

## **REGULATIONS**

### **On the Recruitment to Academic Positions at the New Uzbekistan University**

#### **Chapter 1. General Provisions**

1. These Regulations have been developed in accordance with the Law of the Republic of Uzbekistan "On Education" and the Presidential Decree No. PQ–5158 dated June 23, 2021, "On the Establishment of the New Uzbekistan University. The document establishes the procedure for the recruitment of academic staff at the “New Uzbekistan” University (hereinafter – the University).

2. The following basic terms are used in these Regulations:

**Candidate** – a person, either a citizen of the Republic of Uzbekistan or a foreign national, applying for an academic position;

**Academic Council** – a collegial body coordinating educational processes, the composition of which is approved by an order of the University Rector;

**Selection Committee** – a collegial body established by decision of the Academic Council and approved by it, responsible for assessing candidates' qualifications and potential for academic positions at the University;

**Special Committee** – a collegial body established by the Rector's order, responsible for coordinating matters related to assigning monthly incentive payments to staff;

**Academic Staff** – includes both administrative and teaching personnel;

**Administrative Staff** – includes school deans / center directors, deputy deans / deputy directors, and assistant deans / assistant directors;

**Teaching Staff** – includes department directors, professors, associate professors, assistant professors, practice instructors, senior lecturers, lecturers, laboratory assistants, and teaching assistants;

**Qualification Requirements** – standards approved by the Academic Council for each academic position;

**Job Offer** – a preliminary offer outlining the key terms and conditions of employment, made before signing an employment contract;

**Authorized Division** – the Human Resources, Recruitment, and Foreign Specialists Affairs Department.

#### **Chapter 2. The Selection Committee**

3. The Selection Committee operates based on the following principles:

Legality;

Priority of citizens' rights, freedoms, and legitimate interests;

Patriotism and devotion to duty;

Loyalty to the interests of the state and society;

Fairness, honesty, and impartiality;

Avoidance of conflicts of interest.

4. The main purpose of the Selection Committee is to select highly qualified and competent administrative and teaching personnel who meet modern standards, in accordance with these Regulations and other legal acts.

5. The Selection Committee must consist of no fewer than five members.

6. The Selection Committee is composed of a Chairperson, Deputy Chairperson, members, and a responsible Secretary.

7. The First Vice-Rector for Academic Affairs chairs the work of the Selection Committee. This person convenes and leads committee meetings, oversees voting procedures, and announces the committee's decisions. In the absence of the Chairperson, their duties are performed by the Deputy Chairperson.

8. The operational organization of the committee is handled by the responsible Secretary, who does not have voting rights. In cases where a committee meeting must be held, the responsible Secretary must take all necessary steps to organize the meeting within five working days.

9. The Chairperson, members, and the responsible Secretary of the Selection Committee are not permitted to participate in the selection process if:

They were direct supervisors of a candidate at a previous workplace or supervised the candidate's academic work (undergraduate, graduate, or doctoral);

The candidate is a relative of the Chairperson, any committee member, or the responsible Secretary;

There are any other circumstances that raise doubts about the impartiality or objectivity of the Chairperson, any committee member, or the responsible Secretary. In such cases, the involved individuals must recuse themselves from participation.

10. A meeting of the Selection Committee is considered valid if more than half of the members are present, including the dean of the relevant school and the director of the relevant department, except in cases where there are no available vacancies.

11. The decisions of the Selection Committee are made by open voting of its members. In the case of a tie, the final decision is made by the Chairperson. All decisions are documented in the official minutes of the meeting.

12. Any committee member who disagrees with a decision may submit a written opinion and file a complaint with the University Rector. The Rector has the right to annul the decision and make another decision within the scope of their authority.

13. Committee members and other participants in the meeting are prohibited from disclosing any confidential information they learn during the committee's activities. Any data obtained during the selection process must be used only in

accordance with legislation on information, informatization, and information protection.

### **Chapter 3. Recruitment Procedure**

14. The authorized division shall regularly publish announcements for vacant academic positions on the official website of the University and on specialized recruitment platforms.

15. A candidate wishing to apply must submit the following documents:

A personal statement (cover letter or resume);

A document confirming the academic degree (including Candidate of Sciences, PhD in relevant disciplines from foreign countries, or other equivalent degrees);

A document confirming the academic title (if applicable);

A list of scientific works and inventions (if available);

Copies of relevant diplomas, certificates, and a list of scientific publications;

A certificate of professional development (if applicable).  
These documents may be submitted via a designated email address or relevant platforms.

Once candidates are identified through published announcements, they go through the following stages:

**a) For school deans and deputy deans:**

1-stage - Initial screening of the candidate;

2-stage - Interview on general matters;

3-stage - Based on work experience and achievements, a preliminary job offer is made;

4-stage - Candidate delivers a presentation outlining plans for the proposed position;

5-stage - A final job offer is issued.

**b) For teaching positions:**

1-stage - Initial screening of the candidate;

2-stage - Interview on general matters;

3-stage - A demo lesson is conducted to assess teaching skills;

4-stage - A final job offer is issued.

**v) For assistant dean positions:**

The review procedure follows the same process as for candidates for central administrative roles at the University.

17. The initial screening of candidates is carried out by the authorized division in cooperation with the Strategic Development, Innovation, and Scientific Research Department.

18. During the initial screening, the following aspects must be assessed:

Whether the candidate's work experience aligns with the required qualifications;

The candidate's ability to meet the University's minimum standards in research and innovation;

The candidate's past achievements in their area of professional activity.

19. During the general interview, the authorized division gathers detailed information about the candidate's work experience, personal qualities, professionalism, academic titles and degrees, and achievements.

20. The preliminary job offer for dean and deputy dean positions is prepared by the authorized division based on the University's financial incentives scheme. This preliminary job offer must be signed by the University Rector.

21. The candidate must conduct a **demo lesson** for the Selection Committee either **online or offline**, based on their preference.

22. The demo lesson must be recorded (audio and video) without interruption to ensure transparency and fairness. The recording is stored in the University's archives for a designated period.

23. The demo lesson should last **10–15 minutes**. Upon its completion, the Selection Committee evaluates the candidate's teaching methodology, scientific activities, pedagogical skills, subject knowledge, and psychological aptitude. Candidates are categorized as follows:

**A** - Highly qualified

**B** - Moderately qualified

**C** - Qualified

24. This categorization system applies to candidates for **professor, associate professor, and assistant professor** positions based on the demo lesson results.

25. The presentation on the candidate's plans for the proposed position must also be conducted either online or offline, depending on the candidate's preference. In addition to the Selection Committee, this presentation may include the Honorary President and representatives from the University's strategic partners.

26. In this presentation, the candidate outlines their **short- and long-term goals and roadmap** for the proposed position. Evaluation and categorization follow the same format used for professor, associate professor, and assistant professor positions.

27. The **Special Committee** conducts negotiations with the candidate regarding the **final job offer**. These discussions can be held online or offline, depending on the candidate's preference.

28. The Special Committee thoroughly reviews the terms of the final job offer with the candidate and, based on this discussion, issues a final decision.

29. After the Special Committee's decision, the authorized division sends the candidate the **final job offer** within three working days. This final offer must be signed by the University Rector.

30. Once the candidate signs the final job offer, the formal recruitment process is carried out in accordance with the established procedures.

#### **Chapter 4. Final Provisions**

31. Amendments and additions to these Regulations shall be made based on a corresponding order issued by the University Rector.

32. Disputes arising from the application of these Regulations shall be resolved in accordance with the procedures defined by legislation.

33. Persons responsible for violating the requirements of these Regulations shall be held accountable in accordance with applicable laws.