

Academic Staffing Regulations of Saint Petersburg State University

1. General Provisions

1.1. These Regulations specify the academic staffing procedure for the teaching staff and research workers of Saint Petersburg State University (hereinafter referred to as the SPbU academic workers), including the terms and conditions for specific competition procedures thereof.

1.2. The Regulations have been developed in accordance with the Labour Code of the Russian Federation, other legislative acts of the Russian Federation, SPbU Charter, SPbU Internal Work Regulations and other local acts of SPbU.

1.3. Pursuant to the labour legislation of the Russian Federation, employment contracts for SPbU academic positions may be signed either for an indefinite term or for a term of up to five years defined by the contracting parties (Labour Code of the Russian Federation, Article 58, Part 5, Clause 2; Labour Code of the Russian Federation, Article 332, Part 1; Labour Code of the Russian Federation, Article 336.1, Part 1).

The contract is signed for an indefinite term upon the decision made by Head of the General Office of Personnel Management.

1.4. The signing of an employment contract for filling SPbU academic positions as well as any transfer to an academic position shall be preceded by competitive selection for the relevant academic position (Labour Code of the Russian Federation, Article 332, Part 2 and Article 336.1, Part 2).

Upon the decision made by Head of the General Office of Personnel Management for the sake of the continuity of the teaching and learning process as well as of the research activity, the employment contract for filling SPbU academic positions may be signed without any competitive selection for the relevant academic position in case of part-time work for a term of up to one year and in case of filling the position of a temporarily absent worker whose position is kept for the latter under the law until he/she is back at work position (Labour Code of the Russian Federation, Article 332, Part 4 and Article 336.1, Part 4).

1.5. The competition procedures are held in accordance with the principles of openness and transparency.

1.6. A fixed-term employment contract with an academic worker shall have an expiration date (Labour Code of the Russian Federation, Article 77, Part 1, Clause 2).

1.7. Each year, on 20 January or earlier, a person authorised by the Rector announces academic positions eligible for competition held from 1 September of the current year to 31 August of the following year. The list of relevant academic positions is published at the SPbU website on the Internet data telecommunications network.

1.8. The following candidates shall be eligible for participation in competitive selection for an SPbU academic position: citizens of the Russian Federation, citizens of foreign states, stateless persons either working at SPbU or not, meeting the qualification requirements and professional standards specified by the laws and regulations as well as SPbU local acts and having the relevant professional aptitude with the consideration of academic work in the position being filled.

1.9. The final voting procedure concerning the candidates for filling an academic position of an assistant lecturer, assistant professor, associate professor, junior research worker, research worker and senior research worker is held at a meeting of the Academic Council of the relevant SPbU academic Institute / SPbU faculty.

1.10. The final voting procedure is held at a meeting of the SPbU Academic Council concerning the following candidates:

- 1.10.1. For filling an academic position of a professor, head of a research department (laboratory/research sector), principal research worker and leading research worker.
- 1.10.2. For filling SPbU academic positions in the following cases:
 - 1.10.2.1. if an academic position is concerned with the delivery of educational programmes with a foreign language teaching component except for the following fields of study: philology, linguistics, Asian and African studies.
 - 1.10.2.2. if an academic position is concerned with the delivery of educational programmes with a physical culture and sports teaching component.
 - 1.10.2.3. if an academic position is concerned with the delivery of military training programmes in military specialities.
 - 1.10.2.4. if the preliminary voting procedure concerning the candidates for filling an academic position has been held at a meeting of two or more Academic Councils of SPbU academic Institutes and/or SPbU faculties.
 - 1.10.2.5. if the Academic Council of the relevant SPbU academic Institute / SPbU faculty has not been formed yet.
 - 1.10.2.6. Upon the decision made by the Rector (his authorised representative) with account of:
 - 1.10.2.6.1. a Vice Rector's recommendation;
 - 1.10.2.6.2. a recommendation of Director of an SPbU academic Institute / Dean of an SPbU faculty;
 - 1.10.2.6.3. a recommendation of Head of an SPbU academic department;
 - 1.10.2.6.4. the contestant's application.
 - 1.10.2.7. Upon the decision made by the Rector (his authorised representative) in case of competing interests revealed by Head of the General Office of Personnel Management.
 - 1.10.2.8. Upon the decision made by the Rector (his authorised representative) on own initiative.

