

THE PROCEDURE FOR GRANTING THE CATEGORY OF A DISTINGUISHED PROFESSOR

CHAPTER I GENERAL PROVISIONS

1. The Procedure for granting the category of a distinguished professor (hereinafter referred to as the Procedure) regulates the process of awarding the category a distinguished professor (hereinafter referred to as the Category) at Vilnius University (hereinafter referred to as the University).

2. The Category may be awarded to professors working in the University and, in some cases, chief researchers (hereinafter referred to the employees) who have exceptional, internationally or - in some cases - nationally known and valued scientific achievements, significantly contribute to the improvement of the University's research and studies and whose activities are important for the field of science and studies being developed at the University. The Category may also be awarded to new employees admitted to the position of professor at the University, but in this case the legal acts regulating the procedure of organizing competitions at the University must be followed.

3. The category is awarded through expert evaluation.

4. Employees with the Category are paid the official salary of a distinguished professor, the procedures of granting of which are established in the legal acts regulating the procedure of work remuneration at the University.

CHAPTER II COMMISSION ON GRANTING THE CATEGORY OF A DISTINGUISHED PROFESSOR

5. Candidates for the category are considered by the Commission on granting the category of a distinguished professor (hereinafter referred to as the Commission), which is appointed by the Rector of the University (hereinafter referred to as the Rector). The Commission consists of at least five researchers from the University, representing different fields of science (humanities, social sciences, physics, biomedicine, technology sciences). The Commission also includes the Vice-Rector for Research of the University, the Head of the Human Resources Division of the University Central Administration (hereinafter referred to as the Human Resources Division) and the Head of the Science and Innovation Department of the University Central Administration (hereinafter referred to as the Science and Innovation Department), and a doctoral student delegated as a representative by the University's Students' Representation. If necessary, the Commission has the right to invite a University researcher representing the same field of study or as the employee whose candidature for the Category is being considered, who can help better assess the employee's suitability for the Category.

6. The Commission is chaired and its work is organised by the Chairman of the Commission, i.e. the Vice-Rector for Research of the University.

7. Meetings of the Commission are organized when necessary. A meeting of the Commission is considered to be valid if at least two-thirds of the members of the Commission are present.

8. Decisions at meetings of the Commission are taken by open or secret ballot. The decision on the voting method is taken by the Commission on a proposal from the members of the Commission. Decisions of the Commission are taken by the majority of at least two-thirds of all the members of the Commission present at the meeting. The decision of the Commission is recorded in the minutes.

9. If the Commission is delegated to consider the candidature of a member of the Commission, an employee reporting directly to a member of the Commission, or the immediate

superior of a member of the Commission, or if there is a potential conflict of interest, that member of the Commission must withdraw from the Commission.

10. The work of the Commission is administered by the Human Resources Division.

CHAPTER III PROCEDURE FOR GRANTING THE CATEGORY

11. Employee's applications for the Category are submitted for consideration by the Commission by the head of the University's core academic unit (hereinafter referred to as the CAU) employing the employee, or by the employee seeking the Category.

12. The following documents must be submitted to the Human Resources Division when submitting a candidature:

12.1. the Reasoned submission of the CAU manager to grant the Category to the employee or the reasoned application of the employee himself / herself (if the candidature is submitted by the employee);

12.2. the employee's CV in English;

12.3. a questionnaire in the prescribed form filled in by the employee (hereinafter referred to as the questionnaire) (Annex 1) in English or, if necessary, in Lithuanian.

13. Upon receipt of the documents specified in paragraph 12 of this Procedure, the Human Resources Division additionally applies to:

13.1. the subdivision of the Students' Representation operating in the CAU where the employee works, requesting a written opinion on the pedagogical activities of the employee whose candidature is submitted for the Category;

13.2. the Study Quality Division of the Central Administration of the University requesting to provide the results of student surveys on the quality of employee's teaching.

14. Upon receipt of all documents specified in paragraphs 12-13 of this Procedure and meeting the requirements specified in these paragraphs, the Human Resources Division forwards them to the Commission.

15. The Commission evaluates the employee's candidature on the basis of the documents submitted and other information received, and, having regard to the list of experts (but not necessarily from this list) specified in the employee's questionnaire, selects at least three researchers- experts (at least two from abroad) in the field or branch in which the employee's achievements are assessed (hereinafter referred to as experts) who can assess the uniqueness of the employee's qualifications and achievements, and the international recognition. Experts are selected in such a way as to be impartial with regard to the employees. The employees whose candidates are being evaluated and the experts may not be linked by close professional, personal or other interests and contacts which may influence the evaluation of the experts.

