



**Kolegji AAB**  
CILËSI. LIDERSHIP. SUKSESI!

# **REGULATION ON APPOINTMENT, RE-REAPPOINTMENT AND PROMOTION OF ACADEMIC STAFF**

Pursuant to the article 26 of the Law No.04/L-037 for Higher Education in the Republic of Kosovo, and the provisions of the Statute, the Senate in the held meeting on 17/12/2021 approved this:

## **REGULATION ON APPOINTMENT, RE-REAPPOINTMENT AND PROMOTION OF ACADEMIC STAFF**

### **General Provisions**

#### **Article 1**

1. The purpose of this Regulation is to establish conditions, criteria and procedures for appointment, reappointment, and promotion of the academic staff.

#### **Article 2**

##### **Definitions**

1. For the purpose of this regulation, the following terms shall mean:

1.1. **First author** is the author whose name is placed first among the list of authors' names in academic journals with numerous authors in articles. The first author is considered to have made the key contribution to the article.

1.2. **Co-author** is the second-listed author in the article, in the case of two authors and none of them being the 'corresponding author'.

1.3. **Corresponding author** is the author who is expressly identified as the corresponding author in the paper. In the case of a paper with two listed authors, and the corresponding author is not identified expressly, the second author is considered as a corresponding author. In the case of more than two authors listed in the article, the corresponding author is not expressly identified, hence, the second author is considered the corresponding author.

1.4. **Predatory and Scam Journals and Publishers** are journals and publishers which appear on the Beal's list (<https://beallist.net/>), but also the academic journals that are not on the respective list and falsely claim to have an impact factor, by writing it as GIF, UIF, or other inaccurate data, such as having an identic name to another high-rated academic journal, but with other ISSN.

1.5. **SCOPUS** is an academic database that indexes scientific journals. Published scientific papers in these scientific journals are accepted for academic advancement purposes.

1.6. **WEB OF SCIENCE** is an academic database that indexes scientific journals. Scientific papers published in the respective scientific journals are accepted for academic advancement purposes.



### **Article 3**

1. Pursuant to the Law for Higher Education in the Republic of Kosovo, and the Statute, the academic staff consists of:

- 1.1. Regular Professors - Prof. Dr.
- 1.2. Associate Professors- Prof. Assoc. Dr.
- 1.3. Assistant Professors- Prof. Ass. Dr.
- 1.4. Lecturers
- 1.5. Assistants-Ass.

### **Article 4**

#### **General advancement criteria**

1. For appointment, reappointment and promotion, the contribution of the academic staff in the following fields is taken into account:

- 1.1. Teaching activity<sup>1</sup>;
- 1.2. Research, scientific and professional activity;
- 1.3. Service activity;
- 1.4. The quantification of all activities<sup>2</sup>.

2. For appointment, reappointment and academic promotion, the candidate shall meet the criteria set by this regulation.

3. The candidate's evaluation is performed based on points 1.1, 1.2., 1.3., whereas in the cases of more than one candidate applying for the same job position, thus, point 1.4. is added, and priority is given to the one with the most collected points.

### **Article 5**

#### **Marked promotion criteria**

1. For the Assistant title, the candidate should meet the following criteria:

- 1.1. Have Master's degree earned in the respective field;
- 1.2. Have an average grade of Bachelor and Master studies not less than 8.
- 1.3. Be not older than 30 years old when running for the first-time. The candidate can be exceptionally elected for an assistant position up to the age of 40 if they have the Doctor of Science degree.
- 1.4. Demonstrate the skills for professional, scientific, and artistic work.
- 1.5. Be evaluated positively by the review committee.

2. The candidate has the right to be re-elected for another mandate in the assistant capacity.

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<sup>1</sup> The candidate must bring not less than two certificates that prove training participation in the fields of teaching, and research. The respective certificates must be earned from CVTI of AAB College, or other local or international organizations with a valid license.

<sup>2</sup> The quantitative aspect is relevant in the cases of multiple candidates running for the same position.



## **Article 6**

1. For the Lecturer title, the candidate should meet the following criteria:
  - 1.1. Have Master's degree obtained in the respective field.
  - 1.2. Have an average grade of Bachelor and Master studies not less than 8.
  - 1.3. Have proof of academic experience for at least 3 years.
  - 1.4. Have positive reviews in teaching.
  - 1.5. Priority is given to candidates enrolled in the doctorate degree program.
  - 1.6. Be positively evaluated by the review committee
2. The candidate has the right to be reappointed for another mandate in the lecturer capacity.

