

Accepted by

The scientific council of JASU

Protocol No. 5

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Approved by

the Rector of JASU

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POSITION

about the procedure for replacing positions at Jalal-Abad State University named after B. Osmonov"

1. General provisions

1.1. Regulations on the procedure for replacing positions in the scientific and educational production complex "Jalal-Abad State University named after B. Osmonova" (hereinafter - Regulation) was developed on the basis of the Labor Code of the Kyrgyz Republic, the Law of the Kyrgyz Republic "On Education", Decree of the President of the Kyrgyz Republic of October 14, 2024 No. 295 "On Amendments to the Decree of the President of the Kyrgyz Republic "On Measures to Increase the Potential and Competitiveness of Organizations of Higher Professional Education of the Kyrgyz Republic", Decree of the President of the Kyrgyz Republic of July 18, 2022 No. 243 "On measures to increase the potential and competitiveness of organizations of higher professional education of the Kyrgyz Republic", the Charter of the Kyrgyz Republic and other normative legal acts of the Kyrgyz Republic and regulates the procedure for replacing the following positions in the Kyrgyz Republic:

- vice-rector;
- director of the institute (with the exception of directors of institutes that have the status of a legal entity), deputy director;
- head of the department;
- director of the college;
- teaching staff;
- head of the structural subdivision;
- needle worker.

1.2. The procedure for employment is determined in accordance with the labor legislation of the Kyrgyz Republic and this Regulation.

1.3. The employee is obliged to perform the functional duties specified in the job instructions, has the rights specified therein and bears personal responsibility for the proper performance of his duties.

2. The procedure for replacing positions

2.1. In accordance with the resolution of the Government of the Kyrgyz Republic dated February 5, 2024 No. 45 JASU independently determines the procedure for appointment to the teaching staff.

2.2. The teaching staff of JASU includes: assistant, lecturer, senior lecturer, docent, professor.

Admission to the teaching staff of JASU is carried out on the recommendation of the head of the department. The teaching staff of JASU must meet the requirements of professional standards (Appendices 1, 2 to these Regulations).

2.3. The vice-rector of JASU, the director of the institute, the deputy director, the head of the department, the director of the college, upon appointment to the position, prepares a perspective, strategic plan for the development of the appointed structural subdivision or direction in which he will work, and is responsible for the implementation of this plan. He is also released from office by order of the rector for non-fulfilment of the plan.

2.4. Vice-rectors of the JASU are appointed by order of the rector on the basis of a contract concluded for a period of up to 5 years.

2.5. The position of the director of the institute, the head of the department, professor, associate professor (in the departments of foreign languages and physical education) of the JASU may be appointed to the position of a teacher of the State JASU University, who does not have a degree, but who has scientific and pedagogical experience of at least 10 years for a professor and at least 5 years for an associate professor, who has published scientific works, educational and methodological aids and leading lectures on the appropriate theoretical and methodological level.

2.6. Specialists with the academic title of professor or the academic degree of Doctor of Sciences of the corresponding qualification are appointed to the position of professors.

2.7. Specialists with the academic title of docent or the degree of candidate of sciences of the corresponding qualification are appointed to the position of docents.

2.8. For the vacant post of a senior teacher, specialists with the degree of candidate of sciences or higher education, scientific and pedagogical experience of the corresponding qualifications are accepted.

2.9. Specialists with the degree of candidate of science or higher education, scientific-pedagogical experience of at least 1 year in a higher educational institution are accepted for the vacant position of teacher, assistant teacher.

2.10. For the vacant position of the head of the department of the State JASU University, specialists with a degree, appropriate profile and qualifications are accepted, and appointed to the position on a contractual basis for a period of up to 5 years by the order of the rector of the State JASU/

The head of the department is appointed to the position on the recommendation of the director of the institute.

2.11. The director of the institute of the JASU is appointed to the position on a contractual basis for a period of up to 5 years by order of the rector of the JASU from among specialists who have academic degrees according to the relevant profile and qualifications.

2.12. The directors of the colleges of the JASU are appointed to the post by order of the rector on the basis of a contract concluded for a period of up to 5 years.

2.13. The contract, concluded with the teaching staff for a year, is terminated at the end of the academic year due to the expiration of its validity period.

2.14. Vacant positions in the JASU are filled by employees on the basis of contracts concluded for a period of up to 5 years. 2.15. In the event of the proper performance of their professional duties,

at the request of the head of the department, the director of the institute (heads of other structural educational departments), and with the consent of the specialist, the rector of the university may conclude a contract for the new academic year without competitive selection.

2.16. A mandatory competitive selection is provided for in order to conclude a professorial-teaching labor contract.

2.17. The university announces a competition for vacant positions of the professorial-teaching staff 1 month before the competition. The deadline for submitting applications does not exceed 1 month from the date of publication of the application for the competition. After submitting the application, candidates must pass a mandatory test in pedagogy and psychology. The competition commission is formed by order of the rector and operates throughout the year. The competitive selection includes accepting the application, considering the results of the test in pedagogy and psychology, conducting an interview, and making recommendations to the rector. The decision of the commission is documented in a protocol. When selecting candidates, their scientific work, publications in scientific publications, participation in projects, knowledge of a foreign language, experience in a specific field, organizational skills and communication skills will be an advantage.

2.18. In a special case, the rector may conclude an employment contract with the following specialists without undergoing competitive selection:

- invited specialists;
- specialists who have arrived with academic mobility;
- specialists who work at places of student internships, workplace training.

3. Grounds for termination of the contract with employees

3.1. Early termination of the employment contract at the initiative of the head of the JASU is allowed in the following cases:

- violation of the charter and local regulatory acts of the JASU;
- staff reduction (reduction of the teaching load);
- when the health condition of the teacher is recognized by a JASU institution as an obstacle to the position held (if the duration of the illness lasts for 4 consecutive months);
- in case of violation of the terms of the teaching contract (as well as failure to comply with the charter of the JASU, violation of the rules of internal discipline, failure to fulfill the individual work plan, failure to timely notify the administration of the inability to perform work stipulated by the contract or work in accordance with the approved schedule of training courses for good reasons);
- in case of failure to fulfill the annual perspective, development, strategic plan of the employees specified in paragraph 2.3. of these Regulations, the labor contract concluded with them is terminated and they are dismissed from their positions by order of the rector;
- on other grounds provided for by the Labor Code of the Kyrgyz Republic.

3.2. The rector of the JASU, the Academic Council are given the right to make decisions on issues of incompatibility of the position held by the teaching staff.

3.3. The positions of vice-rector, director, deputy director are held by persons not older than 65 years, regardless of the time of conclusion of labor contracts. Persons holding the specified positions and having reached this age are dismissed from their positions. The rector, upon the recommendation of the Academic Council, has the right to extend the term of office of the vice-rector, director, deputy director until they reach the age of 70.

3.4. When deciding on the suitability of a pedagogical employee for the position held by the Academic Council of the JASU, his work is checked by a commission approved by the rector.

3.5. In the event that a pedagogical employee's lecture, practical and seminar classes are unsatisfactory, or if he performs scientific, methodological and educational work at a low level, he is dismissed from his position.

3.6. The head of the department is dismissed from his position if he does not satisfactorily fulfill his duties in managing the department.

3.7. Members of the JASU faculty who cannot continue to work due to antisocial behavior are dismissed from their positions by order of the rector of the JASU with the consent of the public professional committee of the institution.

3.8. The employment contract concluded with the teacher may be terminated based on the results of the attestation.