

## **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, the European Commission Recommendation on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, Order of the Minister of Education and Science of the Republic of Lithuania “On the Methodology for the Assessment of Papers (Art Work) of Higher Education and Research Institutions”, 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”, the Statute and Strategy of the Development of Integrated Activities at Lithuanian Sports University (hereinafter referred to as the University), and the “Principles for Employee Selection and Assessment” approved by the Council of Lithuanian Sports University.

### **I. General Provisions**

2. The description of qualification requirements shall apply to candidates to fill positions of the University lecturers and researchers through an open competition, extraordinary attestation, invited lecturers and researchers.

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 and shall be accredited every five years following the procedures laid down by the University. The period of a maternity leave, parental leave or child care leave granted by a higher education and research institution shall not be included into the 5-year period. A person who failed to receive attestation shall be dismissed. Recruitment to higher positions of a lecturer or a researcher shall be organised through an open competition.

5. 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.

6. 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.

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

8. The University Senate upon the Rector’s proposal may announce extraordinary attestation of a lecturer or research fellow.

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

10. The extraordinary attestation shall be organised in accordance with the procedure prescribed by the Senate.

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

11. An Admission Commission (hereinafter referred to as the Commission) consisting of at least 11 members (lecturers and researchers) shall decide whether a lecturer or a researcher meets the qualification requirements, attest them and execute competitions to fill the positions.

12. The Commission composition shall be approved by the University Senate. The Commission members shall elect the Chairperson.

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

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

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

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

13.4. at least one Commission member must be a student representative delegated by the Student Union.

14. 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.

15. 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.

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

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

17.1. 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;

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

17.3 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;

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

18. 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.

19. A person who is not a member of the Commission shall be appointed to be a Commission Secretary.

20. The main tasks of Commission Secretary:

20.1. accept applications from lecturers and researchers;

20.2. prepare the documents for Commission meetings;

20.3. take minutes of Commission meetings.

21. 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.

22. Commission decisions shall be documented in the minutes signed by the chairman and the secretary.

23. 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.

24. 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. 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.

25. 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.

26. A member of LSU trade union shall attend the Lecturer and Researcher Admission Commission meetings as an observer.

27. The Commission chairman may invite other persons to attend the Commission meetings. The head of the University subdivision offering a position to a lecturer or a researcher through an open competition shall be invited to the Commission meetings by the Commission chairman.

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

28. Applicants to publicly announced vacancies of lecturers or researchers shall be considered in public competition meetings. These meetings are held during the spring semester.

29. 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.

30. The notice about the public competition shall be announced on the websites of the University and the Research Council of Lithuania as well as in the international mass media.

31. 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.

32. Applicants participating in the public competition shall furnish the Office of Personnel and Law with the following documents:

32.1. an application addressed to the Rector (in the prescribed form);

32.2. a CV;

32.3. a list of scientific publications;

32.4. 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);

32.5. names, surnames, telephone numbers and e-mail addresses of two researchers who agree to submit recommendations;

32.6. supplementary information about the research and teaching performance and qualifications.

33. The Office of Personnel and Law shall register the applications of lecturers and researchers to participate in the open competition and shall forward the documents to the Commission Secretary on the next working day following the application submission deadline.

34. Having received the documents of the applicants from the Office of Personnel and Law the Attestation Commission Secretary shall fill in an attestation card in the prescribed form in accordance with the data provided by the candidates within 7 business days and organize a Commission meeting for candidates' document review and assessment.

35. After the review and assessment of the candidates' documents, the Commission chairman shall hold another meeting and invite the applicant to participate. The decision of the Commission shall be taken in the absence of the applicant. The date and place of the Commission meeting shall be made public not later than 15 calendar days before the meeting.

36. In the meeting the applicant shall present the results and perspectives of his/ her research activities, participation in international studies and other academic work.

37. The Commission shall make the decision regarding the open competition results basing on the strategic goals of the University and the "Principles for Employee Recruitment" approved by the Council.

38. 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.

39. 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.
40. 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.
41. The decisions of the Commission shall become effective after the Rector's order is issued.
42. 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.
43. 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.
44. 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.
45. 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.

