

RECOMMENDATIONS
on the qualification requirements of European Humanities University invited lecturers and researchers and the procedure for their recruitment

1. Common provisions

- 1.1. The following Recommendations concerning the qualification requirements of the European Humanities University (EHU) invited lecturers and their recruitment procedures (hereinafter referred to as the "Recommendations") are hereby adopted:
 - 1.1.1. Sets qualification requirements for invited EHU teachers;
 - 1.1.2. It regulates the procedure of selection and recruitment of invited EHU teachers as well as the procedure for concluding employment contracts with guest teachers.
- 1.2. The recommendations are based on the Law on Science and Studies of the Republic of Lithuania and the Statute of EHU.
- 1.3. The following definitions and concepts shall be used in the guidelines:
 - 1.3.1. "**Commission**" means a commission formed by an order of the rector for a specific period and providing recommendations regarding the list of invited lecturers and their acceptance. The Commission must include the heads of the academic departments, the Head of Finance and Personnel Unit, as well as at least 3 other EHU professors from other fields of science and art. The Commission shall also include the Secretary responsible for the management of documents used in the Commission's activities (without voting rights);
 - 1.3.2. "**chairman of the Commission**" means the head of the Commission appointed by the rector from members of the Commission, who shall organise the work of the Commission and its meetings;
 - 1.3.3. "**invited lecturer**" means a teaching staff member, in accordance with the procedure laid down in the Law on Higher Education and Research and in these Recommendations, invited to EHU to work without an open competition and employed under a fixed-term employment contract;
 - 1.3.4. "**recognised artist**" means a creator or a performer of artistic works whose creative activities are characterised by the works of major importance for art and culture, carried out in Lithuania or/ or abroad, who have earned a wide recognition of the public and artistic specialists, have been evaluated with prestigious international or national prizes and other high awards, or/ or who has developed distinguished artists;
 - 1.3.5. "**Applied scientific activity**" means systematic work based on knowledge of research and know-how, the purpose of which is to develop new materials, technologies, products and equipment, to introduce new processes, systems and services or to substantially improve those already designed or installed;
 - 1.3.6. "**Applied research work**" means auxiliary work intended for an academic audience and/ or

wider society, generating new knowledge and aimed at achieving specific objectives; the following works are to be considered: catalogues, maps, commentaries on legal acts, academic criticism, etc. (reports of scientific projects, non-original textbooks, science popularisation works);

- 1.3.7. **'applicable research'** means experimental and/or theoretical work carried out with a view to obtaining new knowledge and primarily aimed at achieving specific practical objectives or objectives;
 - 1.3.8. **Peer**—reviewed publication means a **periodical, continuous or one-time publication in which articles are published on the basis of peer-review findings**;
 - 1.3.9. **Employment contract**: between EHU and guest lecturer a fixed-term employment contract for a period not exceeding 2 (two) years;
 - 1.3.10. **Scientific scientist** “means a researcher who has a scientific degree.
- 1.4. The definitions and concepts other than those specified in these Recommendations are in line with the definitions and concepts established by the legal acts of the Republic of Lithuania and the internal documents of EHU.

2. Qualification Requirements for Invited Lecturers

- 2.1. The qualification requirements applicable to invited lecturers depend on the future post which the teaching staff member or researcher is invited to fill on the basis of an approved staffing load.
- 2.2. All persons applying for membership of invited teaching staff must teach in Russian and English, except for the cases when it is planned to organise the study process in other languages.
- 2.3. The **position of a invited science professor** may be filled by a person who:
 - 2.3.1. is a Researcher;
 - 2.3.2. at least 5 years of scientific, teaching or practical experience in the relevant field of science;
 - 2.3.3. meet the following requirements:
 - 2.3.3.1. conduct research and publish its results in scientific monographs, studies, peer-reviewed scientific publications, cultural and professional publications, reports and reports of international and national scientific conferences, plenary lectures;
 - 2.3.3.2. conduct and/or direct applied research and/or other scientific activities;
 - 2.3.3.3. prepares scientists: he is in charge of scientific research activities of doctoral students, teaches in doctoral studies at universities, etc.
 - 2.3.3.4. he is engaged in educational or scientific promotion activities.
 - 2.3.3.5. after the awarding of a doctoral degree, he has published his scientific research results in at least 15 scientific articles in peer-reviewed scientific publications or in a monograph or study prepared on the basis of a doctoral degree and at least 10 scientific articles in peer-reviewed scientific publications.
 - 2.3.4. the research activities of such a researcher in the form of scientific publications during the last five years shall meet at least one of the following requirements:
 - 2.3.4.1. published at least 5 (five) scientific articles in peer-reviewed publications, of which at least 2 (two) articles must be published in foreign peer-reviewed scientific publications, of which at least Article 1 (one) must be an international scientific article;

