



Annex 2
To the Minutes No. 4 of the
Supervisory Board Meeting
of Bukhara State University
Dated July 21, 2022

REGULATION
on the Procedure for Recruitment, Dismissal, and
Internal Rotation of Pedagogical and Other Staff at
Bukhara State University

REGULATION

on the Procedure for Recruitment, Dismissal, and Internal Rotation of Pedagogical and Other Staff at Bukhara State University

Chapter 1: General Provisions

This Regulation is based on the Presidential Decree of the Republic of Uzbekistan No. PQ–60 dated December 24, 2021, *"On Additional Measures to Ensure Academic and Organizational-Administrative Independence of State Higher Education Institutions,"* as well as the Order of the Minister of Employment and Poverty Reduction of the Republic of Uzbekistan *"On Approval of the Model Regulation on Conducting Recruitment Competitions,"* registered by the Ministry of Justice on August 14, 2023, under No. 3451.

This Regulation defines the procedure for competitive recruitment, dismissal, and internal rotation of pedagogical and other staff at Bukhara State University (hereinafter referred to as the University).

1. The overall leadership for recruitment, placement, professional development, and the formation of a personnel reserve at the University is carried out by the Chairperson of the Supervisory Board and the Rector of the University.

2. The organization of staff recruitment and official appointment is handled by the University's Department of Human Resources Management. The selection and recommendation of pedagogical and other staff for positions is carried out by a Special Commission (Public Council) established by a relevant order of the Rector.

3. The following key definitions apply within this Regulation:

- University employees: individuals included in the approved staffing schedule such as administrative, academic, technical, and support staff.

- Administrative staff: Rector, Vice-Rectors, Deans, Deputy Deans.

- Management staff: Department heads, directors of centers, division heads, deputy heads, and other unit managers.

- Pedagogical staff: Department heads, professors, associate professors, senior lecturers, lecturers (assistants), trainee lecturers.

- Specialists: Secretary of the Academic Council, psychologists, lawyers, methodologists, archivists, engineers, programmers, system administrators, editors, librarians, accountants, economists, tutors, etc.

- Technical staff: Clerks, archivists, mechanics, maintenance workers, and others engaged in technical and operational support.

- Support staff: Individuals providing services such as building maintenance, cleaning, security, and transportation.

- Foreign specialists: Professors, researchers, and professionals invited from abroad.

- Compatriots: Citizens of Uzbekistan residing abroad permanently or temporarily who maintain cultural, humanitarian, and social ties with Uzbekistan.

- Recruitment: The process of searching for, selecting, and engaging highly qualified and experienced professionals.

- Headhunting: The practice of recruiting highly skilled professionals from other public or private institutions.

4. All staff members, including foreign specialists, shall perform their duties in accordance with the Constitution and laws of the Republic of Uzbekistan, decisions of the Parliament and President, Cabinet of Ministers' resolutions, Ministry of Higher Education orders, the University Charter, decisions of the University Council, Rector's orders, and signed employment contracts.

Chapter 2: General Requirements for Recruitment of Pedagogical and Other Staff

5. Citizens of the Republic of Uzbekistan, as well as foreign citizens and stateless persons admitted under a Presidential order, may be employed at the University if they possess the required professional, ethical, educational, and health standards necessary to fulfill assigned duties.

6. The following individuals may not be employed by the University:

- Persons under 16 years of age.

- Individuals legally recognized as incapacitated or partially incapacitated.

- Individuals closely related (parents, siblings, children, spouses, in-laws) to current employees if the position entails direct reporting or supervision.

- Individuals who submitted false documents or knowingly provided misleading information.

- Other cases as defined by law.

7. Leadership and management positions at the University are filled, as a rule, by candidates with at least two years of experience in their professional field, preferably within the education sector, and who have a sense of responsibility. Selection is based on a positive recommendation from the Special Commission and is limited to individuals included in the University's personnel reserve.

Young professionals (recent graduates) and specialists with strong knowledge but lacking practical experience may also be recommended to administrative positions based on the Special Commission's approval.

certain candidates may be appointed without a competition, based on the Rector's order and Special Commission's positive opinion. These include:

- Graduates of master's programs from Top-500 universities ranked by Times Higher Education or QS.

- PhD or DSc holders from Top-1000 universities internationally.

