

**Shota Meskhia State Teaching University of Zugdidi**

Annex of the contract for affiliated academic staff

(Minimum loading of academic staff during the academic year -800 hours)

№	Component	Reflection in the loading	
1.	Classroom (contact) load	At least 3 Contact hours for professors per week, and for Associate Professor at least 6 contact hours per week.	During the academic year 90 hours /during the academic year 180 hours
2	Preparation of lecture	3 hours for the preparation of 1 lecture	
3.	Develop the options for written examination (mid-term, final, additional)	4 hours for 1 version	At least 3 options per test
4.	Correcting a written exam (test)	30 minutes per test	
5.	Prepare a new training course	200 hours	
6.	Preparation of educational program	500 hours	
7.	Modification of educational program	250 hours	
8.	Upgrading the module of Educational Program	250 hours	
9.	Working on the manual (2 years)	300 hours according to the work done in a year	
10.	Working on a monograph (during 3 years)	300 hours per year, according to the work done	
11.	Translating (manuals / monographs and / or other)	2 hours per page	
12.	Preparation of scientific publication (article) in the Teaching University	200 hours	

	Manual		
13.	Preparation of a successful grant (university) project	100 hours	
14.	Participation in the implementation of the Scientific-Research Projects of the University	200 hours per year depending on the duration of the project	
15.	Participation in international conferences on behalf of the Teaching University	200 hours	
16.	Participation in Scientific Conference within the Teaching University and Georgia	150 hours	
17.	Supervising the work of the Student Scientific Conference at the University	20 hours per student	
18.	Combining administrative function	200 hours	
19.	Combining the functions of university management	400 hours	
20.	Combining the function of the scientific head of the library	200 hours	
21.	Membership of the Faculty Board	30 hours	
22.	Supervision, Opposition, and Evaluation of Master's Thesis	50 hours per student	
23.	Supervision, Opposition, and Evaluation of Bachelor's Thesis	30 hours per student	
24.	Leading the practical course	1 hour per day	
25.	Consultation (individual work with a student)	2 hours per week	
26.	Supervision of the program	500	
27.	Co-supervision of the program	300	
28.	Preparation/ Conducting Training Course	100 hours per training course	
29.	Preparation / conducting public lecture	100 hour per public lecture	
30.	Conduct online video lectures	1 hour per lecture	
31.	Participation in evaluation of educational program implementation	50 hours	
32.	Non-auditory communication with students and other	2 hours per week	

33	Public activity	1 activity 20 hours	
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Note:

- The week load of academic staff at least 18 hours according to the annex;
- From the 800 hours the affiliated staff/professor has to fulfill, 30% should be devoted to contact/classroom activities, 40% - to the research work, 30% - to teaching, research and other activities according to the viewpoint of the academic staff;
- The week load of academic staff at least 18 hours according to the annex;
- From the 800 hours, the affiliated staff/ associated professor has to fulfill, 35% should be devoted to contact/classroom activities, 35% - to the research work, 30% - to teaching, research and other activities according to the viewpoint of the academic staff.