



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Senate

Ref. 2327

Datë: 29.07.2017

**Regulation of Evaluation Procedures for engaging external
collaborators at "Haxhi Zeka" University in Peja**

Pursuant to Article 14, point 3.4, of the Statute of " Haxhi Zeka " University in Peja, The Senate of "Haxhi Zeka" University in its meeting held on 28.09.2017 approves:

Regulation of Evaluation Procedures for engaging external collaborators at "Haxhi Zeka" University in Peja

Article 1

Purpose

The purpose of this regulation is to regulate and determine the evaluation procedures for engaging external collaborators to deliver lectures and exercises as well as exams, colloquiums, consultations and mentoring as needed.

Article 2

Legal basis

Law on Higher Education and Statute of " Haxhi Zeka " University in Peja.

Article 3

Evaluation procedures for engaging external collaborators

The procedures for engaging external collaborators are based on the need to ensure the sustainable operation of the University in accordance with its obligations, with particular emphasis on the following activities:

1. 1. Learning activity (lectures, exercises);
2. Consultative activity
3. Taking exams in the subjects in which they engage;
4. Mentoring topics at the bachelor and master level only when internal staff are unable to meet the students' mentoring requirements

Article 4

Period of engagement

1. External associates are engaged for one semester respectively for two semesters of the same academic year.
2. The contract of engagement is concluded from October 1 until January 15, respectively from February 16 until June 30 of the respective academic year.
3. 3. The employee is obliged under the contract to take exams for all deadlines within the relevant academic year.
4. The employee is obliged under the contract to take exams for all deadlines within the relevant academic year, while the summer semester at the latest by November 30 of the relevant academic year.

Article 5

Competition for engagement of external collaborators

1. 1. The engagement procedure shall be conducted in a transparent manner through the announcement of a public competition

2. An exception to paragraph 1 of this Article shall be made for the following categories;
 - Academic staff in full time employment
 - Personnel who at the time they reached the mandatory retirement age were in regular employment at "Haxhi Zeka" University in Peja and if faculty need their engagement. Engagement of this category of collaborators is done up to the age allowed by special acts. The Faculty Council issues the decision to engage this category for the respective academic year.
 - Visiting professors from other countries employed in the respective Universities (for a certain number of lectures up to one semester), by decision of the Senate.
3. The competition will only be announced if there is not enough academic staff within the university within the relevant field
4. The competition for engagement is announced by the Senate on the proposal of the faculty, based on their needs for lectures or exercises.
5. 5. The Rector may, in exceptional cases, on the basis of justification, propose to the Senate the announcement of a competition for staff in the designated faculty.
6. The competition must refer to the terms of this regulation
7. The competition should be announced on the website of "Haxhi Zeka" University in Peja. The duration of the competition is 8-15 calendar days from the day of the announcement.
 - 8 Candidates who apply must submit all documents within the deadline of the competition in hard copy to the respective faculty, scanned at the email address applico.online@unhz.eu and the email address of the Dean of the Faculty.
 9. Diplomas for scientific degrees obtained abroad will only be considered if they are nostrified and submitted before to the close of the competition.

Article 6

Evaluation Committee

1. Within 7 days after the opening of the competition, the dean of the faculty convenes the meeting of the faculty council where they take the decision to form the evaluation committee .
2. The evaluation committee is proposed at the department / unit or program level and approved by the faculty council.
3. The Evaluation Committee is a body of high professional, academic and ethical credibility, consisting of three (3) members.
4. 4. The Evaluation Committee shall consist of professors in full-time employment, members of the respective department or unit or the corresponding program.
5. 5. The member of the evaluation committee with the highest academic call automatically is chair of the committee. If at least two of the committee members have the same academic calling, the oldest member will be the chairman.
6. In the absence of a sufficient number of professors from the department in regular employment, the members of the evaluation committee may also be retired persons, who are engaged in the respective department.

7. In the absence of a sufficient number of professors as in paragraphs 5 and 6 of this article, professors from other departments may be appointed as part of the evaluation committee, but in this case the chair of the committee must be among the professors of the department, which applications are being evaluated
8. The faculty administration should provide all necessary documentation to the evaluation committee.
9. The chairman of the evaluation committee is obliged to call the meeting of the committee and in coordination with other members to draft the evaluation report.
10. 10. The Commission, while drafting the evaluation report, is obliged to comply with the requirements of the competition and this regulation.
11. The evaluation committee is obliged to review the application of all candidates presented in the respective subject.
12. The evaluation committee is obliged to present in the evaluation report all relevant facts (in tabular form) for all candidates presented in the competition for the respective subject.
13. The Evaluation Committee bears legal, disciplinary and ethical responsibility for the authenticity of the data recorded in the Evaluation Report.