- Qualified foreign nationals invited by the University leadership.

- Well-reputed local professionals with academic titles and experience.

- Individuals from vulnerable groups based on government quotas.

- Part-time or hourly instructors and secondary job holders.

9. In cases where legal regulations provide for direct appointment, the procedures set forth in this Regulation do not apply.

10. The nomination process consists of:

- Positive conclusion of the Special Commission.

11. The Rector is appointed and dismissed by the Supervisory Board. Vice-Rectors are appointed based on the Rector's recommendation and the Board's decision.

12. Support staff may be hired without a competition based on the outcome of an interview with heads of the Human Resources and Building Maintenance Departments and formalized by Rector's order.

Chapter 3: Procedure for Searching, Attracting, and Selecting Qualified Specialists through Recruitment or Headhunting

13. The recruitment and selection of staff is carried out by the Department of Human Resources Management.

14. The search and announcement process consists of five stages:

- Identifying staffing needs, based on actual department requirements and input into the Uniwork platform and University website.
- Defining job requirements and preparing announcements, including qualifications and duties for the vacant position.
- Searching for candidates from various sources such as alumni networks, media, online job platforms, and talent databases.
- Preliminary selection, reviewing candidates based on criteria such as work
- Initial interview, conducted with the presence of the head of the respective department, to assess the candidate's interest and suitability.

15. Sources for candidate recruitment include:

- Talent databases and active headhunting.

16. After all stages of the search and initial selection are completed, candidates are entered into the competition process according to standard recruitment procedures.

Chapter 4: Procedure for Hiring Employees through Competitive Selection

17. Competitive recruitment of pedagogical and other staff at the University is conducted to select candidates who possess the necessary personal, moral, educational, and professional qualifications to perform the assigned duties and responsibilities. The goal is to ensure the University is staffed with competent and efficient personnel.

18. The competitive process is organized by a Special Commission based on the principles of meritocracy (assessment of competence), transparency, and impartiality. The Special Commission consists of at least seven members (with separate compositions for pedagogical and non-pedagogical staff), appointed for a one-year term by Rector's order.

Members of the Special Commission may include university staff, representatives from law enforcement agencies, and members of the public, based on mutual agreement.

19. As a rule, the Special Commission operates under the chairmanship of the Rector, with a deputy chairperson and members. The Secretary of the Commission is an officer from the Human Resources Department, referred to as the Working Body.

A quorum is established when more than half of the members are present. Decisions are made by a simple majority vote and recorded in official minutes signed by all participants. In case of a tie, the vote of the Chairperson is decisive.

Conflict of interest rules apply: candidates' close relatives or individuals who may directly or indirectly influence the fairness of the process cannot be included in the Special Commission.

20. The competitive process consists of the following stages:

Stage 1 – Testing:

Applicants undergo tests to assess:

- ICT (Information and Communication Technologies) skills
- General knowledge in social, political, pedagogical, psychological, and legal fields (as needed)

- Legal – understanding of HEI legal regulations
- Political – awareness of national reforms
- Logical – problem-solving and reasoning
- Psychological – adaptability, attention, temperament, and competence
- Pedagogical – knowledge of teaching principles, didactics, and methodologies

Stage 2 – Demonstration Lesson (for teaching positions):

Candidates deliver a trial lecture or seminar in front of an Expert Group (consisting of qualified university pedagogical staff), who assess the quality of the session.

Stage 3 – Interview:

Covers the candidate's professional background and theoretical and practical knowledge related to national reforms and education.

Stage 4 – Final Documentation & Approval:

For positions under the authority of the Supervisory Board, candidates are approved based on labor legislation and relevant legal documentation.

At least one month before the competition, the announcement is posted on the University's official website, detailing:

- Dates and location of the competition

21. All stages of the competition are audio and video recorded. No unauthorized individuals may be present during the competition process.

22. Competition materials, including video and audio records, are stored for one year at the university's Information Technology Center. In addition, the competition is live-streamed on the University's official YouTube channel: <http://www.youtube.com/@buxdu.uz-official>

23. As a rule, by the 5th of each month, the Working Body publishes an announcement about upcoming competitions via:

rsity's official vacancy portal

24. Each job posting must include:

- If the vacancy is due to maternity leave, it must be explicitly stated.

