

Regulations on Preliminary Review of Competition Documents of Candidates for Faculty Positions at National Research University Higher School of Economics

1. General Provisions

1.1. These Regulations (hereinafter the “Regulations”) set forth the procedures for preliminary activities in reviewing competition documents of candidates for faculty positions at National Research University Higher School of Economics (hereinafter “faculty” and “HSE University”, respectively).

1.2. These Regulations shall affect all faculty members at HSE University and its regional campuses, with the exception of:

1.2.1. faculty deans (as per their official position);

1.2.2. teachers hired to replace temporarily absent staff members.

1.3. These Regulations do not cover issues regarding competitive selections of candidates for faculty positions at HSE University. The organization and implementation of competitive selections of candidates for faculty positions at HSE University shall be regulated by the Regulations for Organizing and Conducting a Competitive Selection of Applicants for Faculty Positions at HSE University.

1.4. The purpose of preliminary activities to review competitive documents includes a check of their adherence to the criteria set out by the legislation of the Russian Federation and requirements for assessing faculty staff in place at HSE University.

1.5. The following terms are used in these Regulations:

Term	Meaning
Teacher	Assistant, teacher, senior teacher, assistant professor, professor
Faculty Member	Faculty staff member
Competition for Filling Faculty Positions	Competitive selections of candidates for faculty positions at HSE University
Winter Competition for Faculty Positions	Competition for faculty staff appointments at HSE University subdivisions held in February/March
Summer Competition for Faculty Positions	Competition for faculty staff appointments at HSE University subdivisions held in May/June
Candidate	A teacher whose contract term is running out in the middle of the ongoing academic year (participation in winter faculty competition) or at the end of the current academic year (participation in summer faculty competition), or hired as a full-time staff member as from the start of the academic year, or a teacher, for whom a decision has been made to give them a promotion within the framework of the winter or summer faculty staff competition

Candidate	External or internal candidate, applying for an announced vacancy
Coordinating Head	Staff member, who is delegated, as per HSE University bylaws, with authority to coordinate work with faculty staff at the University
Competition Coordinator	Staff member charged with coordinating competitions for faculty positions in line with these Regulations/staff members charged with coordinating competitions for faculty positions at the regional campus
HSE University subdivision	HSE University subdivision providing educational services/activities
Review and Selection Committee	Review and selection committee of a respective faculty, departments/schools at a faculty or other subdivisions engaged in the provision of educational services, search and selection committee, HSE International Recruitment Committee for specialists hired through global recruiting procedures
The AC Human Resources Committee / The AC Human Resources Committee at a regional campus	Human Resources Committee under the HSE University Academic Council/ Human Resources Committee under academic council at the regional campus
HR Office / HR Unit at a regional campus	HSE University HR Office/HR unit at the regional campus
Competition e-system	Electronic system for working with candidates
SDOU	HSE University's document management system
Unified Contract	Employment agreements with faculty staff members
Report on Unified Contract	Report on candidates' implementation of their obligations under employment agreements signed with faculty staff in the previous or current academic year
Academic track	Professional track for faculty staff members, whereby their regular research activities are assessed, along with a high level of academic research output, participation in academic conferences, work with doctoral students and engagement in teaching activities, which involve the results of their research activities.
Teaching track	Professional track for faculty staff members, whereby they ensure the teaching of courses at a high level, along with their engagement in academic and methodological work and/or project work with students, methodological and technical support for academic courses (e.g., e-courses), without systematic academic achievements (e.g., necessary number of publications) and practical/applied experience outside of the academic sphere

Adjunct track	Professional track for faculty staff members, whereby their practical experience is deemed crucial, along with their organization of project activities in connection with applied research and expert/analytical work, as well as development of new products, previous and current engagement outside of the academic sphere, regular consulting or expert/analytical activities, involvement in applied research and R&D work on new products
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2. Drawing Up a Vacancy List for Competitions for Faculty Positions

2.1. Two months prior to the announcement of a faculty position competition, the HR Office/HR Unit of the respective regional campus shall draw up a list of candidates as per the template specified in Annex 1 hereto, and forward it to the heads of respective subdivisions and the relevant review and selection committees for approval.