- 2.3.4.2. published a scientific monograph in an internationally recognised publishing house (scientist's contribution of at least 4 bills);
- 2.3.4.3. published in an internationally recognised publishing house a part or section(s) of a scientific monograph (a researcher's contribution of at least 4 acres) and published at least 1 (one) international scientific article or 2 (two) articles in peer-reviewed scientific publications;
- 2.3.4.4. published a scientific monograph published by another publishing house (the researcher's contribution of at least 8 aut. bows) and at least 2 (two) scientific articles published in peer-reviewed scientific publications of which at least 1 (one) article was published in a foreign peer-reviewed publication;
- 2.3.4.5. published a part or section(s) of scientific monograph published by another publishing house (a scientist's contribution of at least 4 aut. bows), scientific studies, synthetic research work (at least 2 aut. l.) and published in peer-reviewed scientific publications at least 3 (three) scientific articles, of which at least 2 (two) articles were published in a foreign peer reviewed publication or published at least 1 (one) international scientific article;
- 2.3.4.6. he was the head of successfully defended doctoral thesis and published at least 2 (two) scientific articles in peer-reviewed scientific publications, of which no less than 1 (one) has published an article of science of international level.

2.4. The **position of a invited professor of sciences** may be filled by a person who:

- 2.4.1. is a Researcher;
- 2.4.2. at least 3 years of scientific, teaching or practical experience in the relevant field of science;
- 2.4.3. meet the following requirements:
 - 2.4.3.1. conduct research and publish its results in scientific monographs, studies, peer-reviewed scientific publications, cultural and professional publications, reports and reports of international and national scientific conferences, plenary lectures;
 - 2.4.3.2. conduct and/or direct applied research and/or other scientific activities;
 - 2.4.3.3. he is engaged in educational or scientific promotion activities.
 - 2.4.3.4. after awarding a doctoral degree, he has published his research results in at least 10 scientific articles in peer-reviewed scientific publications or in monographs or studies and in at least 5 scientific articles in scientific publications.
- 2.4.4. the research activities of such a researcher in the form of scientific publications during the last five years shall meet at least one of the following requirements:
 - 2.4.4.1. published at least 4 (four) scientific articles in peer-reviewed publications, of which at least 2 (two) articles must be published in foreign peer-reviewed scientific publications, of which at least 1 (one) must be an international scientific article;
 - 2.4.4.2. published in an internationally recognised publishing house a part or section(s) of a scientific monograph (a researcher's contribution of at least 4 acres) and published at least 2 (two) articles in a peer-reviewed publication;
 - 2.4.4.3. published a scientific monograph published by another publishing house (the researcher's contribution of at least 8 aut. bows) and at least 2 (two) scientific articles published in peer-reviewed scientific publications;
 - 2.4.4.4. published a part or section(s) of scientific monograph published by another publishing house (a scientist's contribution of at least 4 aut. bows), scientific studies,

synthetic research work (at least 2 aut. 1.) and peer-reviewed scientific publications published at least 2 (two) scientific articles, of which no less than 1 (one) article – in a foreign peer-reviewed scientific journal or published at least 1 (one) international scientific article;

2.4.4.5. he led a successful doctoral thesis and published at least 1 (one) international scientific article.

2.5. A person who has a Master's qualification degree or an appropriate higher education qualification degree and is engaged in methodological activities may hold the **position of a guest lecturer**.

2.5.1. the person concerned has participated in a scientific conference with a report or a plenary lecture or has conducted scientific applied works, including experimental (social, cultural) development activities, or engaged in educational, educational or scientific promotion activities, during the last years;

2.5.2. has published at least 2 scientific articles in peer-reviewed scientific publications.

2.6. A person who has a Master's degree or an appropriate higher education qualification degree in an appropriate field of education may hold the **position of a invited assistant**.