25. The deadline for submitting documents must be at least 5 calendar days from the date of the announcement.

26. Applicants must register at www.uniwork.buxdu.uz and submit the following via their personal account:

- Copy of diploma (or nostrification certificate for foreign diplomas)
- Copy of passport or ID card

Applicants may apply to only one vacancy per announcement, but can apply to another vacancy in a separate announcement.

27. If an application is submitted directly, the HR Department must explain the procedure for applying through the Uniwork system and provide full guidance.

28. Submitted applications are recorded in the Uniwork system.

29. Within 15 calendar days after the application deadline, the Working Body must:

- Confirm the qualifications match the job
- Contact previous employers or academic institutions for references

Based on this, the competition date is scheduled and communicated at least one day in advance via:

If legal barriers are identified during the review, the candidate is notified in writing via both email and postal mail.

30. Candidates are rejected if they:

- Do not meet the criteria outlined in Section 5
- Fail to upload all required documents on time

If a hired employee is later found to have submitted false information, a formal disciplinary investigation is launched and documents are forwarded to the prosecutor's office.

31. Candidates who report illness before or on the day of the competition are excused and provided with a formal opportunity to participate in the next round.

32. On the competition day, the Working Body reads out:

- The date and location of the competition
- Number of applications received and rejections

Chapter 5: Procedure for Conducting Competitive Selection of Pedagogical Staff

33. Applicants wishing to participate in the competition for pedagogical positions must submit an application addressed to the University Rector via the electronic platform. The application must be accompanied by:

- A detailed CV (biographical data)

If the applicant holds an academic degree (e.g., Candidate of Sciences, PhD in a relevant specialty obtained abroad, or equivalent) or an academic title, and if they have scientific publications or patents, they must also submit:

- Copies of degree and title certificates
- Certificates of professional development (if available)

34. All submitted documents must be preliminarily reviewed by the department within 10 working days. If the candidate has not previously worked in the department, they are required to conduct:

- A trial lecture (for newly appointed instructors)
- An open session (for current University faculty)

The topic of these sessions must align with the department's curriculum and academic program.

Candidates may also be required to take tests.

In the case of candidates applying for the position of department head, the faculty dean (or vice-rector, in the case of general education departments) organizes the meeting to discuss the application.

Candidates who are already employed at the university and are reapplying for their existing position must present a report summarizing:

- Their scientific-pedagogical, methodological, and educational activities
- Their KPI (Key Performance Indicators) results during the previous appointment period

Based on the review of each candidate, the department conducts a vote (open or secret) involving full-time faculty members (including adjuncts and researchers). The recommendation is then submitted to the Special Commission along with the applicant's report.

Faculty deans who are not members of the department do not vote in the selection of department heads.

A candidate currently holding the position being announced may not vote during the review of their own application.

35. Before the Special Commission begins voting, the department's recommendation for each candidate is read aloud.

36. A secret electronic ballot is used for all candidates in the competition.

Voting is conducted by placing a mark next to the name of the chosen candidate.

Only one vote per voter is permitted. Ballots that are left blank or improperly marked are invalid and are not counted.

37. Voting results are automatically recorded in the system. A protocol of the results is prepared and approved by the Chairperson of the Special Commission and attached to the competition documentation.

38. Voting is considered valid if at least two-thirds of the approved Special Commission members participate.

A candidate is considered selected if they receive a majority vote, but not less than 50% of the votes cast.

If none of the candidates receives the required number of votes, and there are more than two candidates, a second round is held between the top two candidates.

In case of a tie, the vote of the Chairperson is decisive.

The final decision is confirmed by the Rector's order. If no applications are submitted for the vacancy, the competition is considered null.

39. Department and Special Commission meetings for selecting teaching staff must be open.

Candidates have the right to:

- Attend meetings where their candidacy is discussed
- Review decisions of the department and Special Commission if they do not attend

40. Within 10 days, the Secretary of the Special Commission must notify each candidate in writing of the competition results.

41. If the Special Commission's decision is made in full compliance with this Regulation, it is final and binding.

Chapter 6: Qualification Requirements for Pedagogical Positions and Candidates

42. To participate in the competition for the position of department head, a candidate must have one of the following:

- An academic title of professor or associate professor (docent)
- An academic degree of Candidate of Sciences, PhD, or Doctor of Sciences (DSc)
- A foreign academic degree equivalent to those listed above

Associate professors (including PhD holders or equivalents) may be appointed as department heads for a term of five years.

