

## DESCRIPTION OF THE PROCEDURE FOR ORGANIZING LECTURER AND RESEARCH FELLOW ATTESTATION AND PUBLIC COMPETITION AT LITHUANIAN SPORTS UNIVERSITY

### Introduction

1. This description is drafted following the Law on Higher Education and Research of the Republic of Lithuania (Official Gazette, 2009, No 54-2140), Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, OJ L 075/67, 2005, Order of the Minister for Education and Science of the Republic of Lithuania No V-79 of 05/02/2015 on the Methodology for the assessment of papers (art work) of higher education and research institutions (TAR, 2015-02-05, No 1773), Research Council of Lithuania resolution on the approval of the description of minimum position qualification requirements for employees of state-run research and higher education institutions (2011-05-16 No VII-71) and Lithuanian Sports University (hereinafter the University) Statute.
2. The description of position qualification requirements is applied for the attestation of persons who apply through public competition to lecturers and researcher positions, as well as for extraordinary attestation, and attestation of invited lecturers and researchers.

### I. Definitions and Terms

**Author's sheet** means 40 000 characters (including spaces) of a text or 3 000 cm<sup>2</sup> of printed illustration. If it is impossible to measure the text in characters, the equivalent of the author's sheet is 14 pages. If the research paper is produced in electronic media, the author's sheet is calculated only in characters (including spaces).

**Experimental (social, cultural) development work** is the result of systematic activity based on the knowledge accumulated through scientific research and practical experience: new materials, products and services, equipment developed, new processes and systems deployed, or fundamentally improved existing processes and systems, developed and implemented or fundamentally improved solutions of human, cultural and societal problems.

**Study book (course book)** is a reviewed and evaluated in the established manner book containing theoretical, practical, technological (computational) or reference-type material for mastering knowledge in one or several subjects.

**Scientific monograph** is a non-periodic and non-serial publication systematically and/or profoundly analysing one topic (subject) with clearly and prominently expressed novelty and having the elements specific to the area or field of science; the acceptable length of a monograph is at least 8 author's sheets and it must have an ISBN assigned.

**Scientific article** is an article published in a scientific journal and/or having the format usual to the specific field of science (endnotes and/or bibliography, and/or equations, and/or drawings, and/or description of methodology, and/or statistical tables etc.) and having the scientific character according to the established criteria; the acceptable length of a scientific article is 0.25 author's sheet.

**Research study** is a scientific paper of at least 2 author's sheets length and complying with the established requirements for a scientific article.

**Guidebook** is a validated and published in the established manner instructional publication not belonging to the category of textbooks or study books (instructions for laboratory tasks, practicums, lecture notes, slides etc.). The methodological publications include dictionaries, original reference books, encyclopaedic publications, sets of problems.

**Peer reviewed publication** is a periodical, serial or occasional publication with assigned ISSN or ISBN where research papers are published basing on written conclusions of scientific reviewers; expert groups decide whether the paper corresponds with the category of the peer-reviewed publication.

**Applied research publication** is a supporting publication meant for scientific audience. The following applied research works are accepted: scientific dictionaries, scientific reference books, scientific encyclopaedias, scientific bibliographies, scientific atlases, scientific catalogues, and scientific lists of monuments, scientific commentaries of legal acts, scientific literature and art criticism. Research project reports, textbooks and popular science articles are not acceptable.

**Project of international studies** is an application for European Union co-funded projects, projects funded by the Education and Academic Exchange Support Foundation, Nordic and Baltic educational collaboration projects, Erasmus and Leonardo da Vinci programme projects.

**Internationally recognised (scientific) publishing house** is a publishing house that commonly publishes papers of researchers from many countries and markets its products in different countries; publishes internationally recognised periodic and serial scientific (cultural, vocational) publications (a website providing sufficient information about the type and international standing of the publishing house is obligatory).

**Textbook** is a reviewed and evaluated in the established manner educational book belonging to the textbook category where theory and practical tasks (exercises) are presented consistently, clearly and methodically, so that the student could independently gain fundamental knowledge in one or several subjects taught in one or several higher-education institutions.

#### Miscellaneous definitions

**Attestation during the term of office** is the lecturer's or researcher's assessment in order to decide whether he/she meets the qualification requirements. Only the work done at the University, and scientific or methodological papers announced (also published in international research publications) on behalf of the University shall be assessed.