2.2. If a head of an HSE University subdivision decides to recommend a promotion of a Candidate/Teacher currently working full-time, a memo with the grounds for the promotion shall be forwarded via the SDOU to the Coordinating Head/Regional Campus Director no later than 4 (four) weeks prior to the date when the competition for filling faculty positions is announced. If the Coordinating Head/Regional Campus Director decides in favour of including this Candidate/Teacher on the list with an indication of their new position, a respective resolution shall be sent by the Coordinating Head/Regional Campus Director to the HR Office/HR Unit of the regional campus, respectively, copied to the Competition Coordinator.

2.3. No later than 3 (three) weeks prior to the date when a competition for filling faculty positions is announced, the HR Office/HR Unit of the regional campus shall draw up a final list of Candidates and Candidate/Teachers, to whom Coordinating Vice Rector/Director of the regional campus has decided to give a promotion; this list shall be sent, as per the template provided in Annex 1 hereto, to the Competition Coordinator and the HSE University Academic Secretary/Academic Secretary of the regional campus.

3. Submission of Reports on Unified Contract Implementation

3.1. Prior to the start of a competition for filling faculty positions, the heads of respective subdivisions, for which competitive selections of candidates are being held, shall undertake a check and review of the reports on the fulfilment of unified contracts in line with the Concept for the Implementation of the Unified Contract System at HSE University, as approved by the HSE University Academic Council on June 26, 2015, Minutes No. 06.

3.2. A report on the implementation of a unified contract shall be automatically generated in the template provided in Annex 5 to these Regulations and filed in the electronic reporting system on the basis of information submitted by the given Candidate.

3.3. The heads of subdivisions shall input their evaluation of a Candidate's performance in regards to organizational work to the electronic reporting system using a standard ternary scale, which includes the following evaluations:

- “not implemented/insufficient implementation”;
- “standard implementation”;

- “robust implementation”.

3.4. If necessary, the head of a respective subdivision shall input comments on reports on unified contract results to the University’s electronic reporting system. A Candidate’s report on the fulfilment of a unified contract and the subdivision head’s assessment of the Candidate’s work organization shall be considered when carrying out preliminary work to review the latter’s competition documents.

4. Announcement of Competitions for Filling Faculty Positions. Preliminary Review of Competition Documents

4.1. The timetable for preliminary activities to review competition documents shall be approved as per an HSE University directive and posted on the University’s corporate website (portal).

4.2. The PR Office shall carry out a PR campaign to announce Competitions for filling faculty positions in mass and specialized media outlets (hereinafter “media”), including sector-specific periodicals and specialized websites, as well as on the University’s own corporate portal.

4.3. Competition documents shall be submitted by Candidates via the University’s competition e-system within the deadlines specified in the announcement for the Competition for faculty positions, as posted on the University’s corporate website (portal). Information about the content of competition documents, the deadlines for their submission and stages for their review shall be published on the HSE University corporate website (portal) no later than 1 (one) week prior to the announcement of a given competition for faculty positions.

4.4. Within 3 (three) working dates after the deadline for the submission of competition documents and applications to take part in faculty position competitions, the chairpersons of respective review and selection committees may make the following decisions with respect to each Candidate based on the filed competition documents:

- decline competition documents owing to the Candidate’s failure to meet the criteria set out in Russian legislation;
- hold expert reviews of competition documents with attached publications.

Decisions made by the chairpersons of review and selection committees to decline competition documents shall be reported to respective Candidates via the University’s competition e-system within 5 (five) working days after the deadline for accepting competition documents and applications to take part in faculty position competitions.

