

Management Policy of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. “Management policy” establishes the procedures of the effectiveness of staff management at a legal entity of public law- Shota Meskhia State Teaching University of Zugdidi (hereinafter “Teaching University”), monitoring mechanism of the university activity, use of analysis/accounts/recommendations of the evaluation results.
2. The head of the administration uses “Management policy” to perform university activity.
3. The staff of the Teaching University (academic, administrative, assisting) uses “Management policy”.
4. “Management policy” includes organizational structure and management development through the effective use of quality assurance management.
5. Procedures for self-assessment, assessment, and satisfaction of the activities provided by "Management Policy" are regulated by the Teaching University "Assessment Methodology".

Article 2. Mechanisms for improvement of mission, vision, values, strategic plan, the action plan of the Teaching University

The assessment criteria of the mission, vision, values, the strategic plan, the action plan of the Teaching University, monitoring mechanisms are established by the “Methodology of Strategic Planning” of the Teaching University based on the analysis and recommendations of the assessment results.

Article 3. Mechanisms for improving educational programs of Teaching University

The assessment criteria for educational programs of the Teaching University, monitoring mechanisms and mechanisms of improvement based on the analysis and recommendations of the assessment results are established by the “Rules for planning/selection, assessment, and development of higher education programs” of Teaching University.

Article 4. Assessment / Self-assessment/satisfaction survey of the Teaching University personnel activity

The assessment/ self-assessment/satisfaction survey of the activity of Teaching University personnel is regulated by “Assessment Methodology” of the Teaching University.

Article 5. Mechanisms of personal and professional development/improvement of personnel

The mechanisms of improvement based on the analysis and recommendations of evaluation results of Teaching University personnel are established by this regulation.

Article 6. Teaching University personnel

Teaching University personnel:

1. Academic (professor, associate professor, assistant professor and assistant).
2. Administrative (Rector, Head of Administration, Head of Quality Assurance Service, Dean of the main educational unit (faculty)).
3. Supporting Staff (Persons prescribed by staff and freelance lists who are not academic and administrative personnel, including invited professor-teacher / invited specialist).

Article 7. Personnel Management Policy

1. Personnel management policy is based on the peculiarities of internal aspects and external conditions of the Teaching University development determines the basis for working with human resources and the requirements to them.
2. Personnel management policy supports the development of Teaching University, professional growth of the personnel, revealing of possibilities, implementation of innovative ideas and initiatives which are based on fairness, transparency, diversity and equality principles.

Article 8. The aim of personnel management policy

1. The aim of personnel management policy of the Teaching University is:
 - a) To ensure an optimal balance of the process of qualitative and quantitative development of personnel in accordance with the Teaching University, acting law, and labor market;
 - b) To ensure competitiveness and effectiveness of the Teaching University;
 - c) To ensure highly-qualified staff potential of the Teaching University.

Article 9. Stages of personnel management policy

1. Based on the requirements of the Teaching University, in order to achieve maximum efficiency in short-, mid- and long-term perspective, it is necessary:
 - a) To identify teaching requirements in terms of human resources based on strategic goals;
 - b) To conduct conformity analysis of the requirements and current human resources of the Teaching University in order to determine the needs;
 - c) To analyze and evaluate the possibilities of the Teaching University (financial, infrastructural and material-technical) in order to meet the requirements of human resources, which will become the basis of the strategic plan of human resources.
2. In order to implement the aims and functions of the Teaching University, carry out the personnel policy effectively and legally, the university carries out personnel employment procedure in compliance with the Georgian legislation with fair procedures, which implies

attracting, preserving highly-qualified and professional personnel, using their possibilities and experience and developing its personnel.

Article10.The process of personnel selection/attraction

1. The process of personnel selection/appointment at the Teaching University is determined in accordance with the applicable laws of selection/appointment to a certain position and is regulated by:
 - a) “Election regulations of the Rector of Shota Meskhia State Teaching University of Zugdidi, Head of Administration, Head of Quality Assurance Service, Deans of Main Educational Units, Academic Council and Representative Council”
 - b) “The regulation of Acceptance of the Academic Personnel, as well as the determination of the amount of payment and conditions of remuneration at Shota Meskhia State Teaching University of Zugdidi”
 - c) “The regulation of Acceptance of the Supporting and freelance personnel, as well as the determination of the amount of payment and conditions of remuneration at Shota Meskhia State Teaching University of Zugdidi ”
 - d) “The regulation of the hourly remuneration of the professors and teachers, in the process of determining the amount and conditions of remuneration at Shota Meskhia State Teaching University of Zugdidi”
2. The selection/attraction procedure of staff in the teaching university is based on the principles of competence, impartiality, and transparency.

