

**THE POSITION OF “PROFESSOR OF WCU”, “ASSOCIATE
PROFESSOR OF WCU”, “HEAD TEACHER OF WCU”
AND THE RULES FOR THE FILLING OF THESE POSITIONS**

(Protocol No. 5 of January 29, 2024 with the latest additions and changes)

**GENERAL REQUIREMENTS FOR FILLING THE POSITIONS OF
DOCTOR AND PROFESSOR
AT THE WESTERN CASPIAN UNIVERSITY**

1.1. In higher education institutions, the vacant positions of department heads, professors, associate professors, head teachers, teachers and assistants held for a period of 5 years, as a rule, through competition. When a newly organized educational institution or department needs to hire highly qualified specialists and in other exceptional cases, individual persons are appointed to these positions by order of the rector only after passing a competition (not exceeding one year) and concluding a fixed-term employment contract. The term of that contract is not renewed.

1.2. Citizens of the Republic of Azerbaijan with high professional training, achievements in relevant scientific or industrial fields, necessary scientific-pedagogical or industrial experience, high moral qualities, relevant scientific titles and degrees, as well as Azerbaijanis living in foreign countries, may participate in the competition.

1.3. The competition is announced for the positions of head of department, professor, associate professor, senior lecturer, teacher and assistant whose term of election or appointment has expired, as well as for vacant positions.

Professors and doctors of sciences may participate in the competition for the position of professor, and professors, associate professors, doctors of sciences and candidates of sciences may participate in the competition for the position of associate professor.

As a rule, candidates of sciences with at least 3 years of scientific and pedagogical experience or highly qualified specialists (masters) with at least 5 years of scientific and pedagogical experience or industrial experience, published scientific and methodological works may participate in the competition announced for the position of senior lecturer.

**2. Rules for filling the positions of associate professor, professor,
senior lecturer**

2.1. In all cases, information about the professional and specialized training of each candidate participating in the competition for the positions of professor-teacher, as well as head of department, is brought to the attention of the scientific council (before the secret ballot).

2.2. The names and surnames of the participants in the competition are included in the same ballot.

2.3. The attitude in favor or against the candidate indicated in the ballot by keeping or deleting the corresponding name and surname. Each voter can vote for only one candidate. If the name and surname of two or more candidates remain intact on the ballot, the ballot considered invalid.

2.4. The scientific council elects a counting commission consisting of 3-5 people before the vote to calculate the results of the vote. The counting commission announces the results of the vote for each candidate and the scientific council approves the protocol in the current order and adds it to the competition documents. The decision of the council is approved by the order of the rector.

2.5. A meeting attended by at least 2/3 of the members of the Scientific Council is considered authorized. A candidate who receives more than 50% of the votes of the members of the Council participating in the vote is elected to the position. If none of the candidates receives more than 50% of the votes in the first stage of the competition, the two candidates who received the most votes (two candidates in the voting, and one in the presence) are allowed to vote again at that meeting.

2.6. All candidates have the right to participate in the meeting and meetings of the Scientific Council where the issue of their election is discussed.

2.7. If no application is submitted to participate in the competition or no candidate is selected as a result, the competition is considered not to have taken place. If a competition is announced again for these positions, the previous candidates may also participate in that competition.

2.8. Elections must be completed no later than 3(three) months from the date of announcement of the competition.

2.9. The persons appointed to the position of “WCU PROFESSOR” “WCU ASSOCIATE PROFESSOR” in the Scientific Council begin to perform this position by the order of the Rector.

2.10. Salaries

3. Rules for filling a competition for the position of associate professor

3.1. A competition is announced for the vacant associate professor positions. The competition is announced on the official website of Western Caspian University and only Western Caspian University employees who meet the relevant requirements participate in the competition.