3. Qualification Requirements for Invited Lecturers – Artists

3.1. The positions of teaching staff members (artists) may be applied to the position of artists and art doctors who:

3.1.1. Carries out artistic (creative) and pedagogical activities, consisting of:

3.1.1.1. publication (performance) of a work of art or realisation of a work to the client;

3.1.1.2. publishing works of art in publishing houses, audiovisual studios, etc.;

3.1.1.3. evaluation of a work of art or its publication by prestigious foreign and/or Lithuanian prizes or other prestigious awards;

3.1.1.4. development of internationally recognised artists and/or successful management of an art doctors (or art licensors) art project (successfully defended project);

3.1.1.5. publication of art research in a recognised foreign and/or Lithuanian publication.

3.1.2. Carry out art dissemination activities:

3.1.2.1. prepare and/or participate in art projects;

3.1.2.2. public lectures aimed at promoting art;

3.1.2.3. publish articles and reviews in cultural, artistic and professional publications;

3.1.2.4. develops, maintains and regularly disseminates online sources of art through the media, etc.

3.1.2.5. participates in creative union activities;

3.1.2.6. participate in the work of art juries, cultural and art expert groups;

3.1.2.7. other art dissemination activities.

3.1.3. Carry out methodological activities:

3.1.3.1. participates in the process of art studies of any stage (preparation and teaching of such subjects, management of an art project, review of an art project, leadership of students in preparation of final works, work in defense commissions);

3.1.3.2. takes part in, or is a member of, a commission or a committee for the third cycle of study;

3.1.3.3. participate in internships and exchange programmes for teachers;

3.1.3.4. organises mastery courses, workshops, seminars, open lessons;

- 3.1.3.5. participate in professional qualification improvement programmes;
- 3.1.3.6. prepares study guides, textbooks or parts thereof, educational books, lecture notes for studies, anthologies, editorials of an artwork and other methodological tools used in the EHU study process.
- 3.2. The **position of invited professor** may be filled by an established artist or doctor of the arts who engages in creative activities, prepares professional artists or specialists of artistic activities, educates students, actively participates in art events and/or develops art research fields and is guided by them by publicising their results.
- 3.2.1. a person seeking to take up the position of professor of the art field must have completed all works in the art field according to an appropriate art field – he must have completed at least 10 works in the context of national and/or international awareness listed in subparagraphs 3.1.1., 3.1.2. and 3.1.3., of which at least 5 works must be performed in international art spaces. In addition, such teaching staff shall have completed at least 3 of 3.1.1 and at least 5 of the activities listed in points 3.1.2 and/or 3.1.3. for the last 5 years, which are of national and/or international significance;
- 3.3. The **position of a invited associate may be held** by an established artist or a doctor of the arts who is engaged in artistic activities, prepares specialists of artistic activities, educates students and takes part in creative activities.
- 3.3.1. a person seeking to occupy the position of associate professor in the field of art must have completed all works in the field of art according to an appropriate art field – he must have completed at least 7 works in the context of national and/or international awareness specified in subparagraphs 3.1.1., 3.1.2. and 3.1.3., of which at least 3 must be carried out in international art spaces. In addition, such teaching staff shall have completed at least 2 of 3.1.1 and at least 4 of the activities listed in points 3.1.2 and/or 3.1.3. for the last 5 years, which are of national and/or international significance;
- 3.4. Artists with at least a Master's qualification degree or an equivalent higher education level and a record of at least years of artistic activity and a record of at least years of pedagogical activity at a higher education institution may be a candidate for the **position of lecturer** in art studies. A person who has completed an art post and has acquired an appropriate qualification degree shall have priority to fill the position of a lecturer.
- 3.5. Persons who have a Master's qualification degree in an appropriate field or an equivalent higher education level may be candidates for the **position of an assistant** in art studies. A person who has completed an art post and has acquired an appropriate qualification degree shall have priority to hold the position of an assistant in the field of art.
- 3.6. **Qualification Requirements for Invited Researchers**
- 3.7. The **position of chief research staff member** may be applied to by scientists who:
- 3.7.1. have published research results at international and national scientific conferences and in one of the following ways:
- 3.7.1.1. A non-dissertation-based scientific monograph published by internationally recognised publishing houses and scientific articles of at least 5 international level¹;

¹ In compliance with paragraph No. 7 of Order No. V-61 of the Chairman of the Research Council of Lithuania of 29 January 2021 on the Approval of the Description of Minimum Qualification Requirements for the Positions of State Research Institutions of Science and Studies, the following results of activities may be held equivalent to a scientific