A candidate with the same academic title or degree may not apply for the position of department head for three consecutive terms.

For departments in languages, physical education and sports, graphic arts and drawing, culture and arts, candidates without an academic degree or title may apply if they have at least 5 years of experience in methodological, pedagogical, creative, or organizational work.

43. To compete for the position of professor, a candidate should have:

- The academic title of professor, or
- The degree of Doctor of Sciences (DSc), or a foreign equivalent

In some cases, candidates with a PhD, Candidate of Sciences degree, or the academic title of associate professor may also apply if they:

- Have at least 5 years of academic-pedagogical experience, and
- Are the author of textbooks and manuals related to the department's educational areas

44. To compete for the position of associate professor (docent), a candidate should generally hold:

- The academic title of associate professor, or
- A scientific degree (Candidate of Sciences, PhD, DSc, or equivalent)

In some cases, highly qualified specialists without an academic title or degree may participate in the competition if they have at least 3 years of relevant practical experience and are authors of textbooks or manuals in the field.

45. To apply for the position of senior lecturer, the candidate must:

- Hold a higher education degree (master's or specialist diploma)
- May or may not have a scientific degree or academic title
- Have experience in teaching, research, or production-related fields

46. To apply for the position of lecturer (assistant) or trainee lecturer, the candidate must hold a higher education degree (master's or specialist diploma) in the relevant specialty.

47. For the positions of professor, associate professor, senior lecturer, lecturer, or trainee lecturer in fine arts and applied arts, individuals without a formal degree in the field may be allowed to participate if they have:

- Official honorary titles such as:
 - People's Artist of the Republic of Uzbekistan

- Are academicians of the Academy of Arts of Uzbekistan, and
- Have received widespread public recognition for their talent and skills

48. If a female employee is pregnant or has a child under the age of 3, a competition for her position is not announced.

49. Applicants for part-time teaching positions paid by the hour are hired without a competition, based on the Rector's order, and following established procedures.

50. A graduate of a state-funded master's program may be appointed to a teaching position without a competition for a 3-year term, if:

- They are in their final year of study, and

- They meet high academic performance standards, possess pedagogical aptitude, and (for language-related positions) hold a C1-level international certificate

Chapter 7: Procedure for Formalizing, Extending, and Terminating Employment Contracts with Pedagogical Staff

51. All pedagogical staff who are hired for the first time through a competitive process and are recommended for employment based on the positive conclusion of the Special Commission, are offered a 1-year employment contract.

Also, individuals who have previously worked at the university under an employment contract and left for certain reasons may reapply. If they are again recommended by the Special Commission, they may be re-employed under a 1-year contract.

Employment contracts shall specify that a competition must be held every 5 years for the same position, and the employee has the right to participate in this competition.

52. The employment contract of a department head may be extended for a 5-year term by the Rector of the University based on:

- The results of activities (measured by KPIs)

- Department ranking and other achievements

The extension must be based on a joint conclusion from the faculty dean and respective vice-rectors.

53. The employment contracts of other faculty members (not department heads) may be extended based on:

- Results of teaching, methodological, and research work during the first 1-year period

- Personal performance indicators (KPIs) and other achievements

Based on a joint conclusion from the department head, faculty dean, and vice-rectors, the Rector may extend contracts for:

- 5 years for professors, acting professors, and associate professors
- 3 years for acting associate professors, senior lecturers, and lecturers (assistants)

The same rules apply to trainee lecturers. Upon receiving a positive written recommendation from the dean, department head, and vice-rector, they may be appointed to the position of lecturer (assistant) with a 3-year contract.

54. All conclusions must be submitted in written (electronic) form to the Rector.

55. The duration for serving as an acting professor or acting associate professor is limited to 1 year.

If the candidate does not submit the required documents or is not recommended for an academic title during this time, they are demoted to a lower position.

