

**Regulation on Competitive Selection of Candidates for
Academic Personnel Positions**

1. Scope and Applicability

1.1. This regulation applies to all structural units and establishes the procedure for the competitive selection of candidates for vacant academic personnel positions at JSC M. Narikbayev KAZGUU University.

2. Related Documents and Regulations

2.1. The present regulation refers to the following documents:

- 2.1.1. Constitution of the Republic of Kazakhstan;
- 2.1.2. Labour Code;
- 2.1.3. The Law of the Republic of Kazakhstan on Joint Stock Companies;
- 2.1.4. The Law of the Republic of Kazakhstan On Education.

3. Definitions and Abbreviations

3.1. The present regulation uses the following definitions and abbreviations:

- 3.1.1. Labour Code is the Labour Code of the Republic of Kazakhstan;
- 3.1.2. MES RK is the Ministry of Education and Science of the Republic of Kazakhstan;
- 3.1.3. KAZGUU is the Joint-Stock Company M. Narikbayev KAZGUU University;
- 3.1.4. DLS is the Department of Legal Support;
- 3.1.5. DSHR is Strategy and Human Resources Department;
- 3.1.6. Academic personnel is the higher-education teaching personnel
- 3.1.7. Competition is the competitive selection of candidates for vacant academic personnel positions;
- 3.1.8. The competition commission is the commission of the competitive selection of candidates for vacant academic personnel positions;

4. Responsibility and authority

4.1. The present regulation is approved by the Chairman of the Board.

4.2. The heads of the SHR department, DLS, structural units, and the Schools' Directors (Deans) are responsible for implementing the requirements specified in this regulation.

4.3. The head of the DLS is responsible for compliance with the legislative and regulatory requirements of this regulation.

4.4. The SHR department is responsible for organizing and coordinating the activities related to the implementation of specific stages.

4.5. The heads of structural units are responsible for the safety and prevention of unauthorized copying of the regulation, as well as leakage of official information in their unit

during restructuring, based on the results of the performance ranking of academic personnel, when launching a new academic programme, or any other changes that lead to changes in the staffing table for academic personnel.

6.2. From April 1 to April 15, the SHR department sends official letters to the Schools' Directors (Deans) regarding the submission of applications for vacant positions in the unit.

6.3. The Schools' Directors (Deans) are responsible for submitting applications for vacant positions based on the volume of academic workload and research tasks. The main competition stage is held on the results of the academic workload of 2-4 courses. An additional competition stage is held on the results of the academic workload of the first course or based on changes in the curriculum.

6.4. The requests from the Schools are consolidated into one general vacancy request form and coordinated with the Provost and the First Deputy Chairman of the Board.

6.5. Only individuals with higher or postgraduate education corresponding to the qualification characteristics of the higher School positions listed in the KAZGUU Academic Personnel Regulation are eligible for the competition.

6.6. Candidates for the formation of a personnel reserve for the academic personnel of KAZGUU submit their applications during the above-mentioned period. All resumes are sent to the email hr@kazguu.kz, which will be classified by the SHR department employee according to the staffing needs and the Schools.

7. Competition announcement

7.1. In case of a vacant position for the academic personnel in KAZGUU, an announcement about the competition is posted on the corporate website as well as in social media.

7.2. From May the 1st to August the 31st is the period for collecting applications and document packages from candidates. During this period, the SHR department weekly sends information about the received applications from applicants to participate in the competition to the Higher Schools for conducting preliminary work as specified in sections 10.1.1, 10.1.2, 10.1.3 of this Regulation, and requests decisions from the School committees on the reviewed applications.

7.3. The School Committee on the selection of academic personnel shall fill out the KPI activity form (individual work plan for the future academic year with clear performance indicators, research projects, etc.) during the interview and discussion periods of future tasks and provide it to the SHR department.

8. Competition Commission Formation

8.1. The number and personnel of the competition commission for vacant positions of the faculty are determined by the Chairman of the Board.

8.2. The main tasks of the Commission are

8.2.1. providing equal opportunities for all to participate in the competition;

8.3.3. The Commission includes the First Deputy Chairman of the Board, the Supervising Deputy Chairman of the Board, representatives of the committees for the recruitment of faculty members from each School, the SHR department Director and the DLS Head.