- 3.7.1.2.a non-dissertation-based scientific monograph and at least 7 scientific articles of international level;
- 3.7.1.3.at least 15 scientific articles at international level;
- 3.7.2. have experience in managing research:have led international or national R & D or R & D & I projects or institutions' research programmes;
- 3.7.3. shall have experience in the training of researchers:to have led a doctoral or post-doctoral trainee.
- 3.7.4. the research activities of such a researcher in the form of scientific publications during the last five years shall meet at least one of the following requirements:
 - 3.7.4.1.published at least 8 (eight) scientific articles in peer-reviewed publications, of which at least 4 (four) articles must be published in foreign peer-reviewed scientific publications, of which at least 2 (two) articles must be scientific articles of international level;
 - 3.7.4.2.published in an internationally recognised publishing house a scientific monograph (a researcher's contribution of at least 4 aut. bows) or 3 (three) scientific articles of international level;
 - 3.7.4.3.published in an internationally recognised publishing house a part or section(s) of a scientific monograph (a researcher's contribution of at least 4 acres) and published at least 2 (two) scientific articles of international level or 4 (four) articles in peer-reviewed scientific publications;
 - 3.7.4.4.published a scientific monograph published by another publishing house (the researcher's contribution of at least 8 aut. bows) and at least 3 (three) scientific articles published in peer-reviewed scientific publications of which at least 2 (two) articles were published in foreign peer-reviewed publications;
 - 3.7.4.5.published a part or section(s) of scientific monograph published by another publishing house (a scientist's contribution of at least 4 aut. bows), scientific studies, synthetic research work (at least 2 aut. l.) and peer-reviewed scientific publications published at least 4 (four) scientific articles, of which at least 2 (two) articles – in a foreign peer reviewed publication or published at least 1 (one) international scientific article;
 - 3.7.4.6.he was the head of successfully defended doctoral thesis and published at least 4 (four) scientific articles in peer-reviewed scientific publications, of which at least 1 (one) is published an article of science of international level.
- 3.8. The **position of a senior research staff member** may be applied to by scientists who:
 - 3.8.1. have published research results at international and national scientific conferences and in one of the following ways:

article of the international level of a scientist who is candidates for the position of a research staff member:1) the parts of a scientific monograph, scientific study, work in synthesis or parts thereof published by an internationally recognised scientific publishing house (all of the scope not less than 4ut. l.);2) permissions of scientific sources, permissions of scientific translations have been prepared, scientific publications prepared or prepared (complying with formal requirements) have been prepared or prepared;3) prepared scientific databases, publications of scientific resources (data bases, systematic catalogues of sources, dictionaries, typological and thematic maps), scientific bibliography publications, drafts of the most important legal acts (the President of the Republic of Lithuania, the Seimas, Government, international) drafts, conclusions, comments and feedback on draft legal acts, etc. (complying with formal requirements);4) co-ordination of a project of international research programmes in which research and experimental development (hereinafter referred to as "RTD") is carried out.On the basis of this principle, other scientific results may be equated to no more than 3 scientific articles of international level.

- 3.8.1.1.a non-dissertation-based scientific monograph published by internationally recognised publishing houses and scientific articles of at least 2 international level;
- 3.8.1.2.a non-dissertation-based scientific monograph and at least 3 scientific articles of international level;
- 3.8.1.3.at least 7 scientific articles at international level;
- 3.8.2. must have participated in international or national R & D or R & D projects or institutions' research programmes, or has been a doctoral or post-doctoral trainee.
- 3.8.3. the research activities of such a researcher in the form of scientific publications during the last five years shall meet at least one of the following requirements:
 - 3.8.3.1.published at least 5 (five) scientific articles in peer-reviewed publications, of which at least 3 (three) articles must be published in foreign peer-reviewed scientific publications, of which at least 1 (one) must be an international scientific article;
 - 3.8.3.2.published in an internationally recognised publishing house a part or section(s) of a scientific monograph (a researcher's contribution of at least 4 acres) and published at least 3 (three) articles in a peer-reviewed publication;
 - 3.8.3.3.published a scientific monograph published by another publishing house (a scientist's contribution of at least 8 aut. bows) and at least 3 (three) scientific articles published in peer-reviewed scientific publications, of which at least 1 (one) article was published in a foreign peer-reviewed publication;
 - 3.8.3.4.published a part or section(s) of scientific monograph published by another publishing house (a scientist's contribution of at least 4 aut. bows), scientific studies, synthetic research work (at least 2 aut. l.) and peer-reviewed scientific publications published at least 3 (three) scientific articles, of which at least 1 (one) article – in a foreign peer reviewed scientific journal or published at least 2 (two) articles of international scientific level;
 - 3.8.3.5.he has successfully defended doctoral thesis and published at least 1 (one) international scientific article or at least 3 (three) scientific articles in peer-reviewed scientific publications.
- 3.9. The position of a **research staff member may be applied to the position** of a research staff member who:
 - 3.9.1. the results of the research must be published in at least 2 scientific articles at international level;
- 3.10.The scientists who, having at least a Master's qualification degree or a higher education qualification equivalent to it, may apply to the position of **junior research staff member**.