56. All such conclusions must also be submitted in written (electronic) form to the Rector.

57. The university's Teaching Quality Control Department, together with the faculty dean and department head, conducts a comprehensive performance review at the end of each academic year (typically in August). This review is based on the criteria listed in Annex 4 of the Regulation and includes:

- Results of teaching and methodological work

58. The start date of the employment contract shall be mutually agreed upon by the university and the employee, but shall not exceed one month from the contract signing.

Summer vacation periods are not counted in this duration for pedagogical staff.

59. For employees already working at the university, employment contracts shall indicate:

- For the same position: an extension of the previous term with reference to the Rector's order

- For a new position: confirmation of successful competition results, as recorded in the minutes of the Academic Council, and an order for appointment to the new position

If a state body conducts attestation of pedagogical staff, the employment relationship is governed according to the attestation results, regardless of contract duration.

60. If a candidate either fails the competition or does not submit an application, their employment contract is terminated at the end of the academic semester or academic year, in accordance with labor law.

61. If departments are merged or split, early competitions are not permitted for staff currently in place.

When departments are merged, the appointment of the new department head is handled by the Academic Council through a closed vote (no prior competition announcement).

When a department is split, the current head remains in charge until the end of their term. The Rector assigns one person to continue as head, while the other head is appointed through a new competition.

62. Before a competition is held for a vacant department head position, the Rector may assign the duties temporarily to a senior faculty member or dean.

If a faculty member's contract was terminated due to being elected to a representative office, they may be reappointed to their previous or equivalent position after completing their public service, based on the results of a new competition.

63. The Rector has the right to submit to the Academic Council a proposal to review a staff member's suitability for their position.

Before the Academic Council reviews such a proposal, the candidate's work must be evaluated by a commission formed by the Rector's order.

If the Council concludes that a faculty member is not suitable, due to:

- Low standards in teaching and scientific work

The employment contract may be terminated.

64. Employment disputes regarding the termination of pedagogical staff contracts are resolved in accordance with relevant labor laws.

Chapter 8: Recruitment of Foreign Specialists

65. Foreign specialists may be employed at the University to deliver educational programs (either online or in-person) based on:

66. Recruitment of foreign specialists is conducted by the University's Department of Human Resources Management and the Department of International Cooperation through announcements posted on:

- International labor platforms such as:

- The application template for foreign candidates

67. Foreign specialists can also be recruited through:

- Official visits by university management and faculty to foreign institutions
- Visits by foreign university delegations and international organizations to the

University

In such cases, all relevant information and documents about the foreign candidate must be submitted to the Department of International Cooperation by the relevant faculty.

In special cases, foreign specialists may be invited directly by the University Rector.

Specialists involved in programs like the Fulbright Specialist Program or similar international initiatives may be hired without approval from the Special Commission, provided their recruitment complies with the conditions of the respective program and is formalized by Rector's order.

68. Foreign specialists are employed without competition, based on:

- A positive conclusion from the Special Commission (if required)

- Scientific publications in prestigious international journals

- Skills in preparing students and staff for international competitions

- Potential contribution to the University's academic development

69. The rights and responsibilities of the University and the foreign specialist are formalized in the civil law or labor contract.

70. The duration of employment and its extension are determined based on mutual agreement between the parties.

Chapter 9: Organization of the Work Activities of Foreign Specialists

71. When a foreign specialist is hired, they are assigned a workspace within a department's official staffing schedule or outside the staffing quota (i.e., additional to official staff).

72. According to the terms of the contract, each foreign specialist must deliver at least one full module or a section of a module consisting of no less than 12 academic hours.

73. Foreign specialists are also encouraged to participate in scientific research activities jointly with University professors and students. For these collaborative research activities:

– Separate instructional hours are allocated in coordination with the Scientific Affairs Department

- The Scientific Affairs Department is responsible for monitoring the effectiveness of this collaboration, the resulting publications, and research outcomes

74. Upon employment, each foreign specialist must be assigned a PINFL (Personal Identification Number for Foreigners in Uzbekistan).

If the specialist teaches in-person, their:

- Accommodation and other logistical issues are handled by the Department of International Cooperation in coordination with other relevant units.