#### **IV. Salary Coefficient Upgrading**

46. 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.
47. Lecturers and researchers willing to have a salary coefficient upgraded shall furnish the Commission Secretary with the following documents:
- 47.1. application addressed to the Rector (in the prescribed form);
- 47.2. list of scientific publications;
- 47.3. supplementary documents on research and teaching performance and qualification.
48. Having received the documents of lecturers or researchers, the Commission Secretary shall fill in an attestation card in accordance with the data provided by the candidates within 7 business days.
49. 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 business 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.
50. 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).
51. Decisions on lecturer or researchers' requests to revise the salary coefficient shall be made by open voting.

#### **V. Minimum qualification requirements for lecturers**

- 52. 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:

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<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;
- have been conducting and supervising research activities;
- have/ had 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 education 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;
- have/ had 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 education 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.

**[Valid until 30/ 11/ 2018]**

53. After PhD thesis defence but not earlier than 8 years after the defence, candidates may apply to **Professor positions** if they:

53.1. fulfilled at least one of the following requirements:

53.1.1. have published at least 12 research articles in peer-reviewed scientific journals included in Thomson Reuters Web of Science, at least 5 of them within the last 5 years;

53.1.2. have published at least 8 research articles in peer-reviewed scientific journals included in Thomson Reuters Web of Science, at least 3 of them within the last 5 years and have published a monograph or a part of it in an internationally recognised publishing house, when the input of the researcher equals 5 author's sheets;

53.2. have at least 5 years of teaching experience in higher university education institution;

53.3. within the last five years:

53.3.1. submitted a research proposal to scientific foundations or conducted significant experimental development work;

53.3.2. have been involved in PhD thesis writing (supervision/consultation);

53.3.3. have presented research results in international scientific conferences, seminars or other events;

53.3.4. have been involved in international study/ research project activities and/ or worked in a social, state or sports organizations as experts;

53.3.5. have headed or have experience in the guidance of a strategic research group;

53.3.6. have not less than 7 points under LSU "Qualification Requirements for Determination of a University Teaching Staff Members' Salary Coefficient".

**[Valid from 1/ 12/ 2018]**

54. 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

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

- 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.

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.

**[Valid until 30/ 11/ 2018]**

55. After PhD thesis defence but not earlier than 5 years after the defence, candidates may apply to **Associate Professor positions** if they:

55.1. fulfilled at least one of the following requirements:

55.1.1. have published at least 8 research articles in peer-reviewed scientific journals included in Thomson Reuters Web of Science, at least 3 of them within the last 5 years;

55.1.2. have published at least 5 research articles in peer-reviewed scientific journals included in Thomson Reuters Web of Science, at least 3 of them within the last 5 years and have published a monograph or a part of it in an internationally recognised publishing house, when the input of the researcher equals 5 author's sheets;

55.2. have at least 3 years of teaching experience in higher university education institution;

55.3. within the last five years:

55.3.1. submitted a research proposal to scientific foundations or conducted significant experimental development work;

55.3.2. have been involved in international study/ research project activities and/ or worked in a social, state or sports organizations as experts.

55.3.3. have not less than 4 points under LSU "Qualification Requirements for Determination of a University Teaching Staff Members' Salary Coefficient".

**[Valid from 1/ 12/ 2018]**

56. 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.

**[Valid until 30/ 11/ 2018]**

57. Persons may apply to the **Lecturer with a PhD degree positions** if they hold a PhD degree, published at least two research articles included in Thomson Reuters | Web of Science Citation Indexes, presented research results in at least two international scientific conferences and have not less than 4 points under LSU "Qualification Requirements for Determination of a University Teaching Staff Members' Salary Coefficient".

**[Valid from 1/ 12/ 2018]**

58. 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.

**[Valid until 30/ 11/ 2018]**

59. Persons may apply to the **Lecturer without a PhD degree positions** if they hold at least a Master's degree or have equivalent higher education diploma, have teaching experience at a university higher education institution or at least three years' practical work experience in the fields of sport, physical education, health, rehabilitation, adapted physical activity, recreation and tourism or other sport related activities.

**[Valid from 1/ 12/ 2018]**

60. 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.