Article11.Personal and professional development/improvement procedures of personnel

1. Based on the result analysis of the research implemented with the criteria and indicators determined by “The evaluation methodology” of the Teaching University, the head of the Quality Assurance Service reveals weaknesses of unsatisfactory activity management and makes recommendations to the Rector to improve the quality of personnel performance.
2. Based on the recommendations presented by the head of Quality Assurance Service, the Rector issues a legal act and assigns the head of administration to take measures to improve the quality of personnel performance (e.g., individual/different plan to improve performance for corresponding structural units: the plan may concern development of mechanisms of student support activities, the availability of material, financial, library resources, information, professional growth of personnel, encouragement, disciplinary liability and other activities).
3. Apart from analyzing/making recommendations of the research results presented by the head of Quality Assurance Service, the head of Administration deals with quarterly reports

prepared in accordance with the annual action plan of different structural units (which complies with the annual action plan of the Teaching University) in order to improve personnel performance (which is reflected in the annual reports of the Head of Administration).

4. The annual report of the Head of Administration is approved by the representative council.

Article 12. Final Provisions

Changes in the rules of management policy are carried out by the Resolution of the Representative Council.

Approved by the Representative Council
Resolution

Rule of distribution, delegation, and accountability of responsibilities at Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. The rule of distribution, delegation, and accountability of responsibility regulates distribution, delegation, and accountability of responsibility at Shota Meskhia State Teaching University of Zugdidi
2. The rule is based on the structure of the Teaching University.

Article 2. Managing bodies, administrative personnel of the Teaching University

1. Managing bodies of the Teaching University, including competencies, are Defined by the Charter
2. Academic Council is the highest representative body of the Teaching University and its powers are defined by the Statute and the Academic Council Regulations
3. Representative Council is a representative body of the Teaching University and its powers are defined by the Statute and the Representative Council Regulations
4. The Rector is the person with the highest academic position in the Teaching University, as well as the Chair of Academic Council. The Rector presents the annual report to the Academic Council for approval.
5. The administrative Head represents the Teaching University in financial-economic relations. Academic deals concerning financial and economic issues are signed together with the Rector. He presents the annual report to the Representative Council for approval and is accountable to Academic and Representative Councils.
6. The Head of the Quality Assurance Service is accountable to Academic and Representative Councils, the Rector and the Head of Administration and ensures

the quality of activities based on a continuous and systematic assessment of the Teaching University.

7. The representative body of the main educational unit (faculty) is the main educational unit (faculty) council and its powers are defined by the Charter and Regulations of the Council.
8. The Dean of the main educational unit (faculty) is the head of the council of the main educational unit (faculty) and his powers are defined by the Charter and Regulations of the Council. He is accountable to the faculty council/rector/head of administration/management bodies.

Article 3. Academic Personnel of the Teaching University

Academic personnel consists of professors, associate professors, their powers are defined by the regulation of labor agreement. The academic personnel is accountable to the faculty council and Rector/Academic Council.

Article 4. Supporting personnel of the Teaching University

1. Supporting personnel (heads/specialists of structural units) – the powers, work descriptions, accountability, the responsibility of the supporting personnel are defined by provisions of corresponding structural units, labor agreement, rules and methodology applicable in the Teaching University.
2. Supporting personnel (personnel invited by hourly pay) – the powers, work descriptions, accountability, the responsibility of the personnel invited by hourly pay are defined by the labor agreement, rules and methodology applicable in the Teaching University.
3. **On the basis of the provisions of the Georgian legislation, subordinate acts and structural units, the order of the Rector/head of administration defines:**
 - a) **People materially responsible for the Teaching University.**
 - b) **People responsible for the registry of professors and students at the Teaching University.**
 - c) **People responsible for releasing public information about the Teaching University.**
 - d) **People responsible for issuing/keeping strict accounting documents of the University.**
 - e) **People materially responsible for separate districts/territories/auditoriums/space of the Teaching University in accordance with the work descriptions given in structural units provisions.**

In order to facilitate the efficient use of quality assurance mechanisms in the management process, it is necessary to collaborate with the Head of the Quality Assurance Office of the University in the process of preparing and conducting questionnaires about planned research (self-assessment/assessment/satisfaction).

Article 5. Accountability and publicity

The Teaching University managing bodies provide accountability and publicity of reports from managing bodies, administrative, academic and supporting personnel.

Article 6.Final Provisions

Changes in the rules of distribution, delegation, and accountability of responsibilities are implemented by the Resolution of the Representative Council.