3.1.1. The following candidates are eligible to apply for the position of “Western Caspian Associate Professor”: an employee with a PhD degree who has been working as an associate professor at WCU for at least 3 years and meets the following requirements:

3.1.2. The deadline for submitting documents to participate in the competition is 30 days from the date of announcement.

3.2. A person who wants to participate in the competition must submit the following documents along with the application to the rector:

- 3.2.1 Application;
- 3.2.2 Employee personal record form;
- 3.2.3 Curriculum Vitae;
- 3.2.4 Copies of higher education and scientific degree documents
- 3.2.5 Applicants must attach to their applications a copy of their profiles on the academic platforms “Google Scholar”, “Scopus” as of the date of application (via screenshot);
- 3.2.6 List of works
- 3.2.7 Must submit at least 5 (five) scientific works in the relevant specialty
- 3.2.8 At least 2 programs in the relevant specialty
- 3.2.9 Certificate from the Quality Control Center
- 3.2.10 “Total number of citations” (“Citations”) for the last 5 years must be at least 10;
- 3.2.11 The “Hirsch index” (“h-index”) must be at least 2 for the last 5 years;
- 3.2.12 Must be at least 3 years of work experience at Western Caspian University
- 3.2.13 Must be the author (or co-author) of at least 3 works per year in publications included in the “Web of Science” or “Scopus” database

4. Rules for holding a competition for the position of professor

4.1. A competition is announced for vacant professor positions. The competition is announced on the official website of WCU and only WCU employees who meet the relevant requirements participate in the competition.

4.1.1. The following candidates are eligible to participate in the competition for the position of “WCU Professor”: an employee with a PhD degree who has been working as an associate professor at WCU for at least 5 years and meets the following requirements:

4.1.2. The deadline for submitting documents to participate in the competition is 30 days from the date of announcement.

4.2. A person who wants to participate in the competition must submit the following documents together with an application to the rector:

4.2.1 Application

4.2.2 Employee personal record form;

4.2.3 Curriculum Vitae;

4.2.4 Copies of higher education and scientific degree documents;

4.2.5 Applicants must attach to their applications a copy of their profiles on the academic platforms “Google Scholar”, “Scopus” as of the date of application (via screenshot).

4.2.6 List of works;

4.2.7 Must submit at least 5 (five) scientific works in the relevant specialty

4.2.8 At least 2 programs in the relevant specialty

4.2.9 Reference from the Quality Control Center

4.2.10 The “total number of citations” (“Citations”) for the last 5 years must be at least 20;

4.2.11 The “Hirsch index” (“h-index”) must be at least 4 for the last 5 years;

4.2.12 Must have at least 3 years of work experience at Western Caspian University

4.2.13 Must be the author (or co-author) of at least 4 works per year in publications included in the “Web of Science” or “Scopus” database

5. Rules for holding a competition for the position of head teacher

5.1. The competition in higher education institutions can be announced throughout the academic year.

5.1.1. The deadline for submitting documents to participate in the competition is 30 days from the date of announcement.

5.2. A person wishing to participate in the competition must submit the following documents together with the application to the rector:

- 5.2.1 Application
- 5.2.2 Employee personal record form;
- 5.2.3 Curriculum Vitae;
- 5.2.4 Copies of higher education and academic degree documents;
- 5.2.5 Applicants must attach to their applications a copy of their profiles on the academic platforms “Google Scholar”, “Scopus” as of the date of application (via a screenshot).
- 5.2.6 List of works;
- 5.2.7 Must submit at least 5 (five) scientific works in the relevant specialty
- 5.2.8 At least 2 programs in the relevant specialty
- 5.2.9 Reference from the Quality Control Center
- 5.2.10 A letter of reference signed by the head of the department;
- 5.2.11 The number of “total citations” (“Citations”) for the last 5 years must be at least 5;
- 5.2.12 The “Hirsch index” (“h-index”) must be at least 2 for the last 5 years;
- 5.2.13 Must have at least 3 years of work experience at Western Caspian University;
- 5.2.14 Must be the author (or co-author) of at least 3 works per year in publications included in the “Web of Science” or “Scopus” databases.

6. Final provisions

6.1. These Rules come into force after approval by the Scientific Council of the Western Caspian University.