## **Article 7**

1. For the Assistant Professor title, the candidate should meet the following criteria:
  - 1.1. Have obtained Doctor of Science degree, or its equivalent in the fields of arts;
  - 1.2. Have completed preliminary studies in the same study field and department in which they apply;
  - 1.3. Have a selected number of monographs, and other scientific or artistic papers;
  - 1.4. Have at least one published paper as the first or corresponding author in the indexed journals in SCOPUS or WEB OF SCIENCE databases;
  - 1.5. Have a demonstrated high pedagogical skills history for teaching (prior to the appointment);
  - 1.6. Have attendance certificates of pieces of training in teaching and research;
  - 1.7. Be positively evaluated by the review committee.

## **Article 8**

1. For the Associate Professor title, the candidate should meet the following criteria:
  - 1.1. Have obtained Doctor of Science degree, or its equivalent in the fields of arts;
  - 1.2. Have a selected number of monographs, and other scientific or artistic papers;
  - 1.3. Have at least three published papers as the first or corresponding author in the indexed journals in SCOPUS or WEB OF SCIENCE databases;
  - 1.4. Have a demonstrated high pedagogical skills history for teaching (prior to the appointment);
  - 1.5. Have attendance certificates of pieces of training in teaching and research;
  - 1.6. Be experienced in supervision of candidates in Master thesis research.
  - 1.7. Be positively evaluated by the review committee.

## **Article 9**

1. For Regular Professor title, the candidate should meet the following criteria:
  - 1.1. Have obtained Doctor of Science degree, or its equivalent in the fields of arts;
  - 1.2. Have a selected number of monographs, and other scientific or artistic papers;
  - 1.3. Have at least five published papers as the first or corresponding author in the indexed journals in SCOPUS or WEB OF SCIENCE databases;



- 1.4. Have a demonstrated high pedagogical skills history for teaching (prior to the appointment);
- 1.5. Have attendance certificates of pieces of training in teaching and research;
- 1.6. Be experienced in supervision of candidates in Master thesis research.
- 1.7. Be positively evaluated by the review committee.

### **Article 10**

1. A monograph published by ranked publishers in categories A, B, C of SENSE<sup>3</sup>, is equivalent to two scientific articles published in WoS or SCOPUS.
2. Part of a monograph/chapter by the ranked publishers in categories A, B, C of SENSE<sup>4</sup>, is equivalent to one scientific article published in WoS or SCOPUS.
3. In the cases where the candidate has completed the post-doctorate studies at one of the top universities according to QS Top Universities, Times Higher Education or Shanghai Ranking, that is considered as a first author paper published in WoS or SCOPUS, and a reference at an international scientific conference.

### **Duration**

#### **Article 11**

1. For the title Assistant and Lecturer, the duration of duty is for 3 years.
2. For the title Assistant Professor, Associate Professor, the duration of duty is for 4 years.
3. For the title Regular Professor, the duration of duty is tenure.

### **The Procedure**

#### **Article 12**

1. The Faculties based on the requirements of the study programs, each year draft and submit reasoned proposals to the Rectorate.
2. The Rector and the Pro-Rector for Academic Affairs review the Faculty proposals, and they may hand back the latter for additions and adjustment, or submit to the Senate.
3. Based upon approved proposals, the Senate announces the open call for appointment and reappointment of academic staff.
4. The open call is announced prior to the beginning of the academic year and is closed within the time limit of six to twelve months.
5. The open call announcement includes at least the field of study or the course, the promotion criteria, the number of job positions, the relevant formal documents, and its duration.
6. The open call announcement is published on the institution's website, and is open for 15 days from the day of its publication.
7. The document submission is made in physical and online format to the relevant Faculty.