75. A separate profile is created for each foreign specialist in the University's distance learning platform (*distant.buxdu.uz*) by the Educational-Methodological Department, in cooperation with the relevant department. They are also provided with:

76. For each foreign specialist recruited, the Department of International Cooperation is responsible for creating an electronic database, which includes:

- The specialist's curriculum vitae (CV)
- A copy of the signed contract
- All supporting documents related to payment

77. Each foreign specialist engaged at the University is assigned a responsible staff member from the relevant department. This assigned staff member assists the foreign specialist in organizing the educational process, supports the implementation of teaching activities, and takes measures to enhance the effectiveness of the classes conducted by the specialist.

78. If lessons (lectures or seminars) delivered by a foreign specialist are conducted online, the assigned responsible staff member must ensure that each session is recorded on video.

79. An electronic database must be created for each foreign specialist and uploaded to the University server. If necessary, data may also be stored on external storage devices. This process is managed by the “Electronic University” Center. All electronic data must be fully preserved for a period of one year.

Chapter 10: Procedure for Transfer and Internal Rotation of Employees

80. To fill vacant positions in departments and other structural units of the University, the recommendation of employees is carried out based on the needs of the unit and in accordance with the internal personnel planning system.

81. A university employee may be recommended for a vacant position without participating in a competitive process if:

- The position corresponds to their specialty or qualification.
- The position is equal in rank to their current role.
- The employee provides written consent to the transfer.

A faculty member (e.g., assistant lecturer) may be recommended for a higher position (e.g., senior lecturer) only after fulfilling the conditions set forth in this Regulation.

82. An employee may be transferred to another position upon:

- Submission of a written proposal by the relevant vice-rector or head of the structural unit addressed to the Rector, and
- The employee’s consent form

The proposal must include:

- Brief information about the employee and their current job performance
- Summary of achievements and personal qualities
- Evaluation of professional experience and work ethics

83. Faculty members may be recommended for other positions within their specialization category upon submission of a joint proposal to the Rector by:

- The faculty dean

- The department head
- The Vice-Rector for Academic Affairs

This proposal must be accompanied by the employee's written consent.

The proposal should summarize:

- The faculty member's qualifications and previous work
- The results of teaching, methodological, and research activities
- Performance indicators achieved during the previous appointment

84. If an employee is being recommended for a lower position, the reasons must be clearly explained in the proposal.

Chapter 11: Procedure for Considering Appeals from Candidates

85. To review appeals submitted by candidates, an Appeals Commission shall be established by order of the Rector, consisting of at least five specialists.

Specialists from other government agencies or organizations may also be included in the Appeals Commission based on mutual agreement.

Individuals responsible for conducting the competitive selection process are not permitted to be part of the Appeals Commission.

86. Candidates who disagree with the decision of the Selection Commission may submit an appeal to the Appeals Commission within one month from the date the competition results are announced. The appeal may be submitted in writing or electronically.

In this case, the Appeals Commission must notify the candidate who submitted the appeal about the time and place of the review at least two days in advance.

87. The Appeals Commission must review the submitted appeal within five working days from the date it was received. During this process, the candidate who submitted the appeal has the right to participate in the review of their case.

88. The Appeals Commission is considered authorized to conduct its session if at least two-thirds of its members are present.

Decisions of the Appeals Commission are made by a simple majority vote and are formalized in a statement (protocol) confirmed by all members present at the meeting.

If the number of votes is evenly split, the vote of the Chairperson of the Appeals Commission is considered decisive.

89. The Appeals Commission shall review the candidate's responses and practical tasks performed during the competition by examining video recordings of those activities.

During the review process, the Appeals Commission is not allowed to ask the candidate any additional questions aimed at re-evaluating their performance.

90. Based on the review of the appeal, the Appeals Commission shall adopt one of the following decisions:

- To leave the competition results unchanged;
- To amend the competition results and recognize the candidate as having successfully passed the competition.

While reviewing the appeal, the Commission is not allowed to downgrade the candidate's original results obtained during the competition.

91. The Appeals Commission must notify the candidate who submitted the appeal of its decision on the same day the decision is made.

92. If the Appeals Commission decides to amend the competition results and recognizes the candidate as having successfully passed the competition, then the candidate shall be considered recommended for employment in the vacant position accordingly.

93. If the candidate disagrees with the decision of the Appeals Commission, they have the right to appeal to a higher authority or to court.

Chapter 12: Final Provision

94. Individuals found guilty of violating the requirements of this Model Regulation shall be held accountable in accordance with the procedures established by law.