**[Valid until 30/ 11/ 2018]**

61. Persons may apply to the **Assistant** positions if they hold at least a Master's degree or have equivalent higher education diploma.

**[Valid from 1/ 12/ 2018]**

## **VI. Minimum qualification requirements for researchers**

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 or a 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 %).

**[Valid until 30/ 11/ 2018]**

63. Researchers may apply to the **Chief Researcher positions**, if after PhD thesis defence they:

63.1. fulfilled at least one of the following requirements:

63.1.1. have published at least 15 research articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes with at least 7 of them published within the last 5 years;

63.1.2. have published at least 11 research articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes with at least 5 of them published within the last 5 years and have published a monograph in an internationally recognised publishing house, when the input of the researcher equals 5 author's sheets;

63.2. have supervised (supervise) at least 2 PhD students, at least one of whom has completed his/her studies successfully;

63.3. have initiated and guided a research project for science foundation;

63.4. presented research results in at least 5 international scientific conferences;

63.5. and fulfilled at least 1 of the following requirements:

63.5.1. conducted significant experimental development work;

63.5.2. participated in international research projects, programmes, networks;

63.5.3. participated (as head of the project or a group) in the projects supported by Lithuanian research foundations;

63.5.4. were involved in the activities of scientific, public, state or sports organizations.

63.6. have not less than 12 points under LSU “Qualification Requirements for Determination of a University Researchers’ Salary Coefficient”.

**[Valid from 1/ 12/ 2018]**

64. Researchers may apply to **Senior Researcher positions** 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 a 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 %).

**[Valid until 30/ 11/ 2018]**

65. Researchers may apply to **Senior Researcher positions** if since the award of the PhD degree they:

65.1. fulfilled at least one of the following requirements:

65.1.1. have published at least 11 research articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes with at least 5 of them published within the last 5 years;

65.1.2. have published at least 8 research articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes with at least 4 of them published within the last 5 years and have published a monograph in a recognised publishing house, when the input of the researcher equals 5 author’s sheets;

65.2. have supervised (supervise) at least one PhD student;

65.3. participated in the development of a project for science foundations;

65.4. presented research results in at least 5 international scientific conferences;

65.5. and fulfilled at least 1 of the following requirements:

65.5.1. conducted significant experimental development work;

65.5.2. participated in international research projects, programmes, networks;

65.5.3. participated (as head of the project or a group) in the projects supported by Lithuanian research foundations;

65.5.4. were involved in the activities of scientific, public, state or sports organizations.

65.6. have not less than 6 points under LSU “Qualification Requirements for Determination of a University Researchers’ Salary Coefficient”.

**[Valid from 1/ 12/ 2018]**

66. Researchers may apply to **Researcher positions** 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.

**[Valid until 30/ 11/ 2018]**

**67.** Researchers may apply to **Researcher positions** if they hold a PhD degree, published at least 4 research articles in peer-reviewed journals included in Thomson Reuters | Web of Science Citation Indexes, presented research results in at least 3 international scientific conferences, and have not less than 6 points under LSU “Qualification Requirements for Determination of a University Researchers’ Salary Coefficient”.

**[Valid from 1/ 12/ 2018]**

**68.** 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.

**[Valid until 30/ 11/ 2018]**

**69.** Persons may apply to **Junior Researcher positions** if they hold at least a Master’s degree and published at least 2 research articles in peer-reviewed journals.

**[Valid from 1/ 12/ 2018]**

### **Final provisions**

**70.** 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.

**71.** 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. 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).

2. 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.

3. 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.

Chairman of the Senate

Albertas Skurvydas

Secretary of the Senate

Kristina Bradauskienė

## I. Definitions and Terms (Annex to the Description No. 1)

**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.

**Experimental development** means a systematic activity based on the knowledge acquired through research and practical experience, the aim of which is to create new materials, products and equipment, develop new process, systems and services or to essentially improve those already created or developed; also to create, develop or to essentially improve solutions to problems faced by human beings, culture and society, based on the knowledge acquired through research and practical experience.

**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.

**Research and experimental development** means a systematic creative activity of the study of the nature, human being, culture and society, and the use of the results of such activity.

**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.

**International study project** is a study project funded by the European Union, 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.