2. Competition Announcement

- 2.1. Competitive selection for SPbU academic positions is announced by an order issued by Head of the General Office of Personnel Management or his/her authorised representative — at least 60 days prior to the date of the final voting procedure at a meeting of the SPbU Academic Council or the Academic Council of the relevant SPbU academic Institute / SPbU faculty. The competition announcement order shall contain the positions, research speciality (if required) and the salary percentage, the Academic Council where the relevant voting procedure will be held, the deadline for application acceptance from the contestants as well as the SPbU website URL on the Internet data telecommunications network where competition details are published.
- 2.2. The following information on competitive selection for an SPbU academic position is published at the SPbU website on the Internet data telecommunications network and in mass media:
 - 2.2.1. The competition announcement order.
 - 2.2.2. Qualification requirements concerning the relevant academic position.
 - 2.2.3. General information on the teaching, methodological, research and expert evaluation activity of the academic worker filling this position (if any).
 - 2.2.4. The guaranteed wage rate for this position.
 - 2.2.5. The average wage for the previous calendar year and wage framework (fixed salary, grants, additional incentives, wage premiums) for academic workers filling the same position on a full-time basis (if any).
 - 2.2.6. The telephone number as well as the e-mail address and postal address for application submission.

3. Documents Submitted by Contestants

- 3.1. On or prior to the date specified in the competition announcement order, a candidate for an SPbU academic position is to submit the following documents either in hard copies or electronically using an electronic signature:

- 3.1.1. An application addressed to Head of the General Office of Personnel Management.
- 3.1.2. A copy of his/her higher education diploma or a certificate of an equivalent foreign education recognised in the Russian Federation¹.
- 3.1.3. A copy of his/her candidate/doctor of sciences diploma or a document confirming an academic degree conferred in a foreign state and recognised in the Russian Federation; a copy of a document confirming an academic degree conferred by any other Russian educational organisation recognised by SPbU2.
- 3.1.4. Any documents confirming the candidate's academic teaching experience.
- 3.1.5. A list of his/her research, teaching and methodological or creative works, textbooks, teaching manuals and monographs published in the past three years as well as the most significant works, in the contestant's view, published in the previous years, with the total number of works, *h*-indices and the number of publications indexed by RSCI, Web of Science Core Collection, Scopus, ResearcherID specified (if any).
- 3.1.6. Any information on the candidate's expert evaluation activity including membership in any dissertation councils, the Expert Council of the State Committee for Academic Degrees and Titles or other councils.
- 3.1.7. Any information on his/her participation in research/creative projects, programmes, grants as a head or an executive manager.
- 3.1.8. Other documents whose submission is required by the competition announcement order and Clause 1.8 thereof.
- 3.1.9. The candidate's contact number, postal and e-mail addresses.
- 3.2. On or prior to the date specified in the competition announcement order the candidate for an SPbU academic position may submit the following in a hard copy or via telecommunications using an electronic signature:
 - 3.2.1. Any information on his/her membership in editorial boards of scientific journal and organising committees of international conferences.
 - 3.2.2. Any information on his/her honorary and academic titles, international, national, academic and other awards, victories in international and all-Russian competitions.
 - 3.2.3. Any information on his/her participation in all-Russian, all-Russian with international participation and international scientific conferences.
 - 3.2.4. Any other information on his/her research, teaching and creative activity (clinical work), sports titles, honorary sports titles, victories in international and all-Russian competitions at his/her discretion.
- 3.3. In case the candidate for an SPbU academic position is, at the moment of the competition, an SPbU academic worker and his/her personal record contains the documents specified in Clauses 3.1.2–3.2.8 thereof, the contestant may not submit them.
- 3.4. The information on the contestant granted admittance to competitive selection for an SPbU academic position is duly published at the SPbU website on the Internet data telecommunications network (in accordance with the forms specified in Appendix 1 and Appendix 2 thereof).
- 3.5. A candidate for an SPbU academic position may at any time withdraw from consideration by submitting a written notice addressed to the Rector (his authorised representative).
- 3.6. The results of the annual student survey concerning SPbU teaching staff members claiming to fill SPbU teaching positions are made known to all the members of the committees and bodies that are to meet for the relevant candidates' consideration and cast a final vote for such candidates in accordance with these Regulations.

