

LEPL – The Affiliation Rule for the Academic Staff of Akaki Tsereteli State University

1. The rule given below regulates the terms and conditions for the affiliation of the Academic Staff of LEPL Akaki Tsereteli State University (hereafter referred to as “ATSU”), and determines affiliation-related rights and obligations for the Academic Staff and the University.
2. The affiliation with ATSU represents an integral component of the staff management and cadre policy, creating a highly competitive academic environment within the University that shall increase the activity and motivation of the Academic Staff.
3. The affiliation is voluntary. In ATSU an affiliated person can be the one holding an academic position, who in writing shall confirm that s/he wishes to seek affiliation, agrees to and maintains compliance with the requirements described below:
 - a) On behalf of ATSU s/he shall participate in the process of the development of society, knowledge dissemination and exchange;
 - b) S/he shall conduct chief educational, research/scientific activities in ATSU, as for the research findings, those are ascribed to ATSU;
 - c) S/he shall be actively involved in the decision-making process regarding educational/ research and other matters of importance in ATSU;
 - d) S/he shall be actively involved in the process of student consultation and the academic/scientific supervision as well.
4. A person shall not be granted affiliation at ATSU, if:
 - a) A person is affiliated in other higher education institution;
 - b) Apart from ATSU, s/he is employed in other institution, owing to that, s/he is hindered in his/her efforts to fully commit the affiliation requirements set forth in ATSU. The observation of the latter is ensured through ongoing monitoring of the learning process and controlling the quality of management of the annual volume of academic workload on the part of the Academic Staff;
5. The affiliation said shall be effective and remains in force under the Employment Contract entered into any person holding an academic position at ATSU;
6. An affiliated person shall perform all the duties, and be entitled to employment benefits determined for the respective academic position at ATSU;
7. Affiliated persons shall have a certain quota within the composition of elective bodies at ATSU (each faculty shall include an equal number of affiliated representatives);
8. The following rules shall be applicable to affiliated persons:
 - a) ATSU allocates funds (wholly/partially) for the publication of textbooks/teaching and methodical materials developed in the name of ATSU by an affiliated person (in the event of a positive recommendation of the Academic council and the representation by the respective Council of the Faculty) as well as for articles/publications designed to be published;
 - b) ATSU allocates funds (wholly/partially) for the costs incurred in case of the participation of affiliated persons in international forums/conferences in the name of ATSU, and applies incentive mechanisms (one-off monetary awards, bonuses, salary increments and so forth.), in the event of the representation of the respective Council of the Faculty;

c) ATSU allocates funds (wholly/partially) for the costs incurred in case of the participation of students prepared by affiliated persons in international forums/conferences in the name of ATSU, and applies incentive mechanisms for affiliated persons (one-off monetary awards, bonuses, salary increments and so forth.), in the event of the representation of the respective Council of the Faculty;

d) The title “Emeritus” can be awarded to an affiliated person only;

e) ATSU allocates funds (wholly/partially) for the performance of research/scientific activities by an affiliated person (of which findings are ascribed to ATSU), in case of the representation of the respective Council of the Faculty, including:

i) A year-long access to materials of the international electronic journals relating to the sphere of research selected by an affiliated person;

ii) Articles/publications prepared to be published;

f) An affiliated person shall be allowed to make correction to the individual workload scheme – namely, s/he is permissible to reduce teaching workload for one academic year and increase scientific/research components, the latter shall take place in advance, before the commence of the academic year. In the event of a positive recommendation of the Academic council and the representation of the respective Council of the Faculty

9. Grounds for the Cancellation of Affiliation:

a) A written notice on the cancellation of affiliation by an affiliated person;

b) The expiration/termination of the term of the employment contract (regarding the appointment of academic staff);

c) The decision on the cancellation of affiliation by the Academic Council of ATSU; cancellation of this Affiliation Agreement for reasons arising from an affiliated person if, there is a breach of conditions prescribed under the rule given above and/or non-performance of requirements specified for the individual annual workload and incompatibility with requirements for attestation as well;

d) Circumstances prescribed under the legislation of Georgia in force, ATSU Internal regulations and by the Contract of Employment leading to the termination of the contract before its stated time;

10. The cancellation of affiliation does not lead to the cancellation of a person’s appointment at an academic position, and the termination of the Employment Contract before its stated time;

11. The Declaration Form regarding the Academic Staff Affiliation with ATSU attached in the annex shall be approved;

12. The affiliation-related applications should be revised by the Deans of the Faculty;

13. On the basis of the analysis of the applications presented, with the consideration of the rule said and the requirements set forth in ATSU Internal Regulations, affiliated persons shall be determined.