**Competition** is the selection of applicants to open positions taking into consideration their achievements and University goals.

## II. General Provisions

3. Lecturers and researchers shall be appointed to their positions through an open competition. They enter into fixed-term employment contracts for the term of five years, except for the cases laid down in Article 5.

4. Persons who win the open competition for the second time in a row for the same lecturer or researcher position shall enter into an open-ended employment contract in cases when the competition procedure is organised after the Law on Higher Education and Research (Official Gazette, 2009, No 54-2140) has come into force or if the competition for a Professor position is won by persons, who had won the competition for the Professor position at the University twice before.

5. Persons who entered into open-term contracts for Lecturer or Researcher positions shall be accredited every five years. A person who failed to receive attestation shall be dismissed. Recruitment to higher lecturing positions shall be organised through an open competition.

6. The Rector may invite lecturers and research fellows to work under fixed-term contracts for no longer than two years. Invited lecturers and research fellows are not subject to the (competition) procedure described herein.

7. Lecturers and research fellows, who were employed not through an open competition, had held the position under a shorter than five-year fixed-term contract, and who participate in the competition for the first time, must reach the level of performance defined by the qualification requirements during the term of office. Their periods of work are calculated by summing up the academic years they had worked.

8. Every five years a lecturer may have a sabbatical leave up to one year to conduct research and to develop professionally. The lecturer shall be paid the average salary during this non-teaching period.

9. The University's Council upon the Rector's proposal may announce extraordinary attestation of a lecturer or research fellow (Labour Code Article 29 (2)).

10. A lecturer or research fellow must be notified of the extraordinary attestation at least two months in advance.

11. The extraordinary attestation shall be organised in accordance with the procedure prescribed by the Council.

12. A lecturer or researcher may be accredited for the same position not more often than once per the term of office.

### **III. Procedure of forming the Lecturer and Researcher Admission Commission and the Rules of Procedure of the Commission**

13. An Admission Commission (hereinafter the Commission) consisting of at least 9 members (lecturers and researchers) shall decide whether a lecturer or a researcher meets the qualification requirements.

14. The Commission composition shall be approved by the University Senate. The Commission members shall elect the chairperson.

15. The Commission shall be formed according to the following requirements:

15.1 at least two-thirds of the Commission members must be researchers of the highest international rank and hold a Professor or Associate Professor position;

15.2. at least one-third of the Commission members shall be external researchers of the highest international rank invited by the Rector;

15.3. at least one Commission member must be a foreign expert of the highest international rank.

16. Commission meetings shall be led by the chairperson, or by a person elected by mutual consent of Commission members or appointed by the chairperson, if the chairperson is absent.

17. Commission chairperson shall plan the agendas of Commission meetings, ensure that the meeting procedure is complied with, and shall ensure that Commission decisions and other documents, if required, are publicly announced.

18. The main goal of the Commission is to evaluate if the lecturer or researcher meets the qualification requirements set forth by the University Senate.

19. The main objectives of the Commission are as follows:

19.1. assess if a person holding the lecturer or researcher post or a person applying for this post meets the qualification requirements set forth by the University Senate;

19.2. make proposals to the Rector on applying salary coefficients for lecturers and researchers;

19.3 make proposals to the Rector regarding the payment of extras, bonuses or one-off payments to lecturers or researchers for the highest quality research and teaching;

19.4. recommend the University Senate to award the rank of Professor or Associate Professor.

20. The Commission chairperson (or Commission Secretary under the chairperson's instruction) shall notify all Commission members by e-mail about the meeting date, time, place and agenda at least four days prior to the meeting.