Article 7

Conditions of engagement

1. Persons who are engaged in the capacity of external collaborations shall not receive academic degrees. Their engagement is based on specific procedures set forth hereunder.
2. For the position of external collaboration for lectures, candidates must meet the following requirements:
 - 2.1 To have a Ph.D. degree in the relevant field (at the Faculty of Arts equivalent Candidates who, in addition to the Doctor of Science degree, also have academic degrees of lecturer or professor at a public university, have the advantage of being selected.
 - 2.2 Have at least 1 publication in international scientific journals (at the Faculty of Arts at least 1 international work of art in the relevant field) in accordance with the criteria of the UHZ Statute and the relevant regulation
3. For the position of external collaboration for exercises, candidates must meet the following conditions:
 - 3.1 . Have a master's degree or equivalent in the relevant field.
Have an average grade of not less than 8 at both study levels.
 - 3.2. Be no older than 28 years when first engaged. Exceptionally, candidates may commit to exercises up to the age of 40 if they hold a Dr. Sc. and that meets the criteria set forth in sub-section 3.2 of this Article.
 - 3.3. Candidates with a doctorate degree in science have the advantage of engagement.
4. In case more than one candidate for the respective position meets the criteria of point 2 and 3 of this article, the selection shall be made according to this priority:
 - the candidate with the most experience in the field,
 - female candidate,
 - in other cases it remains at the discretion of the evaluation committee to prioritize the particular candidate

5.If none of the presented candidates does not meets all of the criteria in paragraph 2 or 3 of this article, or if no candidate is running, the competition is re-announced for the respective position.

6.If, even after the announcement of the vacancy announcement, none of the candidates does meets all of the criteria in paragraph 2 of this Article then the candidates will be engaged applying the following advantage:

6.1 The candidate with the highest scientific title

6.2In the case of other equal conditions, the candidate with the longest experience in the relevant position has the advantage, then the female candidate and in other cases it remains at the discretion of the evaluation commission to prioritize the particular candidate.

7.If even after the announcement of the vacancy, none of the candidates does not meets all the criteria of paragraph 3 of this Article then the candidates will be engaged by applying the following advantage:

7.1. The candidate who fulfills the highest number of criteria set out in point 3 of this article;

7.2 In the case of other equal conditions, the candidate with the longest experience in the relevant position has the advantage, then the female candidate and in other cases it remains at the discretion of the evaluation commission to prioritize the particular candidate.

8.In the absence of candidates with a Doctor of Science degree (Dr. Sc.) And if a candidate with a master's degree (Mr. Sc) or master's (MA) who could be engaged in lectures cannot be provided within the academic unit, in the subject assigned in accordance with the Statute of UHZ, the candidate for the position of external associate for lectures at Bachelor level may engage the candidate with the rank of Mr.Sc. or MA giving priority to the candidate who has a doctorate degree. For the same faculty council makes a decision to entrust the subject under the care of a professor in regular employment in the field.

9.Candidates with lower than master's degree or equivalent may not be hired as an external collaboration at Haxhi Zeka University.

10.Candidates who have more than one full-time or honorary employment in public or private institutions with primary or secondary salaries may not be hired at Haxhi Zeka University in Peja; except in exceptional cases for specific cases for which there is a lack of staff.

11.At "Haxhi Zeka" University in Peja, recruitment / hiring of candidates within any of the basic organizational structures (department / branch or program) will not be permitted, if within those structures they are in regular working relationships or close family members (spouses, parent-child, brother-sister, sister- sister, brother – brother and vice versa).

12.Candidates who are part of the UHZ administration cannot be hired at "Haxhi Zeka" University in Peja.

13.At the "Haxhi Zeka" University in Peja, only candidates who have completed PhD studies at public universities and abroad will be hired as external lecturers.

Article 8

Evaluation deadlines and decision making for engagement

1. The evaluation committee within 5 days after the closing of the competition prepares the evaluation report which the faculty council reviews within 10 days after the closing of the competition.

2. The decision of the faculty council together with the report of the evaluation committee according to point 12 of article 6 of this regulation is published on the faculty web site on the day of review in the faculty council, in duration of at least 5 days.

3. Based on the decision of the Faculty Council, the Dean issues a decision on the engagement of the respective candidate.

Article 9

Right to appeal

1. Faculties are obliged to establish a commission to review complaints and appeals regarding the engagement of external collaborators.
2. The appeals committee consisting of 3 or 5 members is appointed by the faculty council and in its composition may not be the leading structures of the faculty.
3. Dissatisfied candidates have the right to appeal to the Faculty Appeals Commission within 8 days of the decision being made by the Faculty Council.
4. The Appeals Commission shall, at the latest 3 days after the end of the appeal period, compile the report and submit the relevant proposal to the Faculty Council on the same day, the faculty council must review the proposal within 3 days of receiving the report and decide on its approval or rejection.
5. Reviewing of complaint and making the relevant decision in the faculty council is a final decision at the university level.
6. The Dean of the Faculty, after considering any appeals, shall inform the Senators at the first meeting of the Senate of the list of engaged candidates.
7. The Dean of the Faculty, pursuant to Article 72, paragraph 2 of the UHZ Statute, is authorized to represent the University on behalf of the Faculty regarding with taken decisions in accordance with this Regulation.

Neni 10

Signing a contract of engagement

Upon notification of the Senate by the relevant dean to the list of engaged candidates, the Rector signs the contracts of the engaged.

Neni 11

Rights and obligations

1. The candidate engaged in the capacity of external associate is not entitled to annual leave and work experience compensation.
2. Commitment under this regulation does not imply the establishment of a regular employment relationship nor automatic payment during the period for which it is engaged.
3. In the event of competition for the establishment of a regular employment relationship, the provisions of the UHZ Statute shall apply.
4. 4. The engaged candidates shall carry legal responsibility for the use of the assets of "Haxhi Zeka" University in Peja.

Article 12

Transitional Provisions

1. The provisions of this Regulation shall enter into force on the date of their adoption in the Senate.
2. Upon entry into force of this Regulation, all bylaws that regulate the issue of engagement of

external collaborators shall be repealed.

Explanation: This regulation translated in English but signed and protocolled in Albanian.