8.4. The Higher Schools' academic personnel recruitment committees are formed for the period of the Commission, and the lists are transferred to the SHR department. The Recruitment Committees for the academic personnel selection include the School's Director (Dean), the Deputy Director for Academic Affairs, and department coordinators.

8.5. The DSHR issues an order and approves the Commission.

9. Application and Assessments

9.1. Individuals who wish to participate in the competition submit an application (in any form) to the Head of KAZGUU. The following documents are attached to the application:

- 9.1.1. Resume with a photograph;
- 9.1.2. copies of higher education diplomas, degrees, documents on academic and their original versions for verification;
- 9.1.3. copies of certificates of professional development courses (if any) and the originals for verification;
- 9.1.4. A presentation on the subject (topics are formed by the Schools), no more than 10 slides.

9.2. The participant of the competition has the right to provide additional information regarding their education, work experience, and professional level (list of scientific publications, recommendations from the previous place of work, etc.).

9.3. If a candidate has not provided the documents listed in paragraph 9.1. of this Regulation, the DSHR has the right to reject the candidate's application for participation in the competition.

10. Competition Procedures

10.1. The Competition consists of the following stages:

- 10.1.1. consideration of candidates' applications for vacant academic personnel positions;
- 10.1.2. conducting interviews with candidates
- 10.1.3. the interview format can be online and offline;
- 10.1.4. holding a competition commission meeting;
- 10.1.5. announcing the results of the competition.

10.2. DSHR:

- 10.2.1. Issues and approves the order for holding the competition;

interviews, and presentations on topics, while the knowledge is checked in accordance with typical qualification characteristics for each position to determine the level of professionalism.

10.5. The purpose of the interview is to assess the professional and personal qualities of the candidates, taking into account typical qualification characteristics.

10.6. Candidates must present their topic presentation to the members of the Commission, the electronic version of which was previously submitted to the DSHR.

10.7. The Commission makes a decision on candidates who participated in the competitive selection process for the given position by open voting.

10.8. Following the interviews with each candidate, the members of the Commission are required to vote and express their opinion on each candidate.

10.9. The Commission's decision in conducting the competition is valid if at least 2/3 of its members participated in the voting.

10.10. The Commission's protocol, in accordance with Appendix 2, is approved by the Chairman of the Commission and attached to the Competition materials.

10.11. The candidate receives a positive conclusion if the majority of the present members of the Commission voted for them. In case of a tie, the deciding vote belongs to the Chairman of the Commission.

10.12. The decision of the Commission made by voting is of a recommendatory nature, and the final decision on the candidate's employment is made by the Chairman of the Commission.

10.13. The Secretary of the Commission informs each candidate of the decision within 5 working days after the Competition.

10.14. The signing of an employment contract is carried out after the end of the Competition and issuing of the protocol.

10.15. Following the Competition, the employment contract is signed for 1 year. Upon expiration of the employment contract, its extension is considered based on the presentations of the Schools' Directors (Deans).

10.16. DSHR employees support applicants in forming a personal file, writing applications for employment, issuing an order, and signing an employment contract.

11. Appeal Procedure

11.1. All participants of the competition are individually notified of the Commission's decision via email.

11.2. The decision of the Commission may be appealed by the participants in court.

12. Other Information

12.1. Any changes to this Regulation may only be made by the Chairman of the Board of Directors based on a memo from the Director of the DSHR.

12.2. A candidate may participate in the competition no more than once a year.

12.3. Candidates selected for the "personnel reserve" may only be considered within

Appendix 1

Meeting Minutes No. _____
of the competition Commission for vacant academic personnel positions
JSC M. Narikbayev KAZGUU University

Nur-Sultan

" ____ " _____ 20 ____

Chairman: full name, position

Attendance:

The competition Commission members:

1. Full name,

position

2.

3.

...

Reports:

1. Full name,

position

2.

Agenda:

Summary

Summary table of the considered candidates with the Commission decision

№	Surname, First name, patronymic (if any)	Position	School	Contract Form (employment or civil law)	On-site or remote work	Commission decision
1						
2						