21. A person who is not a member of the Commission shall be appointed to be a Commission Secretary.
22. The main tasks of Commission Secretary:
  - 22.1. accept applications from lecturers and researchers;
  - 22.2. prepare the documents for Commission meetings;
  - 22.3. take minutes of Commission meetings.
23. The Commission Secretary must write the minutes of the meeting within five work days following the meeting or, where necessary, on the next day after the Commission meeting.
24. Commission decisions shall be documented in the minutes signed by all members participating in the meeting.
25. Commission decisions on attestation shall be made by open voting and decisions on the selection of persons to take positions through an open competition shall be made by secret voting in the absence of the applicant. The Commission chairperson shall use the casting vote in case of a tie.
26. The Commission meeting is legitimate if it is attended by at least two-thirds of the members, including the members who, in writing or by e-mail, expressed their intention to attend the Commission meeting virtually. Not more than one-third of Commission members may attend the Commission meeting virtually. The decision is regarded to be passed if more than half of Commission members voted in favour. Virtual participants of the meeting shall express their opinion in writing or by electronic communication means.
27. A Commission member may not attend the meeting and vote if his/her competencies are assessed or if he/she applies for the position through a public competition.
28. A member of LSU trade union shall attend the Lecturer and Researcher Admission Commission meetings as an observer.

#### **IV. Description of Open Competition Procedure**

29. Applicants to publicly announced vacancies of lecturers or researchers shall be considered in public competition meetings. These meetings are held during the spring semester.
30. At least three months (excluding July and August) prior to the end of the lecturer or researcher's term of office the Rector shall issue an order to announce an open competition for these positions or shall pass a resolution to cancel the position. The Office of Personnel and Law shall acquaint the lecturer or research fellow in this post with the order against his/her signature.
31. The notice about the public competition shall be announced in the websites of the University and Research Council of Lithuania. Public competitions for Professor/Senior Lecturer positions shall be also announced in international websites.
32. Positions that are vacant during the pregnancy and maternity leave as well as parental leave (until the child becomes 3 years old) shall not be taken by means of public competition. Upon return from parental leave the attestation of lecturers/ research fellows may be postponed for the period equal to her/his paternity leave, however not longer than three years.
33. Applicants participating in the public competition shall furnish the Office of Personnel and Law with the following documents:
  - 33.1. an application addressed to the Rector (in the prescribed form);
  - 33.2. an attestation card in the prescribed form;
  - 33.3. a list of publications published during the term of office (or the last five years) approved by the signature of the librarian in charge;
  - 33.4. supplementary information about the research and teaching performance and qualifications;

- 33.5. copies of higher education diploma, diplomas of scientific degrees, certificates of academic titles and curriculum vitae (unless they are stored in the personal file of the applicant at the Office of Personnel and Law).
34. The Office of Personnel and Law shall register the applications of lecturers and researchers to participate in the public competition and shall forward the documents to the Commission Secretary on the next working day following the application submission deadline.
35. Having received the documents of the applicants from the Office of Personnel and Law the Attestation Commission Secretary shall forward the said documents to Departments/Research Units within two working days.
36. Having received the documents of the applicants to the teaching position the Heads of Departments shall hold a meeting with the Faculty Dean and Directors of Study Programmes.
37. Having received the documents of the applicants to the researcher position the Head of the Research Unit (institute) shall hold a meeting with the Vice-rector for Research.
38. If one of the applicants is the Head of Department, the meeting shall be presided by the Faculty Dean; if one of the applicants is the Head of Research Unit, the meeting shall be presided by the Vice-rector for Research.
39. In the meeting the applicant shall present the results and perspectives of his/her research activities, participation in international studies and other academic work.
40. Within at least five working days the Heads of Departments/ Head of Research Unit (institute) shall furnish the Attestation Commission Secretary with written conclusions about each applicant basing on the priorities listed in Article 43 below.
41. Having received the documents of the applicants from the Department / Research Unit the Commission Secretary shall inform the Commission Chairperson and the Chairperson shall summon a meeting. The date and place of the Commission meeting shall be publicly announced at least within five calendar days.
42. The assessed person may attend the Lecturer and Researcher Admission Commission meeting or may be invited to attend. The resolution of the Commission shall be passed in the absence of the assessed persons.
43. The Commission shall make the decision regarding the open competition results basing on the following priorities:
- 43.1. coherence between research and higher education;
  - 43.2. relevance, originality and international competitiveness of research;
  - 43.3. international quality of higher education;
  - 43.4. participation in international higher education and research programmes that generate money for the development of higher education and research at the University;
  - 43.5. dissemination of research results;
  - 43.6. impeccable professional ethics.
44. The applicant who collects more than half votes in favour (on valid voting ballots) shall be announced the winner of the open competition. If two applicants receive an equal number of votes, the final decision is made by the Commission Chairperson.
45. The decision of the Commission shall be documented in the minutes of the meeting signed by the Commission Chairperson and the Secretary. The minutes shall explain the grounds of the decision.
46. The conclusions made by the Commission shall be entered into the applicant's attestation card and sent to each applicant personally by e-mail. If the applicant argues the decision of the Commission, he/she may appeal the decision to the Senate within five working days following the receipt of the extract of the Commission meeting minutes.