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<sup>3</sup> <https://sense.nl/quality-and-criteria/>

<sup>4</sup> <https://sense.nl/quality-and-criteria/>



8. Incomplete documents, and the ones submitted after the deadline shall not be taken into consideration.

### **Article 13**

1. Within 15 days from the announcement, the Faculty Teaching Council establish Review Committee consisting of three members.
2. The Review Committee members must have at least one higher academic title in comparison the candidate.
3. Two members of the Review Committee must belong to the respective field of studies, whereas the third member may belong to other study fields.
4. The Review Committee members may be full-time, part-time academic staff, visiting professors, and external staff in specific occasions.
5. Full-time members of the academic staff may not refuse to participate in Review Committees, excluding limited reasons, and conflict of interest avoidance.
6. Within 30 days, the Review Committee is obliged to compile and submit the review report to the Dean's office, concerning each point separately.
7. In case the Review Committee members do not submit the review report within 30 days, this is an ethical violation, and may be subject to review by the Ethics Committee.
8. The members of the Review Committee bear ethical and legal responsibility for the veracity of the data in the review report.
9. After a thorough review of the applications, the Review Committee proposes one or more candidates who exceptionally meet the criteria.
10. The Review Committee compiles a report for the proposed candidates upon their biography, professional history, professional training, etc.

### **Article 14**

1. The Dean, within 15 days from the completion of all reports, convenes the meeting of the Teaching Council to review and approve the reports compiled by the Review Committee.
2. The reports approved by the Faculty Teaching Council, within 7 days are to be submitted to be subject of review by the Study Committee.
3. The Study Committee after accepting the review reports from the Faculty shall:
  - 3 .1. compile and approve the format of the review report
  - 3 .2. examine the fulfillment of formal report requirements;
  - 3.3. return the document to the Faculty for addition, in the case of finding that the review report is incomplete and does not have a clear recommendation;
  - 3.4. compile the bulletin and publish it on Institution's website.
  - 3.5. compose a comprehensive report for the Senate, for all the points of the announcement.
  - 3.6. the Chairperson of the Study Committee, in the Senate meeting, shall present the report and reason the recommendations given in the latter.



4. The Study Committee within 15 days examines the reports, and prepares the bulletin for website publication.
5. The bulletin is published on the Institution's website and is displayed there for 15 days.
6. In the period of 15 days, as the bulletin is displayed on the website, the candidates have the right to submit a complaint to the Study Committee.
7. The Study Committee after reviewing all the received complaints, within 30 days compiles a comprehensive report for the Senate.
8. In order to avoid conflict of interest, if a member of the Study Committee in the case of report review, is the spouse, partner, or close family member of the candidate, thus, the latter shall be recused from that review.

### **Article 15**

#### **Proposal Review by the Senate**

1. After the finalization of the comprehensive report by the Study Committee, the Rector convenes the Senate meeting within 15 days.
2. The comprehensive report and the accompanying document are submitted to the Senate members, according to the Rules of Procedure of the Senate.
3. The Senate approves the proposal for the candidates who meet the criteria, for each separately.
4. The Senate reserves the right to decide diversely from the Study Committee if concluded that one of the candidates has benefited from the scientific papers published in the scam and predatory journals.
5. The decisions of the Senate Committee on appointment, reappointment, and promotion are signed by the Rector.
6. A copy of the decision is also given to the appointee.

### **Article 16**

#### **Complaint procedure**

1. Against the decision of the Senate Committee, the candidate has the right of complaint, or request for review within 15 days from the day of its approval.
2. The complaint is addressed to the Study Committee requesting the review of the Senate's decision.
3. The complaint must be reasoned and supplemented with additional evidence by the candidate, who claims the decision is unfair.
4. The Study Committee compiles a report within 15 days regarding the candidate's complaint and recommends its approval or refusal to the Senate.
5. The Senate Committee, after receiving the report from the Study Committee, makes a final decision on appointment, reappointment and promotion, or on the refusal of the complaint.
6. The decisions made by the Senate on appointment, reappointment and promotion are published on the institution's webpage.
- 7.



## Article 17

### Recognition of academic qualification

1. Academic staff who have obtained an academic qualification from another institution of Higher Education shall address the Study Committee with a request for its recognition.
2. The request for academic qualification recognition shall be accompanied by the necessary documents which prove the fulfillment criteria according to this Regulation.
3. The Study Committee based on the criteria of this Regulation, within 30 days of the accepted request by the candidate, compiles the report for the candidate and recommends to the Senate its approval or rejection for recognition.
4. The Senate, in its next meeting reviews the report of the Study Committee, thus decides on its recognition or the opposite.
5. The same rules of complaint provided in Article 13 of this Regulation shall apply to the decision of the Senate.
6. The Senate's decision for recognition or rejection of the academic qualification is signed by the Rector, thus, published on the institution's website.
7. A copy of the decision shall be given to the candidate.

