

Approved:
Ректор университета «Туран-Астана»
The Rector of “Turan-Astana” University
_____ G.A. Japarova

REGULATION
competitive replacement of positions "Turan-Astana» University teaching staff

Admittance and consideration of participants' documents

1. Persons who are working at «Turan-Astana» University, to participate in the competition, hand in an application to the Rector of the University and pass the characteristic is signed by the Department's head.

Third parties hand in documents in accordance with the full list specified in the announcement.

The persons' documents who are wishing to participate in the competition for the position of faculty members are sent by the University Rector's visa to the Department for pre-trial detention.

The persons' documents who are wishing to participate in the competition for the post of the Department's head are sent by the University Rector's visa of the Department and the relevant faculty for pre-trial detention.

In this case, the meeting of the Department is held by the Dean of the faculty or Vice-rector of the University.

2. Competitive materials are preliminary considered at a meeting of the relevant Department, which makes a conclusion of a recommendatory nature.

3. Persons who is participating in the competition and having scientific and pedagogical experience at «Turan-Astana» University, report at the Department's meeting of scientific and pedagogical activity for the period preceding the competition.

Third-party candidates, the Department can offer to read a trial lecture or to conduct other kinds of studies, to conduct an interview to determine the level of professionalism on the basis of the presentation of the project on the educational program and according to their results, make recommendations. The results of the interview are included in the evaluation sheet (Annex 1).

4. The Department adopts the relevant conclusion using the secret ballot by a simple majority of votes. They are filling in the ballot for each candidate, which is sent to the competition Commission. The full-time teachers of the Department take part in the voting.

5. The conclusion of the Department (Appendix 2) is considered valid if there were at least 2/3 full-time teachers of the Department at meeting.

6. The Department's conclusion on the candidacy of the head of the Department is signed by the Dean of the faculty or Vice-rector, who held the meeting.

7. Third-party participants of the competition can attend the meeting of the Department and be acquainted at their request with its conclusion.

The competition's procedure of election

8. The competition for the positions of the professor - teaching staff is based on the following criteria:

- 1) using of the innovative educational technologies in the educational process;
- 2) conducting open classes, activities with the results' assessment of the visit;
- 3) the quality of teaching is based on the results of an independent survey;
- 4) students are the winners of Olympiads, competitions, conferences and other competitions;
- 5) student performance indicating the average score in the disciplines of full-time students for the 2018-19 academic year ;

- 6) participation in organizational and educational work;
- 7) realization of scientific programs;
- 8) training of scientific and pedagogical personnel;
- (9) elaboration of new training courses;
- 10) professional development and pedagogical skills;
- 11) labour and performance discipline;
- 12) observe of the University's key corporate values .

In conclusion for each of these activities the Department indicates the specific work performed (with explanations, numerical indicators, the necessary applications, etc.) .

9. the Committee announced the conclusion of the Department, faculty with the appropriate recommendation for each candidate at a meeting of the competition .

10. After that, the competition Commission shall decide by open vote on the inclusion of a candidate for this position in the single ballot for the secret ballot on the competitive selection for the position (Annex 3).

11. At competitive selection for a position the consent or disagreement with the candidate is expressed by words "I agree" or "I disagree" against a surname of each candidate. The Bulletin, which does not delete any name in the case of participation in the competitive selection of two or more applicants for one position, shall be deemed invalid.

12. The contest Committee shall elect a counting Commission consisting of at least three members to count the votes before the secret ballot. The counting Commission shall announce the results of voting for each candidate. The minutes of the counting Commission (Annex 4 and 5) shall be approved and attached to the materials of the competition.

13. The decision of the competition Commission during the competition is valid if at least 2/3 of its members participated in the voting. The candidate receives a positive opinion if the majority of present from the Commission voted for him.

14. According to the results of the voting, the competition Commission accepts recommendations for each candidate for the vacant position with the wording "recommended to "Turan-Astana" University's Rector or "not recommended to "Turan-Astana" University's Rector" for the conclusion of The competition's procedure of election

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- 2) conducting open classes, activities with the results' assessment of the visit;
- 3) the quality of teaching is based on the results of an independent survey;
- 4) students are the winners of Olympiads, competitions, conferences and other competitions;
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- 6) participation in organizational and educational work;
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14. According to the results of the voting, the competition Commission accepts recommendations for each candidate for the vacant position with the wording "recommended to "Turan-Astana" University's Rector or "not recommended to "Turan-Astana" University's Rector" for the conclusion of an employment contract.

The Committee Secretary of the Commission introduces the persons who participated in it With the results and the recommendations of the competition an labour contract.

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The first Vice-rector:

Daubaev K.Zh.

The head of HRPD:

Inkarbekova A. B.

The lawyer:

Baimukhambetov B.K.