47. The decisions of the Commission shall become effective after the Rector's order is issued.
48. The persons who are not selected for the position in the open competition or who did not apply for the participation in the open competition shall be dismissed at the end of the semester.
49. Within five working days following the end of the open competition, documents of all participating applicants shall be delivered to the Office of Personnel and Law to be stored in the applicants' files; the documents are not returned to the applicants.
50. The Office of Personnel and Law shall, not earlier than two working days since the appeal period end date, draft the Rector's order regarding the appointment to the position. In the case of appeal the Rector's order shall be drafted after the appeal is analysed.
51. The Office of Personnel and Law shall draft the employment contract for newly elected lecturers or research fellows to be signed by the Rector or the authorised person and the employee.

## **V. Salary Coefficient Upgrading**

52. A salary coefficient may be revised for lecturers or researchers accredited under the procedure prescribed by the Senate (positions taken through open competition) once per the term of office, however not earlier than after 24 months since entering into the employment contract. A period of five years shall be assessed.
53. Lecturers and researchers willing to have a salary coefficient upgraded shall furnish the Commission Secretary with the following documents:
- 53.1. application addressed to the Rector (on the established form);
- 53.2. attestation card of the established form;
- 53.3. list of scientific publications written during the term of office (or in the last five years) verified by a librarian in charge;
- 53.4. supplementary documents on research and teaching performance and qualification.
54. Applications of lecturers and researchers regarding the salary coefficient upgrade are accepted in the autumn semester until December 1<sup>st</sup>. The Commission must consider the received applications within 14 work days. The Commission shall forward the adopted decision to the Rector for approval. The decision approved by the Rector's order shall become effective since the new calendar year.
55. A lecturer who defended a doctoral thesis during the term of office may apply for an extraordinary attestation to have a salary coefficient for a lecturer with a PhD degree applied (a period of five years shall be assessed in attestation).
56. Decisions on lecturer or researchers' requests to revise the salary coefficient shall be made by open voting.

## **VI. Minimum qualification requirements for persons working in the fields of social sciences, humanities, physical, biomedicine, and technological sciences and willing to apply for the lecturer's position**

57. Internationally recognised teachers and researchers may apply to **Professor positions** (for the first time), if since the PhD thesis defence they have published at least 15 research articles in peer-reviewed scientific journals or have published a monograph in internationally recognised publishing house, have published at least 8 research articles, 7 of them in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes<sup>1</sup>, have at least 8 years of teaching experience in higher university education institution and have held the associate professor's position for at least five years, and within the last five years:

---

<sup>1</sup> At least 2 research articles must be published in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes.

- submitted a research proposal to scientific foundations or conducted significant experimental development work;
- had/have been conducting and supervising research activities;
- have been involved in PhD thesis writing (supervision/consultation);
- presented research results in at least two international scientific conferences and at least two workshops/conferences/lectures for the general public, or gave lectures abroad or taught international students in Lithuania, or were involved in drafting an international studies project application, or represented the institution in internationally recognised networks (organizations);
- wrote a study book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment, or supervised the designing of an international joint study programme.
- meet the teaching quality assessment criteria approved by the Senate.

Internationally recognised teachers and researchers may apply for the next term of office in the Professor position if in the last five years they:

- submitted a research proposal to scientific foundations or conducted significant experimental development work;
- have been conducting and supervising research activities;
- had/have been involved in PhD thesis writing (supervision/consultation);
- presented research results in at least two international scientific conferences and at least two workshops/conferences/lectures for the general public or gave lectures abroad or taught international students in Lithuania, or were involved in drafting an international studies project application, or represented the institution in internationally recognised networks (organizations);
- wrote a course book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment, or supervised the designing of an international joint study programme.
- meet the teaching quality assessment criteria approved by the Senate;
- published research and higher education outputs<sup>2</sup> or have obtained funding for a research project when the total project proposal assessment score is above 6 points.