4. Procedure for Organising the Selection of Invited Lecturers

- 4.1. According to the plan approved by the Rector's order, the head of the academic department, having co-ordinated with the department's study programme committees, draws up a list of the required positions of EHU guest lecturers for the next academic year.The department's needs must be in line with the strategic goals of internationalisation of the university.
- 4.2. The list of positions of EHU staff members, which sets out their specific activities, is approved by the rector according to the approved plan.
- 4.3. EHU's website publishes the quota of guest lecturers in specific directions for the following school year and the procedure for submitting documents.
- 4.4. The received proposals to the position of invited teaching staff members shall be evaluated by

- the Commission set up by order of the rector.
- 4.5. A person wishing to fill the relevant post as guest EHU lecturer shall submit to EHU's Finance and Personnel Unit (the documents referred to may be submitted by e-mail) in due time:
 - 4.5.1. a letter of intent, a description of his life and professional activity, with the specified contact details;
 - 4.5.2. copies of the documentation demonstrating compliance of the applicant with the requirements of Section 2 of the Recommendations;
 - 4.5.3. a list of publications, awards and most important articles of the last 3 (three) years or a description of artistic performance of the last 3 (three) years.
 - 4.6. On the basis of the applications of the candidates received, the head of the academic department shall prepare proposals regarding the load of the approved permanent units, proposals concerning the list of invited teaching staff members and submit them to the Commission.
 - 4.7. When examining the application of a candidate to the post of guest lecturer, the Commission shall assess:
 - 4.7.1. compliance of the candidate with the qualification requirements set out in Section 2 of these Recommendations;
 - 4.7.2. compliance of the candidate's scientific and/or artistic activities with the direction taught by the Centre for Quality Assessment in Higher Education;
 - 4.7.3. the efficiency of the lecturer of the (internal) candidate to be invited for the second time, participation in the University's development, compliance with internal regulations and work discipline must be assessed "good".
 - 4.8. In individual cases, by a decision of at least 2/3 of the members of the Commission, the candidate may be exempted from some of the requirements laid down in Section 2 and point 3.7 of the Recommendations. Such a decision of the Commission must be reasoned.
 - 4.9. The Commission may invite a potential teacher for an individual interview.
 - 4.10. A meeting of the Commission shall be valid if attended by at least 2/3 of the Members of the Commission, including the President.
 - 4.11. The Commission shall take a decision by open vote by a majority vote of the participants at the meeting. In the event of a tie, the President of the Commission shall have the vote.
 - 4.12. Submit its recommendations to the Rector on the nominations submitted by the Invitational Teachers in due time.
 - 4.13. The final decision shall be taken by the rector within 3 working days from the receipt of the recommendations of the Commission.
 - 4.14. If it becomes necessary to receive an invited teacher in the middle of a school year, the time limits laid down in this Section shall apply *mutatis mutandis*.

5. Conclusion of Contracts with Invited Lecturers

- 5.1. A proposal to conclude an employment contract shall be sent to approved instructors. The proposal specifies the specific working conditions (load on instruction, amount of remuneration, etc.) as well as the time limit for submitting the necessary documents.
- 5.2. The salary of guest instructors is determined in the employment contract without exceeding the funds allocated to EHU teachers taking into account the teaching workload (hourly or full-time teaching workload).

6. Final provisions

6.1. These recommendations are approved and amended by order of EHU's Rectors.

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