## Article 18

1. External collaborators are proposed by Faculties, and approved by the Rector.

### Quantitative criteria for appointment and reappointment of academic staff

## Article 19

### RESEARCH, SCIENTIFIC AND PROFESSIONAL ACTIVITY

1. In the tables shall be listed only the papers which meet the criteria set by the Regulation.
2. In the tables shall be written only the papers from the specific scientific fields in which the candidate is considered "the first author" or "correspondent author"

#### a. Publications as first author or corresponding author in international scientific journals and academic databases as Web of Science and Scopus.

Nr.	Author/s	Title	Scientific Journal	Volume	Indexing link based on UA---	Coefficient
1						
2						
3						
4						
5						



**b. Publications in other local and international journals not included in the previous table**

In this table shall be listed scientific works published in other local and international journals not included in the previous table.

Nr	Author/s	Title	Scientific Journal	Volume	Link
1					
2					
3					
4					
5					

**c. Publications of monographs, books, dispensations, translations, etc., as main author or co-author.**

In this table shall be listed the publications of monographs, books, dispensations, translations, etc., from the most recent publishing date.

No.	Author/s	Publishing title	Publishing Type	Publishing House
1				
2				
3				
4				
5				

**d. Congressional, conference, symposia, seminar, and workshop publications at an international level.**

In this table shall be listed attendance and publications at congresses, scientific conferences, symposia, workshops, etc.

No.	Author/s	Title	Type	Place	Volume/no./pages/year
1					
2					
3					
4					
5					

**e. Congressional, conference, symposia, seminar, and workshop publications at a local level.**

In this table shall be listed attendance and publications at congresses, scientific conferences, symposia, workshops, etc.

No.	Author/s	Title	Type	Place	Volume/no./pages/year
1					
2					
3					
4					



5					
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**f. Lectures, academic mobility, presentations at conferences, workshops, universities visited as guest lecturer.**

In this table shall be listed all lectures, academic mobilities of the candidate, conference presentations, workshops, universities visited as guest lecturer.

No.	Author/s	Presentation Title	Type	Place	Year
1					
2					
3					
4					
5					

**g. Other scientific and professional contribution**

In this table shall be included the activities as editor/reviewer for academic or scientific journals, and the participation in scientific workshops (as a guest lecturer)

No.	Author/s	Contribution Type	Place	Year
1				
2				
3				
4				
5				

**h. Research projects**

In this table, the candidate's scientific and professional contributions which are not written in other tables of the report.

No.	Research	Timeframe	Institution	Place	Year
1					
2					
3					
4					
5					

**TEACHING ACTIVITY**

**a. Teaching experience**

In this section of the report shall be listed the courses they have taught or have assisted on, level (BA, MA or PhD), also universities/faculties they have worked at starting from the recent to the earliest.

The name and the level of the courses taught	The number of classes based on the syllabi	Institution	Faculty



## b. Mentorship

In this section of the report shall be listed students mentored by the candidate in MA and PhD levels, during the period of time which the report is being written (advancement period).

Candidate's Name	Level of Studies	Completion Date

## c. Pieces of Training and Rewards in Teaching

In this section of the report shall be listed all the rewards, pieces of training, or certificates related to teaching, during the period of report writing.

Academic reward, training or certificate and the date or duration	Institution or training organization	Short Description

## d. Teaching Quality

Activity	Activity Assessment
Assessment by Students	
Assessment by Colleagues	
Assessment by Dean	
Self-Assessment	

## SERVICE ACTIVITY

Hereby are listed all services to community, university, and faculty

### a. Service to the Community

Service, position in the community, team	Duration	Service Description

### b. Service to the College

Service, position in the community, team	Duration	Service Description



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### c. Service to the Faculty

Service, position in the community, team	Duration	Service Description

### Quantitative Criteria

Meeting the criteria by the candidates shall be calculated based on the following:

No.	Areas of Assessment	Points	
<b>Teaching Activity</b>			
1	Teaching experience	13	
2	Certificates	5	
3	Mentoring of MSc and PhD students	3	
4	Teaching Quality Assessment	0-15	
5	International textbook in the respective field with ISBN, hardcopy or electronic with credible review	5	
6	Albanian language textbook in the respective field with ISBN, hardcopy or electronic with credible review	3	
7	Translated textbook	2	
<b>Research, scientific and professional activity</b>		<b>First Author</b>	<b>Corresponding Author</b>
1	Web of Science (Clarivate) Scopus: Q1 and Q2	20	10
2	Scopus: Q3 and Q4	15	7
3	EBSCO, DOAJ, World Cat	5	3
4	Special international scientific monograph in the respective field	10	-
5	Doctoral dissertation in monograph form	5	
6	Paper invited to international plenary sessions	4	
5	Participation in international scientific conferences	3	
7	Participation in local scientific conferences	1	
8	Participation in international research projects	3	
9	Participation in local research projects	1	
10	Leader of international scientific project	3	
11	Leader of local scientific project	2	
12	Member of the international project	1	
<b>For the fields of Art</b>			
<b>Artistic activity</b>			
Public performance and presentation of a work of art.			0.5
Public performance, publication or presentation of a work of art published in peer-reviewed magazines (exhibitions / events).			2
Public performance, publication or presentation of a work of art in 4 presentations of national importance.			4
Public performance, publication or presentation of a work of art at international level.			5
Public performance, publication or presentation of a work of art in the professional field is recognized as a high achievement of national importance.			8



The publication or presentation of a work of art in 20 professional fields is recognized as a high achievement of international importance	20
Peer-reviewed artistic presentation (in-country collective exhibition).	1
Peer-reviewed artistic presentation (in-country personal exhibition).	6
Peer-reviewed artistic presentation (collective exhibition abroad).	4
Peer-reviewed artistic presentation (personal exhibition abroad).	8
Highly rated artistic presentation (international reviews).	10
Participation in professional colonies of visual arts (in the country).	2
Participation in professional colonies of visual arts (abroad).	4
Rewards and acknowledgement given in the country: one reward.	8
Rewards and acknowledgement given abroad: one reward.	18
Specialization after second-cycle in the time span of at least one year.	20
<b>Service activity</b>	
1. Service to Community	1
2. Service to College	1
3. Service to Faculty	1

### **Transitional Provisions**

#### **Article 20**

1. The papers published after 01.10.2022 shall be taken into consideration if only published in international journals, and indexed in the databases WEB OF SCIENCE or SCOPUS.
2. Considering the appointment and promotion of academic staff, from 1<sup>st</sup> October 2023 shall be considered only published papers in international journals, and indexed in the databases WEB OF SCIENCE or SCOPUS.
3. Published papers until 01.10.2022 shall be considered based on Administrative Instruction on the Principles of Recognition of International Platforms and Peer-Reviewed Journals.<sup>5</sup>
4. This Regulation may be amended according to the procedures of its approval.

### **Final Provisions**

#### **Article 21**

This regulation repeals Regulation No. 1381/2013 of 30.01.2013 and any other provision related to the conferring of scientific-educational titles that contradict the provisions of this regulation.

#### **Article 22**

In the case of the provisions of this Regulation contradict the provisions of the Statute, priority is given to the latter.

<sup>5</sup> <https://masht.rks-gov.net/uploads/2018/01/ua-nr-01-2018-parimet-e-njohjes-se-platoformave-dhe-revistave-nderkombetare-me-recension.pdf>



## Article 23

This regulation enters into force after its approval by the Senate.

Dr. Bujar Demjaha, Rektor



Prishtinë, 2021



Ref. nr. 1311 /2021 Prishtinë, 17 . 12 .2021

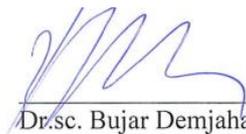
The Senate of AAB College, in the meeting held on 17.12.2021 took this:

## DECISION

1. APPROVED the Regulation on Appointment, Reappointment and Promotion of Academic Staff.

The decision shall be delivered to:

1. **The Vice-Rectors**
2. **The Secretary-General**
3. **The Deans**

  
Dr.sc. Bujar Demjaha, Rektor