58. Researchers may apply to **Associate Professor position** (for the first time) if since the award of PhD degree they have published at least three research articles in peer-reviewed journals, at least two of which are included in Thomson Reuters | Web of Science Citation Indexes, have at least five years of teaching experience at university higher-education institution and within the last five years:

- submitted a research proposal to scientific foundations or conducted significant experimental development work;
- belong to a researcher group or have an individual research plan;
- presented research results in at least two international scientific conferences and at least two workshops/conferences/lectures for the general public, or gave lectures abroad or taught international students in Lithuania, or were involved in drafting an international studies project application, or represented the institution in internationally recognised networks (organizations);
- wrote a study book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment, or supervised the designing of an international joint study programme.
- meet the teaching quality assessment criteria approved by the Senate.

---

<sup>2</sup> At least 2 research articles must be published in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes.

Researchers may apply for the next term of office in the Associate Professor's position if in the last five years they:

- submitted a research proposal to scientific foundations or conducted significant experimental development work;
- belong to a researcher group or have an individual research plan;
- presented research results in at least two international scientific conferences and at least two workshops/conferences/lectures for the general public, or gave lectures abroad or taught international students in Lithuania, or were involved in drafting an international studies project application, or represented the institution in internationally recognised networks (organizations);
- wrote a study book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment, or supervised the designing of an international joint study programme;
- meet the teaching quality assessment criteria approved by the Senate;
- published research and higher education outputs or have obtained funding for a research project when the total project proposal assessment score is not below 3 points.

59. Persons may apply to the **Lecturer with a PhD degree positions** (for the first time) if they hold a PhD degree, published at least three research articles in peer-reviewed journals, at least one of which is included in Thomson Reuters | Web of Science Citation Indexes and within the last five years:

- presented research results in at least two international scientific conferences and at least two workshops/conferences/lectures for the general public;
- belong to a researcher group or have an individual research plan;
- designed a subject/module curriculum in English available in the University's academic information system;
- actively participate in social, cultural development (experimental development) or scientific conference organization activities or is /was a Study Programme Director or Study Programme Committee member or gave lectures abroad ;
- meet the teaching quality assessment criteria approved by the Senate;
- wrote a study book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment.

Researchers may apply for the next term of office in the Lecturer's with a PhD degree position if in the last five years they:

- presented research results in at least two international scientific conferences and at least two workshops/conferences/lectures for the general public;
- belong to a researcher group or have an individual research plan;
- designed a subject/module curriculum in English available in the University's academic information system;
- actively participate in social, cultural development (experimental development) or scientific conference organization activities or is /was a Study Programme Director or Study Programme Committee member or gave lectures abroad;
- meet the teaching quality assessment criteria approved by the Senate;
- wrote a study book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment;
- published research and higher education outputs or have obtained funding for a research project when the total project proposal assessment score is not below 3 points.



60. Persons may apply to the **Lecturer without a PhD degree positions** (for the first time) if they hold at least a Master's degree or have equivalent higher education diploma, have at least two years of teaching experience at a university higher education institution or at least five years practical work experience in the fields of sport, physical education, health, rehabilitation, adapted physical activity, recreation and tourism or other sport related activities, published a study book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment, actively participate in social, cultural development (experimental development) or scientific conference organization activities, or gave lectures abroad, and meet the teaching quality assessment criteria approved by the Senate.

Researchers may apply for the next term of office in the Lecturer without a PhD degree position, if within the last five years they published a study book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment, actively participate in social, cultural development (experimental development) or scientific conference organization activities, or gave lectures abroad, meet the teaching quality assessment criteria approved by the Senate, and published at least two research or methodological articles.

61. Persons may apply to the **Assistant** positions (irrespective of the term of office) if they hold at least a Master's degree or have equivalent higher education diploma, published a study book or a text book or part of it for a higher university institution, or developed a distance learning subject/module accessible to students in the virtual learning environment, or actively participate in social, cultural development (experimental development) or scientific conference organization activities, and meet the teaching quality assessment criteria approved by the Senate.

