

Rules for the Competitive Filling of Vacancies in the Teaching Staff of Turan-Astana University

General provisions

1.1. These Rules for the competitive filling of vacant positions of the teaching staff (hereinafter referred to as the teaching staff) of the Institution "Turan Astana University" (hereinafter referred to as the University) are developed in accordance with the Laws of the Republic of Kazakhstan (RK): "On Education", "On Science", Professional Standard teacher, approved by the order of the Chairman of the Board of the National Chamber of Entrepreneurs of the Republic of Kazakhstan "Atameken" No. 133 dated June 8, 2017 (hereinafter referred to as the Standard) and determine the procedure for competitive filling of positions of the teaching staff of the University.

1.2. The rules apply to the competitive filling of teaching staff positions provided for by the staff list of the University.

1.3. Persons with a special pedagogical or vocational education in the relevant specialties are allowed to compete for the positions of teaching staff.

1.4. According to the Law of the Republic of Kazakhstan "On Education", persons who are prohibited from teaching by a court verdict or a medical opinion, as well as those who have a criminal record that has not been canceled or not withdrawn in the manner prescribed by law, are not allowed to work in educational organizations.

1.5. The competition for the positions of teaching staff is held in accordance with the qualification requirements for teaching staff positions. Qualification characteristics for teaching staff positions are given in Appendix 1 to these Rules.

1.6. The selection procedure for teaching positions at the University (hereinafter referred to as the selection procedure) shall be conducted annually before the beginning of the new academic year and during the academic year by the Permanent Selection Committee for Teaching Positions, in which, in addition to third parties, employees of the University may also take part.

2. Competition announcement

2.1. The university announces a competition for vacancies.

2.2. The competition for filling the vacant positions of the teaching staff and the information about the vacant positions shall be announced by publication on the internal information resources of the University, including its website (vacancy section), or other Internet resources, printed publications of the Republic of Kazakhstan not later than fifteen calendar days before the deadline for receipt of documents.

2.3. Rejection of the application by the University body responsible for the organisation and conduct of the competition may occur if the documents submitted by the applicant do not meet the qualification requirements for the relevant position established by the regulatory legal acts in force, or in case of violation of the deadlines for submission of the application.

3. Formation of the content commission

3.1. The number and composition of the Commission for the Recruitment of Teaching Staff shall be approved by decree of the Rector of the University for a period of one year.

3.2. The Commission determines the conditions of the recruitment procedure, analyses the recruitment documents and makes a decision on the basis of the results of the recruitment procedure.

3.3. The main tasks of the committee are

- Provide equal opportunities for all candidates to participate in the competition;
- To ensure fair competition between the participants of the tender;
- to monitor the objectivity and publicity of the competition;
- to decide on the results of the competition.

3.4. The members of the Commission are: the Chairman of the Competition Commission - the Vice-Rector, the Vice-Chairman, the Heads of the Structural Divisions.

3.5. The members of the Commission are the Chairman, the Vice-Chairman and other members of the Commission. The Secretary of the Commission is a representative of the Human Resources and Legal Support Department.

3.6. The Secretary of the Commission does not have the right to vote in the decisions of the Commission.

4. Receipt and examination of documents from participants in the contest

4.1. External candidates, including those of retirement age, wishing to take part in the selection procedure with a view to concluding an employment contract must submit an application to the Rector.

The application must be submitted together with the following documents:

Copies of diplomas: higher education diploma, academic and/or scientific diploma, academic title diploma;

- List of scientific works (if available).

4.2. Members of the teaching staff of the University, including those of retirement age, submit an application to the Rector and the conclusion of the relevant department, all other documents listed in paragraph 4.1. of these Rules are provided to the Commission by the Human Resources and Legal Support Department of the University together with the personal file of the candidate (member of the teaching staff). Acceptance of applications of candidates to participate in the contest and acquaintance with the decision of the contest committee is carried out by the secretary of the contest committee or an employee of the Human Resources Department. Acceptance and review of a package of documents for compliance with the list specified in point 4.1. of these rules on paper and/or electronic media is carried out from 09:00 to 18:00 in the period before the start of the work of the contest committee.

