

Recruitment of Academic Staff

Regulation

of

Academy “Evolucion”

Prishtinë

2018

Pursuant to Statute of Academy “Evolucion” hereinafter: „AE“) the Board of Directors (hereinafter: „BoD“) of the Academy “Evolucion” on its session held in Prishtina on 20.12.2018 adopted the following:

**ACADEMIC STAFF RECRUITMENT REGULATION
OF THE ACADEMY “EVOLUCION”**

Article 1

(Academic Staff of AE)

- 1.1. The academic staff of AE consists of full time and part time Lecturers and Assistants as well as Guest Lecturers.
- 1.2. Proposals for the academic staff recruitment are responsibility of the Departments. The Academic Council shall examine, endorse the proposals and forward them to the Board of Directors for approval.
- 1.3. Proposals for the academic staff recruitment are responsibility of the Departments. The Academic Council shall examine, endorse the proposals and forward them to the Board of Directors for approval.
- 1.4. Academic staff in the Academy is recruited on the basis of competition in accordance with the evaluation criteria established by the Academic Council.
- 1.5. Relationship with the academic staff is regulated under the legislation in force and the employment contract.
- 1.6. The contract between the academic staff and the Academy is drawn up applying the norms of the Law of Labor of the Republic of Kosovo, Law on Higher Education of the Republic of Kosovo and the Statute of the Academy.

Article 2

(Announcement, application and selection procedure)

- 2.1 The Administration of the Academy announces vacancies, type of vacant position (full or part time) and all other characteristics and conditions needed to be fulfilled by the candidate to apply for a vacant position. Job vacancies are publicly announced on the Academy website, public web portals and eventually in the daily newspaper of national circulation and. Duration of the announcement for the vacant position is at least 15 days. At the same time, procedures and applications deadlines are clearly notified.
- 2.2 The candidates shall submit to the Academic Director's Office the application form (if applicable) and at least four files containing Curriculum Vitae, photocopies of diplomas and certificates and scientific/artistic works.
- 2.3 After submitting the contest files, candidates are evaluated by the ad hoc selection committee, which draws up a report stating the results of the competition. After validation of the results of the competition by the Academic Council, hiring of new lecturers is done by concluding a contract of employment with the Academy, represented by the Executive Director, and the duties of the post are recorded in the job description.
- 2.4 The heads of academic departments are elected by the Board of Directors amongst the members of the academic staff.

Article 3

This Regulation enters into force on 20.12.208

Chairman of the BoD

Besnik Shatri

