

APPROVED
by Resolution No. SK-2008-8 of 3 July 2008
of the Commission of the Senate of Vilnius University

ACADEMIC STAFF QUALIFICATION DEVELOPMENT REGULATIONS

I. GENERAL PROVISIONS

1. The strive for academic excellence is one of the core professional values of lecturers and researchers. The qualification development of academic staff covers all activities that assist in retaining and developing the knowledge, skills, values, and competencies of employees.
2. It is essential for lecturers to develop their subject-specific and methodological competencies since they serve as the basis for the quality of a study programme. Mastery of the functional roles, lecturing and scientific research skills as well as their development are key indicators of lecturers' professionalism.
3. The academic staff qualification development system is part of the lecturers and researchers certification system.

II. THE OBJECTIVES OF ACADEMIC STAFF QUALIFICATION DEVELOPMENT

4. The University shall:
 - 4.1. support the academic staff in the development of their professional career at the University;
 - 4.2. improve the work of lecturers and researchers by setting specific objectives for each employee and facilitating a successful realisation of these objectives;
 - 4.3. create conditions for mastering the functional roles of academic staff;
 - 4.4. lay down changes at the University that would help lecturers and researchers improve their activities;
 - 4.5. identify the individual development potential of lecturers and researchers;
 - 4.6. increase the motivation and job satisfaction of academic staff;
 - 4.7. develop new skills of lecturers and researchers as well as new opportunities in their professional careers.

III. THE CONTENT AND FORMS OF ACADEMIC STAFF QUALIFICATION DEVELOPMENT

5. The content of qualification development shall encompass the following components of the activities of lecturers and researchers:
 - 5.1. pedagogic work (teaching);
 - 5.2. research;
 - 5.3. academic management and planning;
 - 5.4. the development activities of the University.
6. The forms of academic staff qualification development:
 - 6.1. diverse studies of new teaching and learning strategies, the development of new study programmes, and the organisation of the study process;
 - 6.2. participation in courses, seminars, conferences, etc.;
 - 6.3. sabbatical leave and/or work placements;

- 6.4. adoption of good practices of colleagues (at VU, national or foreign universities);
- 6.5. other activities performed under a scholarship.

IV. THE ORGANISATION OF ACADEMIC STAFF

QUALIFICATION DEVELOPMENT

7. The deans of faculties and the heads of academic units shall be responsible for the academic staff qualification development.
8. Heads of departments and heads of faculties/academic units shall discuss and agree upon the need and possibilities for the qualification development of employees of the faculty/academic unit each academic year.
9. The head of the department and the lecturer/researcher shall discuss and agree upon an individual qualification development plan.
10. The yearly qualification development programme of lecturers/researchers of a faculty/academic unit shall be submitted to the qualification development centre of the University by the dean/head of that unit. Joint University events shall be planned based on these programmes.

V. THE SCOPE AND ACCOUNTING OF ACADEMIC STAFF

QUALIFICATION DEVELOPMENT

11. The head of the Department and the lecturer/researcher shall agree on the scope of qualification development which shall be no less than five days per year. The scope for the certification of the academic staff shall be calculated by multiplying the yearly scope of qualification by the term of office in years.
 12. The qualification development report for the period of the term of office shall be submitted to the certification commission of the faculty, institute, or centre.
 13. A lecturer/researcher shall be responsible for storing their qualification development documents and submitting them for evaluation.
 14. A certification commission shall evaluate the qualification development of a lecturer/researcher. A certification commission shall also credit additional, non-typical cases of qualification development.
-