4.3. Documents of third parties, including those of retirement age, who wish to participate in the competition for a position will be sent to the department and faculty with a rector's permission for the completion of the department.

4.4. The materials of the competition are first considered at a meeting of the relevant department, while the department makes a conclusion of a recommendatory nature.

4.5. Persons taking part in the competition speak at a meeting of the department with a report on their previous work activities.

4.6. The department makes a decision for each candidate and sends the conclusion of the department to the Contest Commission in accordance with Appendix 2 to these Rules.

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4.7. The University, in case of filling a vacant position of the teaching staff, has the right to hold an internal competition from among its full-time employees from other structural divisions.

4.8. The conclusion of the department on the candidacy of the head of the department shall be signed by the dean of the corresponding Faculty.

4. The procedure for election by competition

4.1. The competition for the positions of teaching staff is held on the basis of the competition schedule approved by the Chairman of the Commission:

4.2. The competition commission conducts an interview, studying the submitted documents by the participant of the competition. The purpose of the interview is to assess the professional and personal qualities of candidates, taking into account the qualification requirements, the characteristics of the University, for the vacant position of which a competition is announced.

4.3. After that, the Competition Commission decides to hold a secret ballot for competitive selection to fill the vacant positions of the teaching staff. In case of equality of votes, the vote of the Chairman of the Competition Committee is decisive. The meeting of the Committee is considered competent with the participation of at least two thirds of the total number of members of the Committee. The course of the discussion and the decision taken by the Committee are drawn up in the form of a protocol, which is signed by all members and the secretary of the Tender Committee. Members of the Tender Commission, having a dissenting opinion, in case of its expression, state it in writing, which is attached to the protocol.

4.4. The results of the voting of the Commission are expressed by leaving or deleting the words “agree”, “disagree” in the ballot in accordance with Appendix 3 to these Rules.

A ballot in which the words “agree”, “disagree” are not crossed out at the same time in case of participation in the competitive selection of two or more applicants for one position is recognized as invalid.

4.5. To count the votes, the Commission, before the beginning of the secret ballot, elects a counting commission consisting of at least three members of the Commission, from which the Chairman of the counting commission is elected by simple voting, which is approved by No. 1 minutes in accordance with Appendix 4 to these Rules.

The chairman of the counting commission, based on the results of the secret

ballot, announces the results of the vote for each candidate. The minutes of the counting commission are approved by the competition commission and attached to the competition materials in accordance with Appendix 5 to these Rules.

4.6. On the basis of the voting results, the Commission adopts recommendations for the conclusion of an employment contract for each candidate for a vacant position with the wording "recommended" or "not recommended".

4.7. The Secretary of the Commission shall notify the participants of the results of the selection procedure and the recommendations of the Selection Board within three working days. An extract from the Competition Commission's minutes will be added to the personal file.

4.8. The Commission has the right to consider the candidate's application without the candidate's participation, if the candidate has justified reasons.

6. Appeal procedure

6.1. Participants in the competition may appeal against the decision of the Competition Committee to the Rector of the University or to a court of law.

6.2. The Rector of the University shall consider the appeal received against the decision of the Commission and, in case of violation of these Rules, may propose to the Commission to consider the issue of cancellation or necessary amendments to the decision of the Commission.

6.3. The Rector's proposal shall be considered by the Commission at its meeting in the same composition. On the basis of the results of the meeting, the Commission shall take a new decision.

6.4. The Commission notifies the Rector of the University and the contestant(s) who lodged the complaint of the decision within five days of the date of the decision. In case of cancellation by the Commission of an earlier decision, the procedure for the meeting of the Commission is held anew with the participation of the same candidates and applicants.

6.5. In the case that the Commission leaves the previously adopted decision unchanged, the participant (s) of the competition who filed (their) complaint may appeal this decision in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

**First Vice-Rector
Head of HRLSD**

**G. Adilgazinov
A. Inkarebekova**

