

INFORMATION

On the Procedure for Competitive Selection to Fill Academic Staff Positions at Higher Education Institutions of the Kyrgyz Republic

Competitive selection for academic staff positions (hereinafter referred to as academic staff) at higher education institutions of the Kyrgyz Republic is governed by the unified Regulations on the Procedure for Filling Academic Staff Positions.

1. General Provisions and Procedures for Conducting the Competition

1.1. Positions Subject to Competitive Selection

Competitive selection shall be conducted to fill the following positions:

- Professor;
- Associate Professor;
- Senior Lecturer;
- Lecturer;
- Assistant Lecturer;
- Head of Department;
- Dean of Faculty.

1.2. Term of Appointment

Following competitive selection, an employment contract shall be concluded with the successful candidate for a period of up to five years.

1.3. Announcement of the Competition

The competition shall be announced by order of the Rector of the higher education institution no later than two months before the expiration of existing employment contracts, or within the period established by the higher education institution before the commencement of the new academic year.

1.4. Application Submission Period

Applications and the complete set of required documents shall be submitted within one month from the date of the official publication of the competition announcement.

1.5. Procedure for the Election of Candidates

Candidates shall be elected by secret ballot at a meeting of the Academic Council of the higher education institution.

A meeting of the Academic Council shall be considered quorate if at least two-thirds of its total membership is present.

To be elected, a candidate must receive more than 50 percent of the votes cast by the Academic Council members participating in the voting.

2. Qualification Requirements for Candidates

Individuals who meet the following qualification requirements shall be eligible to participate in the competitive selection process.

2.1. Education

Candidates must possess higher professional education qualifications relevant to the position applied for.

2.2. Academic Degrees and Titles

Candidates must hold the academic degree of Candidate of Sciences or Doctor of Sciences and/or the academic title of Associate Professor or Professor, in accordance with the requirements established for the respective position.

2.3. Professional and Teaching Experience

In cases where exceptions to the academic degree requirements are permitted, relevant teaching or practical professional experience of five to ten years may be taken into consideration.

3. Main Stages of the Competitive Selection Process

3.1. Announcement of Vacancies

The higher education institution shall publish an official announcement of vacant positions on its website or in the mass media.

The application submission period shall generally be one month from the date of publication of the announcement.

3.2. Submission of Documents

Applicants shall submit the required set of documents to the selection committee of the higher education institution within the period specified in the official announcement.

3.3. Review of Documents

The selection committee shall examine the submitted documents and verify candidates' compliance with the established qualification requirements.

The review of documents shall generally be conducted within 7–10 working days.

3.4. Conduct of Competitive Selection

The competitive selection process shall be conducted in accordance with the established procedure and may include:

- consideration of candidates at a meeting of the relevant academic department;
- consideration of candidates at a meeting of the Academic Council;
- open or secret voting;
- interviews;
- demonstration lectures.

3.5. Conclusion of an Employment Contract

Following the competitive selection process, a fixed-term employment contract shall be concluded with the successful candidate, generally for a period of one to five years, in accordance with the established procedure.

4. Documents Required for Participation in the Competition

Applicants shall submit the following documents to participate in the competitive selection process:

1. A formal application addressed to the Rector of the higher education institution.

2. A personnel record form or another prescribed document containing the applicant's personal information, accompanied by a photograph.
3. A curriculum vitae (CV) containing detailed information on education, professional qualifications, and work experience.
4. Copies of higher education diplomas, academic degree certificates, and certificates of academic titles.
5. A copy of the employment record book certified by the applicant's employer.
6. A list of published scientific and educational-methodological works.
7. Letters of recommendation or professional references from a previous employer or the relevant academic department.
8. A criminal record clearance certificate in accordance with the requirements of labor legislation applicable to teaching activities.

5. Special Cases of Appointment Without Competitive Selection

In the cases provided for, the following categories of individuals may be employed without competitive selection for a period of up to one year:

- practitioners recruited from the real sector of the economy;
- lecturers engaged in teaching activities on an hourly-paid basis;
- individuals of retirement age;
- employees appointed to temporarily perform the duties of staff members on childcare leave, as well as individuals appointed to fill positions temporarily in circumstances related to pregnancy or the care of children under three years of age.

In such cases, statutory employment guarantees and provisions concerning pregnant women and women with children under three years of age shall be observed.