¹ Including a copy of a certificate of a foreign education recognised by SPbU in accordance with Article 107, Part 11 of Federal Law No. 273-FZ dd. 29 December 2012 "On Education in the Russian Federation".

² Including a copy of a document confirming an academic degree conferred in a foreign state and recognised by SPbU in accordance with Article 107, Part 11 of Federal Law No. 273-FZ dd. 29 December 2012 "On Education in the Russian Federation".

4. Consideration of Candidates

4.1. A person neither meeting the above-specified requirements nor having duly submitted the required documents (see Clause 3.1. thereof) shall not be eligible to take part in the competitive selection.

4.2. Preliminary consideration of candidates for academic positions takes place at a meeting of the Personnel Assessment Board³ (if any) specified in the competition announcement order and then at a meeting of the SPbU academic department members (meetings of members of SPbU academic departments).

4.3. The findings of the Personnel Assessment Board (if any) are submitted by the Board secretary to the SPbU academic department members (members of SPbU academic departments) until the relevant meeting of the SPbU academic department members (meetings of members of SPbU academic departments).

4.4. The results of considering candidates for academic positions at the meeting of the SPbU academic department members (meetings of members of SPbU academic departments) are submitted by the relevant SPbU academic department head (SPbU academic department heads) to the academic secretary of the relevant Academic Council of the relevant SPbU academic Institute / SPbU faculty in accordance with the established procedure.

4.5. In case the final voting procedure concerning the candidates is held at a meeting of the SPbU Academic Council (see Clause 1.10 thereof), the results of the preliminary voting procedure concerning the candidates for academic positions at the meeting of the Academic Council of the relevant SPbU academic Institute / SPbU faculty, as well as the results considering the candidate's (candidates') for academic positions in accordance with the procedure specified in Clause 4.2 thereof, are submitted by the academic secretary of the relevant Academic Council of the relevant SPbU academic Institute / SPbU faculty to the academic secretary of the SPbU Academic Council in accordance with the established procedure.

4.6. Upon the decision made by the Rector (his authorised representative), the candidate (candidates) for a teaching position may organise one or more demonstration teaching class during the period between the announcement of the competitive selection for this position and the consideration of such candidate (candidates) in accordance with the procedure specified in Clause 4.2 thereof.

In case there are two or more candidates participating in the competitive selection for filling a position, such candidates have to organise a demonstration teaching class until the consideration of such candidate (candidates) in accordance with the procedure specified in Clause 4.2 thereof.

Such demonstration teaching classes are audio- and/or videorecorded in accordance with the established procedure. The audio- and/or videorecording is organised by Head of the General Office of Personnel Management.

The candidate is entitled to either audio- and/or videorecord his/her demonstration teaching class at his/her discretion in accordance with the established format and standard or organise a demonstration teaching class using telecommunications.

The audio- and/or videorecording of the demonstration teaching class are published at the SPbU website on the Internet data telecommunications network.

4.7. Upon the decision made by the Rector (his authorised representative), the candidate (candidates) for a research position may organise one or more presentation devoted to the research speciality specified in the competition announcement order during the period between the announcement of the competitive selection for this position and the consideration of such candidate (candidates) in accordance with the procedure specified in Clause 4.2 thereof.

³ At present, the composition of the Personnel Assessment Boards have been approved (Order No. 685/1 dd. 13/02/2015; Order No. 792/1 dd. 20/02/2015; Order No. 793/1 dd. 20/02/2015 (with amend. made by Order No. 1249/1 dd. 10/03/2015). Order No. 565/1 dd. 09/02/2015 approves the Council of the Bachelor's educational programme in the field of study mathematics having the functions of a Personnel Assessment Boards in the respective field.

In case there are two or more candidates participating in the competitive selection for filling a position, such candidates have to organise a presentation devoted to the research speciality until the consideration of such candidate (candidates) in accordance with the procedure specified in Clause 4.2 thereof.

Such presentations devoted to the research speciality are audio- and/or videorecorded in accordance with the established procedure. The audio- and/or videorecording is organised by Head of the General Office of Personnel Management.

The candidate is entitled to either audio- and/or videorecord his/her presentation devoted to the research speciality at his/her discretion in accordance with the established format and standard or organise a presentation devoted to the research speciality using telecommunications.

The audio- and/or videorecording of the presentation devoted to the research speciality are published at the SPbU website on the Internet data telecommunications network.

