

APPROVED
by Resolution No. SPN-60
of 23 November 2021
of the Senate of Vilnius University

**THE DESCRIPTION OF THE PROCEDURE FOR CONCLUDING FIXED-TERM
EMPLOYMENT CONTRACTS WITH LECTURERS AND RESEARCHERS (IN EITHER
SCIENCE OR ARTS) OVER THE AGE OF 65**

**CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure for Concluding Fixed-Term Employment Contracts with Lecturers and Researchers (in either Science or Arts) Over the Age of 65 (hereinafter the ‘Description of the Procedure’) shall determine the conditions and procedure for concluding fixed-term employment contracts with lecturers and researchers (in either science or arts) over the age of 65 (hereinafter the ‘academic employees’).

2. The Description of the Procedure is the result of the implementation of Article 15(9) of the Statute of Vilnius University.

3. An open-ended employment contract with a lecturer or a researcher (in either science or arts) who has won a competition for the same position at Vilnius University (hereinafter the ‘University’) for the second time in a row shall end on the last day of the academic year in which the employee turns 65 years old.

4. Academic employees over the age of 65 may work at the University if they meet the criteria set out in this Description of the Procedure and the Senate of the University (hereinafter the ‘Senate’) agrees that a fixed-term employment contract should be concluded with them as provided for in the Statute of Vilnius University.

5. The Description of the Procedure shall be applied in conjunction with the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification, approved by Resolution No. S-2018-12-4 of 20 November 2018 of the Senate of Vilnius University “On Approval of the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification” (with its successive amendments) (hereinafter the ‘Regulations for Competitions’).

6. The Description of the Procedure shall not apply to visiting academic employees, those employed under project-based employment contracts, and those employed in the position of a partnership professor or partnership associate professor in accordance with the procedure established by the Senate of the University.

**CHAPTER II
CONDITIONS FOR CONCLUDING FIXED-TERM EMPLOYMENT CONTRACTS WITH
ACADEMIC EMPLOYEES OVER THE AGE OF 65**

7. A fixed-term employment contract with an academic employee over the age of 65 may be concluded if:

7.1. the work of this employee is necessary to ensure the continuity of academic activities (study programmes and/or research) carried out by an academic or a *sui generis* academic unit (hereinafter the ‘Unit’) of the University, and

7.2. this employee meets the minimum qualification requirements set out in Annex 2 to the Regulations for Competitions (hereinafter the ‘minimum qualification requirements’) for certification, and

7.3. the Senate, in accordance with the procedure laid down in Chapter III of the Description of the Procedure, agrees that a fixed-term employment contract should be concluded with this

employee.

8. The necessity of the work of this employee to ensure the continuity of academic activities (study programmes and/or research) carried out in the Unit, referred to in Item 7(1) of the Description of the Procedure, shall be assessed taking into account all of the following criteria:

8.1. the productivity of their research (in either science or arts) activities (research publications (works of art), their success in attracting external financing, the active development of applied activities, research development, the supervision of doctoral students or postdoctoral trainees, and other active participation in the process of doctoral studies, etc.);

8.2. active participation in study activities (coordinating the main study field course units (modules), teaching of general university studies subjects (modules), leading the Study Programme Committee, the study programme preparation, self-analysis groups, active engagement in transferring teaching and learning experience (conducting training courses, providing expert advice on teaching, the mentoring of lecturers, etc.);

8.3. active organisational activities (participating in the governing and self-governing bodies of the University, representing the University in international networks, organisations and facilities, etc.), active participation in the dissemination of science (art) (participating in radio and television programmes, publishing research promotion articles, working with students, teachers, etc.);

8.4. professional expert activities (participating in national and international scientific examinations, representing the University in external working groups, etc.);

8.5. students' opinions on the pedagogical activities of the lecturer.

CHAPTER III

THE DECISION-MAKING PROCEDURE ON THE CONCLUSION OF FIXED-TERM EMPLOYMENT CONTRACTS WITH ACADEMIC EMPLOYEES OVER THE AGE OF 65

9. In implementing the staff planning policy, the Personnel Department of the Central Administration of the University (hereinafter the 'Personnel Department') shall, at the beginning of the study year, provide the heads of the Units with information about the expiring employment contracts of the academic employees of the Unit who will turn 65 years old in that academic year, and the fixed-term employment contracts with the academic employees of the department over the age of 65, concluded upon the assent of the Senate.