16. The Commission provides all experts selected under paragraph 15 of the Procedure with all documents required for the evaluation and the evaluation questionnaire form in English (Annex 2) or Lithuanian (Annex 3), with a request to perform the evaluation and return the completed evaluation questionnaire to the Commission within 1 (one) month from the date of receipt of the documents from the Commission.

17. The Commission prepares and submits a conclusion to the Rector on the basis of the expert evaluation questionnaires and the documents submitted for the consideration of the candidature. The Commission carries out the evaluation of the candidature no later than within 3 (three) months from the date of submission or receipt of the request to grant the Category.

18. The Rector, taking into account the conclusion of the Commission, the strategic goals of the University, financial resources and personnel planning policy, decides on the awarding of the Category and the allocation of the salary coefficient to the employee. The decision is executed by the order of the Rector drafted by the Human Resources Division.

19. Employees who receive the Category undertake to work only at the University. If it turns out that an employee with the Category has started to work in another workplace, he / she loses the Category, except in exceptional cases, following a motivated submission of the employee in agreement with the head of the CAU and the Rector's consent.

20. The employee, who has been awarded the Category of an exceptional professor, must give a public inaugural lecture to the University community organized by the CAU not later than within 2 (two) months from the date of granting the Category.

21. The Category is awarded to the staff member for the duration of his/her contract, but the Commission may be asked to reconsider the decision on the award of the Category before the end of the employment contract on the proposal of the CAU where the employee works or the Rector (together with additional material grounding the doubts about the employee's further right to have this category). In this case, at the request of the Commission, the employee with the Category must, no later than within 1 (one) month, submit to the Human Resources Division the documents specified in sub-paragraphs 12.2-12.3 of this Procedure, which the Human Resources Department forwards to the Commission together with the newly received documents. According to the submitted documents and other received information, the employee's candidature is re-evaluated in accordance with the procedure established in paragraphs 15-18 of this Procedure. If the employee fails to provide the documents referred to in this paragraph or a reasoned explanation as to why he or she is unable to do so within the time limit, the Human Resources Division informs the Commission and the Rector, who may decide to cancel the Category of the Employee. If the Rector decides to cancel the Category, the draft order is prepared by the Human Resources Division.

**APPLICATION FOR THE CATEGORY OF DISTINGUISHED PROFESSOR
AT VILNIUS UNIVERSITY**

Name, surname:
Field of research:
Data:

Please fill out the fields below:

PUBLICATIONS AND PATENTS
Five most significant publications: Complete list of publications over the past ten years: Patents granted / patent applications submitted:
RESEARCH IMPACT
Highest-impact research results (up to 1500 words):
ABILITY ATTRACT FUNDING AND INTERNATIONAL COLLABORATION
List of research grants received: List of grant applications submitted over the past five years: Description of international collaboration:
TEACHING EXPERIENCE
List of all teaching courses / modules (with teaching evaluation reports from students, if available):
SUPERVISION OF EARLY CAREER RESEARCHERS
List of supervised PhD students with titles of their theses and year of defence: List of postdoc researchers with titles of their projects and main related publications:

LEADERSHIP AND OTHER SIGNIFICANT CONTRIBUTIONS TO ACADEMIC COMMUNITY

Involvement in the management of a higher education institution (chairing of academic structure / division / department) or in higher education field:

Chairing of or involvement in committees or boards in (inter)national organizations:

Other leadership experience (leading a research group or a project, a study programme, etc.):

Membership on editorial / advisory boards of peer-reviewed scientific journals:

Experience in acting as scientific expert:

ACADEMIC RECOGNITION

Academic awards and prizes / other forms of distinction (e.g., membership in academic associations which require outstanding achievements of their members in the relevant field):

OTHER IMPORTANT ACTIVITIES

Important non-academic activities:

SUGGESTED LIST OF EVALUATORS

Three foreign scholars (with contact information) active in your research field and able to evaluate your expertise (*please do not suggest those scholars with whom you have close professional, personal or other interests and relationships that have the potential to influence scholar's evaluations*):

**EVALUATION OF THE CANDIDATE APPLYING FOR THE CATEGORY OF A
DISTINGUISHED PROFESSOR AT VILNIUS UNIVERSITY**

INFORMATION ABOUT THE EVALUATOR
Name, surname:
Institution, position:

Candidate's name, surname:
Date:

Please use this form as a guide to evaluate the candidate's academic accomplishments:

The quality of candidate's publications: <input type="checkbox"/> Outstanding
Comments:

The quality of candidate's research or research projects:
Comments:

The potential of candidate's scientific development in the future:
Comments:

The international reputation of the candidate:
Comments:

Overall ranking of the scientific expertise of the candidate:

Outstanding

Comments:

Would you consider this candidate as distinguished if he / she applied to work for a position at your institution?

Yes

No

Comments:

Signature _____

THANK YOU FOR YOUR VALUABLE CONTRIBUTION!