4.8. The contestants are entitled to be present at a meeting of the Personnel Assessment Board (if any), at a meeting of the SPbU academic department members (meetings of members of SPbU academic departments), the Academic Council of the relevant SPbU academic Institute / SPbU faculty, the SPbU Academic Council that are considering them and therefore voting for them.

4.9. At least three working days after the final voting procedure at a meeting of the Academic Council of the relevant SPbU academic Institute / SPbU faculty the academic secretary of the relevant Academic Council of the relevant SPbU academic Institute / SPbU faculty submits an abstract of the minutes of this meeting of the Academic Council of the relevant SPbU academic Institute / SPbU faculty to the relevant deputy head of the Personnel Office.

4.10. Information on the results of the voting procedure is duly published at the SPbU website on the Internet data telecommunications network.

5. Voting for Candidates to SPbU Academic Positions at a Meeting of the SPbU Academic Council, the Academic Council of an SPbU Academic Institute / SPbU Faculty

5.1. The voting for candidates to an SPbU academic position at a meeting of the SPbU Academic Council and/or the Academic Council of the relevant SPbU academic Institute / SPbU faculty is held by secret ballot.

5.2. The counting board minutes are approved at a meeting of the SPbU Academic Council and/or the Academic Council of the relevant SPbU academic Institute / SPbU faculty by open ballot.

6. Competition Results

6.1. Pursuant to the labour legislation of the Russian Federation, the Rector (his authorised representative) enters into an employment contract with the candidate with the majority vote and over 50% of votes of the participants in the final voting procedure held in accordance with Section 5 thereof.

**Information on the Candidates Participating in the Competitive Selection for Filling SPbU
Academic Positions at a Meeting of the SPbU Academic Council**

Surname, given name, patronymic	
Academic degree	
Academic title	
Academic teaching experience	
Number of publications over the past 3 years indexed by RSCI, Web of Science Core Collection or Scopus	
The <i>h</i> -index according to RSCI, Web of Science Core Collection or Scopus	
Number of applications submitted over the past 3 years in order to obtain research funding:	
- from Russian research foundations	
- from foreign research foundations	
- from other external sources	
Number of research contracts implemented over the past 3 years with the candidate as head (executive manager), specifying the year of signature, the term, the name and volume of the funding:	
- with Russian research foundations	
- with foreign research foundations	
- with other external organisations	
Research supervising and consulting experience over the past 3 years:	
- number of bachelors' / specialists' theses	
- number of masters' theses / doctoral dissertations	
- number of doctoral graduates	
Teaching experience over the past 3 years:	
- number of courses, developed and implemented	
- number of textbooks and teaching aids that have undergone editing and publishing routines	
Other information submitted at the candidate's discretion	
Findings of the Personnel Assessment Board	
Results of the voting of the SPbU academic department members (members of SPbU academic departments)	
Results of the voting of the Academic Council of the SPbU academic Institute / SPbU faculty (the Academic Councils of the SPbU academic Institute / SPbU faculty)	

**Information on the Candidates Participating in the Competitive Selection for Filling SPbU
Academic Positions at a Meeting of the Academic Council of an SPbU Academic Institute / SPbU
Faculty**

Surname, given name, patronymic	
Academic degree	
Academic title	
Academic teaching experience	
Number of publications over the past 3 years indexed by RSCI, Web of Science Core Collection or Scopus	
The <i>h</i> -index according to RSCI, Web of Science Core Collection or Scopus	
Number of applications submitted over the past 3 years in order to obtain research funding:	
- from Russian research foundations	
- from foreign research foundations	
- from other external sources	
Number of research contracts implemented over the past 3 years with the candidate as head (executive manager), specifying the year of signature, the term, the name and volume of the funding:	
- with Russian research foundations	
- with foreign research foundations	
- with other external organisations	
Research supervising and consulting experience over the past 3 years:	
- number of bachelors' / specialists' theses	
- number of masters' theses / doctoral dissertations	
- number of doctoral graduates	
Teaching experience over the past 3 years:	
- number of courses, developed and implemented	
- number of textbooks and teaching aids that have undergone editing and publishing routines	
Other information submitted at the candidate's discretion	
Findings of the Personnel Assessment Board	
Results of the voting of the SPbU academic department members (members of SPbU academic departments)	