#### **VII. Minimum qualification requirements for persons working in the fields of social sciences, humanities, physical, biomedicine, and technological sciences and willing to apply for the researcher's position**

62. Researchers may apply to the **Chief Researcher positions**, if since PhD thesis defence they have published at least 15 research articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes and in the last five years have published at least five articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes, successfully supervised/have been supervising at least two PhD students, submitted a research project to scientific foundations, presented research results in at least two international scientific conferences, have been conducting and supervising research studies, and meet at least one of the following criteria:

- conducted significant experimental development work;
- successfully supervised one PhD student;
- participated in international research projects, programmes, networks;
- participated (as head of the project, group) in the projects supported by Lithuanian research foundations;
- wrote a monograph or part of it (at least 30 %).

Researchers may apply for the next term of office in Chief Researcher position if in the last five years they presented research results in at least two international scientific conferences, have been conducting and supervising research studies, published research and higher education outputs or received funding for a research project when the total score of project application assessment is not below 11 points, successfully supervised one PhD student or wrote a peer-reviewed monograph, or conducted significant experimental development work, or meet at least two of the following criteria:

- participated in at least one PhD thesis defence meeting;
- conducted significant experimental development work;
- participated in international research projects, programmes, networks;

- participated in projects supported by Lithuanian research foundations;
- wrote a monograph or part of it (at least 30 %).

63. Researchers may apply to **Senior Researcher positions** (for the first time), if since the award of the PhD degree they have published at least 7 research articles in serial publications, in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes, and in the last five years have published at least three articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes, presented research results in at least two international scientific conferences, belong to a researcher group or have an individual research plan.

Researchers may apply for the next term of office in Senior Researcher position, if within the last five years they presented research results in at least two international scientific conferences, belong to a researcher group or have an individual research plan, published research and higher education outputs or received funding for a research project when the total score of project application assessment is not below 5 points, successfully supervised one PhD student or wrote a peer-reviewed monograph, or conducted significant experimental development work, or (select two from the following):

- participated in at least one PhD thesis defence meeting;
- conducted significant experimental development work;
- participated in international research projects, programmes, networks;
- participated in projects supported by Lithuanian research foundations;
- wrote a part of a monograph (at least 30 %).

64. Researchers may apply to **Researcher positions** (for the first time), if they hold a PhD degree, published at least 3 research articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes, presented research results in at least two international scientific conferences, belong to a researcher group or have an individual research plan.

Researchers may apply for the next term of office in Researcher position, if within the last five years they presented research results in at least two international scientific conferences, belong to a researcher group or have an individual research plan, published research and higher education outputs or received funding for a research project when the total score of project application assessment is not below 5 points.

65. Persons may apply to **Junior Researcher positions** (irrespective of the term of office) if they hold at least a Master's degree or have equivalent higher education diploma and published at least one research article in a peer-reviewed journal, belong to a researcher group or have an individual research plan.

## **VIII. Final provisions**

66. The Description of the procedure for organising lecturer and research fellow attestation and public competitions at Lithuanian Sports University shall become effective on the date of approval by the Senate.

67. All issues of the Commission Procedures that are not covered in this description shall be proposed for discussion by the Commission Chairperson at the Commission meeting. The decisions shall be made by majority vote of Commission members.

### **Notes:**

1. Electronic versions of methodologies, course books, textbooks and monographs shall be accepted.
2. Applicants to any position of a Lecturer must have finished a course/cycle of seminars on teaching methodology (didactics) of at least 6 academic hours within the last five years.

3. The distance learning subject/ module prepared by the applicant must be included into at least one study programme approved by the Lithuanian Sports University Senate and must meet the criteria for distance learning subjects set forth by the Senate.
4. The research article may be accepted for publishing in a peer-reviewed journal included into Thomson Reuters | Web of Science Citation Index (an official signature of the journal editor is available or information on the website is announced that the article is accepted for publishing).
5. For the attestation of lecturers or research fellows for the second term of office, promotion to a higher position or upgrading the salary coefficient only the University related research and higher education output shall be considered.
6. For the attestation of persons applying to Professor or Chief Researcher positions their articles published during the previous term of office must be cited by other researchers at least 20 times in peer-reviewed journals included into Thomson Reuters | Web of Science Citation Index. This requirement shall come into force since 1 January 2017.

Senate Chairman

Aleksas Stanislovaitis

Senate Secretary

Kristina Bradauskienė