



**UNIVERSITY OF PRISHTINA
“HASAN PRISHTINA”**

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Prot. [No. 2/475](#)
Date: [08.09.2017](#)

The Senate of the University of Prishtina, at its meeting held on 07. 09. 2017, based on Article 14, point 3.4 of the Statute of the University of Pristina, approves:

REGULATION

**ON EVALUATION PROCEDURES FOR THE ENGAGEMENT OF PART-TIME AT
THE UNIVERSITY OF PRISHTINA “HASAN PRISHTINA”**

**Article 1
Purpose**

The purpose of this regulation is to regulate and determine the evaluation procedures for hiring part-time professor to deliver lectures and exercises as well as exams, colloquiums, consultations and mentoring as needed.

**Article 2
Legal basis**

Law on Higher Education and the Statute of the University of Prishtina.

**Article 3
Evaluation procedures for engaging part-time professors**

The procedures for hiring part-time professors are based on the need to ensure the sustainable operation of the University in accordance with its obligations, with emphasis on the following activities:

1. Learning activity (lectures, exercises);
2. Consultative activity;
3. Organizing exams in the courses in which they are engaged;
4. Mentoring of diploma thesis at the bachelor level.

Article 4
Period of engagement

1. The hiring of a part-time professor is done for one semester respectively for two semesters of the same academic year.
2. The contract for hiring is awarded for the period between October 1 until January 15, respectively from February 16 until June 30 of the respective academic year.
3. The employee is obliged under the contract to organize exams for all exam periods within the relevant academic year.
4. The part-time professor has the right to mentor candidates at the bachelor level provided that the defense of thesis for winter semester courses to be completed by April 15 at the latest and those of summer semester by November 30 of the respective academic year at the latest.

Article 5
Public announcement for engagement of part-time professor

1. The hiring procedure shall be conducted in a transparent manner by means of a public announcement.
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 have been in regular employment at the University of Prishtina and if the faculty needs their engagement. Engagement of this category of associates 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 the decision of the Senate. 3.
3. The public announcement will only be made if there is not enough academic staff within the University in the relevant field.
4. The public announcement for engagement is made by the Senate on the proposal of the faculty, based on their needs for lectures or exercises.
5. The Rector may, in exceptional cases, propose to the Senate, on a reasonable basis, an announcement of a vacancy for staff recruitment in the designated faculty.
6. The announcement must refer to the terms of this regulation.
7. The public announcement should be published on the University of Prishtina web site. The duration of the announcement is fifteen (15) calendar days from the day of the publication.

8. Candidates who apply shall submit all documents within the deadline of the announcement in hard copy to the respective faculty, while scanned at the punesimi.akademik@uni-pr.edu email address and to the Faculty Dean's email address.
9. Diplomas for scientific degrees obtained abroad will only be considered if they are nostrified and submitted prior to the closure of the announcement.

Article 6
Evaluation Committee

1. Within 7 days after the opening of the vacancy announcement, the Dean of the Faculty shall convene a meeting of the Faculty Council where the decision to form the Evaluation Committee is made.
2. The Evaluation Committee is proposed at the department or program level and are approved by the Faculty Council.
3. The Evaluation Committee is a body of high professional, academic and ethical credibility, composed of three (3) members.
4. The Evaluation Committee shall consist of full professors, members of the department of the branch or program concerned.
5. The member of the Evaluation Committee with the highest academic grade is automatically the chairman of the Committee. If at least two of the Committee members have the same academic grade, the oldest member shall be the Chairman.
6. In the absence of a sufficient number of full-time professors from the department, the members of the Evaluation Committee may also be retired persons who are engaged in the relevant 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 members of the Evaluation Committee, but in this case, the chair of the Committee should be from the professors of the department. for 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 convene the meeting of the Committee and in coordination with other members to draft the Evaluation Report.
10. The Committee, while drafting the Evaluation Report, is obliged to apply the conditions of the vacancy announcement and this regulation.

11. The Evaluation Committee is obliged to review the application of all candidates presented in the relevant case.
12. The Evaluation Committee is obliged to present all relevant facts (in tabular form) in the Evaluation Report for all candidates presented in the competition for the respective course.
13. The Evaluation Committee holds a legal, disciplinary and ethical responsibility for the authenticity of the data recorded in the Evaluation Report.

Article 7

Terms of engagement

1. Persons engaged in the capacity of part-time professor shall not receive academic degrees. Their engagement shall be based on the specific procedures set forth hereunder.
2. For the position of part-time professor for lectures, candidates must meet the following requirements:
 - 2.1. PhD degree in the field (equivalent to the Faculty of Arts). Candidates who, in addition to the PhD degree, also have academic degrees of lecturer or professor at a public university, have the advantage of being selected.
 - 2.2. Have at least one (1) publication in international scientific journals (at the Faculty of Arts at least one (1) international work of art in the relevant field) in accordance with the criteria of the Statute of the University of Prishtina and the relevant regulation.
 - 2.3. For the position of Part-time professor for lecturing in the Faculty of Medicine, in clinical courses, the candidate must prove that he/she has at least 3 years of active professional experience in tertiary medicine.
3. For the position of Part-time professor for exercises the candidates must meet the following criteria:
 - 3.1. Have a Master's Degree or equivalent in the relevant field.
 - 3.2. Have an average grade of not less than 8 at both study levels.
 - 3.3. Not to be older than 30 years (not older than 35 years in the Faculty of Medicine, respectively) when first hired. Exceptionally, candidates aged up to 40 may be hired for organizing exercises if they hold a PhD degree and meet the criteria set forth in subsection 3.2 of this Article. Candidates with a PhD degree have the advantage of engagement.
 - 3.4. In the Faculty of Medicine (in clinical courses), in the Faculty of Agriculture and Veterinary (in clinical courses of veterinary medicine) and in the Faculty of Electrical and Computer Engineering (in laboratory¹ courses) the candidate shall prove that he/she has at least 3 years of professional experience in the field, in the relevant field and at the Faculty of Medicine the commitment is made taking into account the Law of Health.
 - 3.5. Have completed the specialization or be at least in the third year of specialization for