10. An academic employee who is employed at the University and who will turn, or has turned, 65 years old in the relevant academic year or an academic employee over the age of 65 who has already entered into a fixed-term employment contract once upon the assent of the Senate (hereinafter summarised as an 'academic employee over the age of 65') has the right to submit an application to the head of the Unit in which they work for the conclusion of a fixed-term employment contract. The application shall be accompanied by the employee's plan of their prospective academic activities, disclosing their activities in accordance with one or more of the criteria set out in Items 8(1) to 8(4) of the Description of the Procedure.

11. Having received the information provided to them under Item 9 of the Description of the Procedure by the Personnel Department, and having assessed the applications submitted to them under Item 10 of this Description of the Procedure by the employees of the Unit, the head of the Unit shall, in accordance with the criteria set out in Item 8 of this Description of the Procedure, assess the need to conclude fixed-term employment contracts with the academic employees of the Unit over the age of 65 and inform them of the decisions made. Having determined that there is a reasonable need to conclude a fixed-term employment contract with an academic employee over the age of 65, the head of the Unit shall appeal to the Personnel Department and the Department for Research and Innovation of the Central Administration of the University (hereinafter the 'MID' (the acronym for *Mokslo ir inovacijų departamentas* in Lithuanian)) and provide the list of academic employees over the age of 65 with whom there is a need to conclude fixed-term employment contracts, and they shall also inform the representatives of the Student's Representation of the University at the Unit, asking to provide the students' opinions on the pedagogical activities of the lecturers listed.

12. An academic employee's application in accordance with Item 10 of the Description of the Procedure or an appeal by the head of the Unit in accordance with Item 11 of the Description shall be submitted for approval to the direct supervisor of the academic employee, the Personnel Department and the MID. During the approval procedure, the Personnel Department shall assess whether a fixed-term employment contract with the employee can be concluded, taking into account the previous number of fixed-term employment contracts concluded with them. The MID shall assess whether the academic employee over the age of 65 meets the minimum qualification requirements for certification.

13. In the event that it is determined in accordance with Item 12 of the Description that the academic employee meets the minimum qualification requirements for certification and a fixed-term employment contract may be concluded with them, the head of the Unit shall prepare a motivated proposal to the Rector of the University for the conclusion of a fixed-term employment contract with the academic employee over the age of 65 (hereinafter the 'proposal of the head of the Unit') and, in agreement with the employee, submit it to the Personnel Department. The proposal of the head of the Unit shall be accompanied by the employee's plan of their prospective academic activities. In the event that it is determined in accordance with Item 12 of the Description that a fixed-term employment contract with the academic employee over the age of 65 cannot be concluded and/or that they do not meet the minimum qualification requirements for certification, the employee shall be informed about this in writing (including via e-mail).

14. After receiving the proposal of the head of the Unit that was agreed upon with the employee who it is proposed to conclude a fixed-term employment contract with, the Personnel Department prepares the contract draft of a reasoned proposal from the Rector to the Senate and the Resolution of the Senate on the employment contracts of academic employees over the age of 65, which is submitted to the Legislative Department of the Central Administration for approval and to the Rector for signing.

15. The Rector, having assessed the documents submitted to him and taking into account the arguments set out in the proposal of the head of Unit regarding the conclusion of a fixed-term employment contract with an academic employee over the age of 65:

15.1. when agreeing that a fixed-term employment contract should be concluded with the academic employee over the age of 65, signs the proposal from the Rector and it is submitted to the Senate following the procedure laid down in the Senate Rules of Procedure;

15.2. when not agreeing that a fixed-term employment contract should be concluded with the academic employee over the age of 65, does not sign the proposal from the Rector and informs the Personnel Department of the decision, which shall immediately inform the Unit.

16. The Senate, taking into account the proposal from the Rector and in accordance with the procedure laid down in the Senate Rules of Procedure, shall decide to approve or reject the conclusion of a fixed-term employment contract with an academic employee over the age of 65.

17. With the Senate's consent, a fixed-term employment contract with an academic employee over the age of 65 shall be concluded for a term not exceeding 3 years. Upon a decision of the Senate, such a contract may be renewed once, regardless of the previous term of a fixed-term employment contract with the academic employee over the age of 65.

18. In the event that an academic employee over the age of 65 with whom a fixed-term employment contract has already been concluded once with the agreement of the Senate is proposed for the re-conclusion of a fixed-term employment contract, all the conditions and procedures laid down in the Description of the Procedure must be complied with.

19. No later than in 5 working days after the Senate makes the decision set out in Item 16 of the Description of the Procedure, the Personnel Department shall inform the Unit and the employee. In the event that the Senate has approved the conclusion of a fixed-term employment contract with an academic employee over the age of 65, the Personnel Department shall prepare a draft fixed-term employment contract or agreement for the term specified in the Resolution of the Senate and submit it to the Unit for the employee to sign.
