)

<b>1. Artistic (creative) and pedagogical activities:</b>
1. publication (performance) of a work of art or realization of the work for the client;
2. of art in publishing houses, audio and video recording studios, etc.;
3. recognition of a work of art or its publication with prestigious foreign and/or Lithuanian prizes or other prestigious awards;
4. education of internationally recognized artists and/or successful management of an art project for doctors of arts (or licentiates of arts) (successfully defended project);
5. of art research in a recognized foreign and/or Lithuanian publication.

Author: \_\_\_\_\_

(name, surname)

(signature, date)

## EUROPEAN HUMANITARIAN UNIVERSITY

**5-YEAR ACTIVITY PLAN OF THE APPLICANT FOR THE POSITION  
20XX – 20XX  
( recommended form)**

**1. Employee information**

<b>Name</b>	
<b>Surname</b>	
<b>Position sought</b> ( <i>please specify</i> )	

**2. Planned scientific and project activities****2.1. Description of planned scientific activities** (up to 1 page, not to be filled out if applying for the position of teaching artist)

Suggested parts of the description:

1. formation of a scientific research direction and its management, participation in the preparation of educational and scientific programs, projects, textbooks, scientific monographs, articles, expertise, performance of other expert activities;
2. planned research topics to be developed, their compliance with the university's priority research areas;
3. participation in international and national scientific program projects as the main project coordinator, partner coordinator or implementer;
4. training of scientists: supervising the scientific work of doctoral students, teaching university doctoral students, supervising postdoctoral internships;
5. presentations at plenary sessions and section meetings of international and national scientific conferences;
6. participation in the activities of scientific and/or organizational committees of international and national conferences, chairing plenary sessions, moderating the activities of scientific areas or sections of conferences;
7. preparation of publications of scientific sources, translation of scientific texts, preparation and/or compilation of periodic and one-off scientific publications;
8. preparation of scientific resources (scientific facsimiles, typological and thematic maps, lexicographic sources, scientific systematic catalogues of sources) for publication, carrying out practical work on terminology and language usage in scientific encyclopedias and dictionaries;
9. science popularization activities;
10. online resource(s) intended for the dissemination of science or the popularization of one's own scientific research, continuous promotion of scientific knowledge in the media, etc.;
11. other activities.

**2.2. Planned Research Output** (not to be completed if applying for a teaching position in the art studies)

<b>No.</b>	<b>Title / Item</b>	<b>Units</b>	<b>Notes</b>
1	International scientific monographs or parts thereof		
2	Other scientific monographs or parts thereof, scientific studies, synthesis scientific works		
3	Scientific articles in publications referenced in CA WoS and/or Scopus databases, with a citation rate of:		
4	Scientific articles in publications referenced in CA WoS (belonging to SCIE and/or SSCI journal collections) and/or Scopus * databases that do not have a citation index		
5	Scientific articles in foreign peer-reviewed publications		

6	Scientific articles in peer-reviewed publications		
7	Popular science articles		
8	Dictionaries of terms of a scientific field or direction, scientific reference books, encyclopedias		
9	Higher education textbooks		
10	Next...		

<b>2.3. Planned R&amp;D, study project activities</b>			
<b>No.</b>	<b>Title / Item</b>	<b>Units</b>	<b>Notes</b>
1	Participation in an international project;		
2	Participation in a national project;		
3	Coordination (management) of an international project;		
4	Coordination (management) of the national project;		
5	Preparation of the university's project application for external funding;		
6	Participation in organizing a student scientific conference or creative event as part of an international or national project.		
7	Supervision of postdoctoral studies (for trainee scientists)		
8	Supervision of a competitive doctoral position		
9	Other project activities ...		

### 3. Planned pedagogical and methodological activities

<b>3.1. Description of planned pedagogical and methodological activities</b> (up to 1 page, for research staff positions, fill in as much as is related to the training of scientists and doctoral students)
<p><i>Suggested parts of the description :</i></p> <ol style="list-style-type: none"> <li>1. guidance and consultation on term, annual or semester papers;</li> <li>2. supervision of bachelor's or master's thesis, doctoral dissertation;</li> <li>3. work in the committee for the defense of term, annual or semester papers, defense of internships;</li> <li>4. work in the pre-defense and defense commission of bachelor's or master's theses (creative projects) and doctoral dissertations;</li> <li>5. teaching subjects in foreign languages;</li> <li>6. leadership, development and participation in the preparation of a new university bachelor's or master's degree program;</li> <li>7. preparation of self-evaluation of the study program for accreditation (certification);</li> <li>8. preparation of a new subject study program and/or significant updating of the content of distance learning subjects;</li> <li>9. design, creation or addition of modern subject content for continuous, continuous-sessional studies and including educational media materials, computer presentations, models, etc., in a virtual environment;</li> <li>10. preparation of subject content in a foreign language;</li> <li>11. preparation and publication of a textbook or teaching aid intended for a subject of higher education studies or qualification improvement (at least 4 original pages);</li> <li>12. conducting seminars-practical and/or qualification improvement courses affiliated with EHU for teachers and specialists, issuing participant certificates;</li> <li>13. preparation of a non-formal learning curriculum;</li> <li>14. conducting open lectures, master classes, seminars, workshops and other types of activities;</li> <li>15. preparation of methodological tools and methodological recommendations for various forms of classes (seminars, laboratory and practical work, etc.) and for the assessment of higher education students' study results and the assessment of listeners' competences (at least 2 author's books);</li> <li>16. preparation of methodological recommendations for the preparation and defense of course and final theses or internships, the performance of internships and their assessment system;</li> <li>17. Design and production of stands and mockups for classes;</li> </ol>

- 18. leading an academic department program or course committee;
- 19. membership in an academic department's program or course committee;
- 20. membership in working groups and other activities related to ensuring the quality of study programs.

**3.2. Results of planned pedagogical and methodological activities** (research staff positions are filled to the extent that they are related to the training of scientists and doctoral students)

No.	Title / Item	Units	Notes
1			
2			
3			
4	Next...		

**4. Planned artistic (creative) activity**

**4.1. Description of planned artistic activities** (up to 1 page, filled out if applying for a teaching position in the art studies)

*Suggested parts of the description:*

1. training of professional artists or specialists in the field of artistic activity;
2. formation of creative research directions at the university and leadership of these directions;
3. artistic activity direction(s); participation in conducting expertise of educational and creative programs, projects, textbooks, participation in expert evaluation activities.
4. participation in international and national scientific program projects as the main project coordinator, partner coordinator or implementer.
5. giving public lectures'
6. presentation (performance) of works of art
7. art research presentation (performance)
8. artwork for clients.
9. awards at an art event or competition.
10. curating art events
11. artworks at an educational art event.
12. publishing of publications in the field of art without a scientific apparatus;
13. curating (showing) television programs about art.

**4.2. Results of planned artistic (creative) and art dissemination activities** (results affiliated with university, filled out if applying for a teaching position in the art studies)

No.	Title / Item	Units	Notes
1	Publication (performance) of an artwork		
2	Realization of an artwork for a client / commissioned work		
3	Award at an art event or competition		
4	Curating or moderating an art event		
5	Publication and/or performance of artistic research		
6	Publication (performance) of an artwork in an educational art event		
7	Publications in the field of art without a scientific apparatus (articles on art criticism, articles on art promotion, reports, theses, reviews, notes, etc.)		
8	Broadcasting or curating art-related programs		
9	Next...		

.....  
 (Name, Surname)      ( signature )      ( date )