¹ The list of clinical courses of the Faculty of Medicine, clinical courses of veterinary field and laboratory courses of the Faculty of Electrical and Computer Engineering is published on the web site of the University of Prishtina and the respective faculties.

clinical courses (in the case of the Faculty of Medicine).

4. In cases where more than one candidate for the respective position meets the criteria under point 2 and 3 of this article, the selection will be made according to this priority:
 - the candidate with the most experience in the relevant field,
 - female candidate,
 - other cases remain at the discretion of the Evaluation Committee to give priority to the particular candidate.
5. If none of the candidates submitted meets all the criteria of paragraph 2 or 3 of this Article, or if no candidate is running, the vacancy shall be re-announced for the respective position. The recurring vacancy announcement will be open for fifteen (15) calendar days.
6. If even after the publication of the vacancy announcement, none of the candidates meets all the criteria of paragraph 2 of this Article then the candidates shall be engaged in applying the following advantage:
 - 6.1. Candidate with the highest scientific rank.
 - 6.2. In the case of other equal terms, the most experienced candidate in the respective position has the advantage, then the female candidate and in other cases remains at the discretion of the Evaluation Committee giving priority to the particular candidate.
7. If after the re-publication of the vacancy announcement, none of the candidates meet all the criteria set under paragraph 3 of this article then candidates will be engaged applying the following order:
 - 7.1. The candidate who meets the highest number of criteria set out in point 3 of this article;
 - 7.2. In the case of equal evaluation, the candidate with the longest experience in the relevant position takes precedence, then the female candidate, while in other cases it is left to the discretion of the Evaluation Committee to give priority to the particular candidate.
8. In the absence of candidates with a PhD degree and if within the Academic Unit no candidate with MSc or MA degree could be engaged in delivering lectures in a given course in accordance with the Statute of the University of Prishtina, for the position of part-time professor, a candidate with MSc or MA degree may be engaged giving priority to the candidate who has enrolled in PhD studies. For the same case, the Faculty Council issues a decision to entrust the course under the supervision of a full-time professor of the relevant field.
9. Candidates with lower than Master's degree or equivalent, shall not be engaged as Part-time professor at the University of Prishtina.
10. Candidates who have more than one full-time or honorary employment in public or private institutions with primary or secondary salaries shall not be recruited at the University of Prishtina.
11. At the University of Prishtina, recruitment /engagement of candidates within any of the basic organizational structures (department or program) will not be permitted if, within those structures, they have regular working or close family relationships, parent-child, brother-sister,

sister-brother, brother-brother and vice versa relations.

Article 8
Deadlines for evaluation and decision making for engagement

1. The Evaluation Committee within 5 days² after the closing of the public announcement prepares the Evaluation Report which the Faculty Council reviews within 10 days after the closing of the announcement.
2. The decision of the Faculty Council together with the Report of the Evaluation Committee, according to point 12 of section 6 of this Regulation, is published on the Faculty Website on the day of its Faculty Review Council, for 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 of appeal

1. Faculties are obliged to establish a Committee for reviewing complaints and appeals regarding the engagement of part-time professors.
2. The Appeals Commission 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. Unsatisfied candidates have the right to appeal to the Faculty Appeals Commission within 8 days after the decision of the Faculty Council.
4. The Appeals Commission, at the latest 3 days after the end of the appeal deadline, prepares the Report and submits the respective 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. The examination of appeals and decision making in the Faculty Council is a decision final at the university level.
6. The Dean of the Faculty, after considering the possible appeals, shall inform the Senators at the first meeting of the Senate of the list of hired candidates.
7. The Dean of the Faculty, pursuant to Article 72, paragraph 2 of the Statute of the University of Prishtina and Decision no. 2/58, dated 11. 07. 2017 of the Steering Council is authorized to represent the university on behalf of the Faculty regarding decisions taken pursuant to this Regulation.

² All deadlines in this regulation mean calendar days

Article 10
Signing a contract of engagement

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

Article 11
Rights and obligations

1. A candidate engaged in the capacity of a part-time professor shall not be entitled to annual leave and work experience compensation.
2. A commitment under this regulation shall not imply the establishment of a regular employment relationship nor automatic payment during the period for which he is engaged.
3. In case of the announcement for entering into a regular employment relationship, the provisions of the UP Statute shall apply.
4. Successful candidates shall bear legal responsibility for the manner in which assets of the University of Prishtina are used.

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 part-time professors shall be repealed.

Chairman of the Senate of the University of Prishtina



Prof. Dr. Marjan Dema

Rector of the UP