



According to article 52 of the law for higher education (“Official Gazette of the Republic of Macedonia” no. 37/08, 103/08, 26/09, 99/09, 115/10, 17/11 and 51/11), and in relation to the conclusion no. 51-6084/1 from 15.11.2011 (item 63) from the twenty-eight session of the government of the Republic of Macedonia, held on 15.11.2011, the Senate of the University for Information Science and Technology “St. Paul the Apostle” in Ohrid brought the following

Guidelines

FOR SELECTING FOREIGN PROFESSORS AT THE UNIVERSITY FOR INFORMATION SCIENCE AND TECHNOLOGY “ST. PAUL THE APOSTLE” IN OHRID

Article 1

This guideline regulates the manner of selecting foreign professors at the University for Information Science and Technology “St. Paul the Apostle” in Ohrid.

Article 2

In order to realize instructional activities and promote higher education, scientific-research and application activities, the University for Information Science and Technology “St. Paul the Apostle” in Ohrid (hereinafter University) selects professors from abroad.

Article 3

The University might select instructors from abroad for the scientific domains:

- Informatics
- System theory and analysis
- Information systems and programming
- Programming languages and systems
- Numerical analysis
- Artificial intelligence
- Artificial intelligence and systems
- Calculus integration methods and application
- Algorithms
- Optimization

- Simulation
- Software development and data bases
- Architecture of computing systems
- Programming languages and technology
- Information systems and networks
- Databases systems
- Information processing
- Data mining
- Computer organization and methodology (hardware and software systems)
- Other domains related to computer technology and informatics.

Article 4

Selection of foreign professors is conducted through a public competition which the university announces in relevant international electronic and printed media at least twice a year in English. The University also announces the competition on its web page.

Article 5

The procedure for selecting foreign professors is conducted in accordance with the Law for higher education, the law for scientific-research activities, the statute of the University and the guidelines for the criteria and procedures for selecting teaching-scientific, scientific and teaching titles as well as these guidelines.

Article 6

The public competition for selecting foreign professors and researchers is announced by the rector of the University.

Article 7

Candidates that apply for the competition stated in item 6 of this guideline must submit:

- Curriculum vitae
- List of publications
- A letter stating their teaching experience, activities, research scholarships etc.
- A letter defining their vision for the higher education, scientific-research activities and the manner in which they plan to contribute to the development of the University.
- Review of the instructional and scientific methods that they plan to use, reference books, etc.
- Copies of certificates/diplomas for the awarded titles and training.
- Proposition for the amount of the monthly salary.
- A proof of the realized monthly income for the last three month.

Approval for the public competition for selecting foreign professors gives the minister authorized for higher education activities (hereinafter minister)

Article 8

The University selects foreign professors for scientific domains for which there is no possibility to select individuals from the country that might fulfill the required conditions.

Article 9

Foreign professors are hired for the purpose of realization of higher education, scientific-research and application activities at the University, if they have international recognition for:

- Achieved outstanding results in the appropriate scientific domain.
- Public presentation of papers in the country and abroad which are regarded as significant scientific achievements.
- Significant citation of their scientific outcomes.
- Appropriate experience in the domain for which he/she is selected and that includes independent papers i.e. papers in which he/she is the main author.
- Complete and genuine scientific papers (monographs, books, articles) significant on the international and national level.
- Chaired international scientific conferences for professors that are selected to a teaching-scientific title equivalent to full time professor and associate professor, or participation in international conferences for professors that are selected to a teaching-scientific title equivalent to assistant professor or assistant.

Article 10

The scientific- research and higher education activity of the foreign professors is evaluated according to the same criteria. Into consideration is taken experience with empirical methods of research, interdisciplinary work and cooperation with the industry i.e. economy.

The professor also has to manifest instructional skills and ability to develop and organize the higher education process, to supervise students, to upgrade and innovate the content and form of education. Administrative experience and management positions are taken as an advantage.

Article 11

The amount of the monthly payment for foreign professors is determined by the rector of the University within the frame of the approved recourses of the budget of the Republic of Macedonia for the current year for this purpose.

Article 12

The rector of the University is obliged to hire at least three foreign professors at the University for the current academic year.

Article 13

The rector of the University and the selected professors sign a contract for performing teaching activities with which mutual rights and obligations are regulated in accordance with the law for higher education, the law for scientific-research activity, the statute of the University and this guideline.

The contract of item 1 of this article might be concluded for the period of at least one semester or maximum three academic years.

Before signing the contract of the item 1 of this article, the University informs the authorized minister for higher education matters.

When the contract of item 1 of this guideline enters into force, professors are hired for the period for which they are selected.

On the basis of a decision from the Senate of the University, the rector might prolong the contract for which he informs the minister authorized for higher education matters.

Article 14

This guideline enters into force after 15 days of the day of its conclusion and announcement on the University's web page.

20.12.2011

RECTOR
Danco Davcev, PhD