

APPROVED
By Resolution No. S-2011-7-1
of 25 October 2011
of the Senate of Vilnius University
(wording of Resolution SPN-60 of
28 October 2022
of the Senate of Vilnius University)

THE DESCRIPTION OF THE PROCEDURE FOR GRANTING THE PEDAGOGICAL TITLES OF PROFESSOR AND ASSOCIATE PROFESSOR AT VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The description of the procedure for granting the pedagogical titles of professor and associate professor at Vilnius University (hereinafter the Description) sets out the requirements for candidates who seek the pedagogical titles of professor and associate professor (hereinafter pedagogical titles) at Vilnius University (hereinafter the University), and the procedure of granting these titles at the University.

2. A pedagogical title is granted for long-standing pedagogical activity.

3. Pedagogical titles are granted by the Senate of the University (hereinafter the Senate) upon submission by the Rector of the University (hereinafter the Rector).

4. The terms used in the Description shall be understood as they are defined in the Statute of Vilnius University, the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification, and other legal acts of the University.

CHAPTER II REQUIREMENTS FOR THE CANDIDATES SEEKING PEDAGOGICAL TITLES

5. **The pedagogical title of professor** may be granted to lecturers or recognised artists that meet the following requirements:

5.1. the length of their employment at university-type higher education institutions in teaching positions is no less than fifteen years;

5.2. and that comply with at least one of these requirements:

5.2.1. they have held the job position of professor earned by way of competition for a full term of office, working at least half-time, have won the competition for the second term of office as a professor, and have signed a contract of an indefinite duration;

5.2.2. they have held the job position of professor, working at least half-time for at least five years (part-time positions in various units of the University included), have won the competition for the job position of a professor, and have signed a fixed-term employment contract with the University for a five-year term of office;

5.2.3. they have held the job position of professor, working at least half-time for at least five years, have been certified for this period and have signed a fixed-term employment contract with the University in accordance with Article 15(9) of the Statute of University.

5.3. for at least the last five years, they have been publishing their research/art works in affiliation with the University.

6. **The pedagogical title of associate professor** may be granted to lecturers or recognised artists (hereinafter the employees) that meet the following requirements:

6.1. the length of their employment at university-type higher education institutions in teaching positions is no less than ten years;

6.2. and that comply with at least one of these requirements:

6.2.1. they have held the job position of associate professor earned by way of competition for a full term of office, working at least half-time, have won the competition for the second term of office as associate professor, and have signed a contract of an indefinite duration;

6.2.2. they have held the job position of associate professor, working at least half-time for at least five years, have won the competition for the job position of associate professor, and have signed a fixed-term employment contract with the University for a five-year term of office;

6.2.3. they have held the job position of associate professor, working at least half-time for at least five years, have been certified for this period and have signed a fixed-term employment contract with the University in accordance with Article 15(9) of the Statute of University;

6.3. for at least the last five years, they have been publishing their research/art works in affiliation with the University.

7. The requirement for the University's lecturers or recognised artists to have been working as a professor or associate professor for at least half-time may be reduced to quarter-time if that lecturer or recognised artist has been working at the University at least full-time, their other job positions included, for the last five years.

CHAPTER III THE PEDAGOGICAL TITLE GRANTING PROCEDURE

8. The University employee who seeks the pedagogical title shall submit an application to the head of the University's core academic unit (hereinafter the Unit) that they work at, along with their CV including information on their pedagogical activity. If the employee, during the assessment period, has worked at university-type higher education institutions other than the University, they shall provide confirming statements.

9. The head of the Unit, taking into account the academic activity of the Unit's lecturers, may themselves suggest granting a pedagogical title to an employee by submitting information about the employee's pedagogical activity and confirming statements in the event that the employee has worked at university-type higher education institutions other than the University.

10. Upon receiving an employee's application under Item 8 of the Description or the Unit head's proposal for an employee under Item 9 of the Description, the Personnel Department of the Central Administration of the University (hereinafter the Personnel Department) and the Department for Research and Innovation perform the compliance check regarding the requirements set out in Chapter II of the Description.

11. On the grounds laid down in Items 8 and 9 of the Description, the Unit's head submits a proposal to discuss the matter at the Unit's council.

12. The decision of the Unit's council on the proposal of granting the pedagogical title and the candidate's documents shall be submitted to the Pedagogical Title Granting Commission no less than 30 days before the Senate's meeting where the matter of pedagogical title granting will be discussed.

13. The Pedagogical Title Granting Commission (hereinafter the Commission) evaluates the documents of the candidate for the pedagogical title and presents its conclusions to the Rector; the Commission consists of seven members (at least one of whom is a person delegated by the University Students' Representation), it is formed and its chairperson is appointed by the Senate, upon submission by the Rector:

13.1. deputy chair shall be appointed from the members of the Commission by its chairperson;

13.2. the Commission's activities shall take the form of meetings. The meeting shall be considered legitimate when it is attended by no less than two-thirds of the Commission's members;

13.3. decisions of the Commission shall be adopted by a majority of votes of the members attending the meeting. In the event of a draw, the Commission's chairperson (or, when they are not available, the Commission's deputy chair) shall have the deciding vote;

13.4. minutes shall be taken of each meeting of the Commission. The minutes are prepared by the secretary of the meeting, appointed by the chairperson. The minutes are signed by the Commission's chairperson (or, when they are not available, the Commission's deputy chair) and the

secretary of the meeting.

14. Taking into account the Commission's findings, the Rector shall submit a proposal to the Senate on granting the pedagogical titles alongside a resolution project of the Senate in accordance with the procedure set out in the Senate Rules of Procedure.

15. The Senate shall make a decision on granting the pedagogical titles of professor or associate professor at the University. When the Senate decides to grant the employee the title of professor or associate professor at the University, the Personnel Department shall prepare and present the employee with a professor or associate professor at the University certificate signed by the Rector, which verifies that the title of professor or associate professor has been granted. Copies of the professor or associate professor at the University certificates are kept in the Personnel Department as part of the personal files pursuant to the procedure established at the University.

16. The Personnel Department manages the record keeping of granting professor and associate professor certificates. The certificates of the pedagogical titles of professor or associate professor at the University are registered in the certificate registration and issuing books. Certificate forms, their accounting documents, certificate registration and issuing books are kept pursuant to the procedure established at the University.

17. The information on the pedagogical titles granted to the University's employees is compiled in the Personnel Management Information System. The documents provided by the candidates for the pedagogical title are attached to the Commission's minutes and kept in the University document management system pursuant to the procedure established at the University.