4.5. In accordance with the timetable for a preliminary review of competition documents:

4.5.1. Review and selection committees shall organize expert reviews of submitted competition documents and publications; experts shall write up feedback for the publications provided by each Candidate in the template specified in Annex 2 hereto. The results of these expert reviews shall be recognized as sensitive information; staff members who have received access to the results of expert reviews shall be obliged not to disclose such information to third parties without the expressed consent of respective Candidates and Experts, if otherwise not specified in the legislation of the Russian Federation.

4.5.2. The chairpersons of review and selection committees shall organize personal

presentations of Candidates applying for assistant professor or professor positions, held as a public lecture, a public academic seminar, an interview on research outcomes and other formats as per the decision of the chairperson of the respective committee. A Candidate's public presentation should be made in the presence of the respective review and selection committee chairperson, members of the committee and an invited expert in the field aligned with the specialization of the Candidate. The results of a public presentation shall be recorded in the conclusion statement of the respective review and selection committee (Annex 3).

If a Candidate is appointed to a faculty position at HSE University for the first time, the organization of a personal presentation is obligatory; however, if a Candidate is already employed in a faculty position at HSE University – this is recommended but not mandatory. Personal presentations, as per the decision of the chairpersons of review and selection committees, may be organized remotely with the use of telecommunications technologies.

Review and selection committees may decide to forego a Candidate's personal presentation. In such instances, a motivated decision from the respective review and selection committee, along with the conclusion note from an expert regarding the Candidate's publications and a copy of the Candidate's CV, shall be forwarded for review to the Coordinating Head/Director of the HSE University regional campus.

Decisions to forego a Candidate's presentation shall be made by the Coordinating Head/Director of the respective regional campus within 5 (five) working days after receiving the aforementioned documents from the respective review and selection committee.

In line with their bestowed authority, the heads of subdivisions shall hold general meetings of their subdivisions' faculty staff members in order to review submitted documents and draw up recommendations for Candidates.

If a department/school is part of a subdivision, submitted documents must be reviewed by a meeting of the department. All-university departments must convene meetings to review submitted documents.

If a respective review and selection committee operates at a department or school under an HSE University subdivision, meetings of the respective department or school to review submitted documents shall be held at the request of the department's or school's head.

4.5.3. The chairpersons of review and selection committees shall hold committee meetings to discuss and tally the results of their reviews of competition documents submitted by Candidates, expert reviews of publications and personal presentations. When summarizing such results, they shall give consideration to the recommendations of general meetings of subdivisions' faculty members, the results of expert reviews, the results of personal presentations of Candidates, their individual achievements as specified in competition documents, their adherence to the requirements for faculty staff assessments, as specified in Annex 4 to these Regulations, as well as additional criteria for assessing faculty members, developed by the given review and selection committee with due consideration of the specifics of the subdivisions, where a Candidate is seeking appointment, and approved by the academic council of the respective subdivision (hereinafter "additional criteria"). If a given subdivision does not include its own academic

council, the approval of additional criteria shall be the responsibility of the University's Academic Council or through a general meeting of a given faculty's teaching staff. In turn, review and selection committees shall distribute Candidates according to their professional tracks with due consideration of the latter's own preferences and according to their competition application information. The results of the processes held with Candidates and recommendations thereto shall be filed with the University's competition e-system and specified in the minutes of the respective review and selection committee in hard copy. Furthermore, the hard copy versions of minutes must be signed by the respective committee chairperson and stored in each committee's archive, respectively.

4.5.4. The chairpersons of review and selection committees within 2 (two) working days after holding its meeting shall send e-mails with a copy of the meeting minutes to the respective heads of subdivision/regional campus directors, with recommendations for specific Candidates for consideration.

4.5.5. Reviews of submitted documents shall be conducted at a meeting of the academic council or the general meeting of faculty staff members of the given subdivision (if it does not have an academic council), but this process is not obligatory.

Preliminary results of work with Candidates and recommendations for them shall be filed in the University's competition e-system and specified in the minutes of respective meetings in hard copy.

4.5.6. The Coordinating Head will review the submitted documents and draw up their recommendations for Candidates with due consideration of previously issued recommendations. The Coordinating Head shall distribute the Candidates according to their professional tracks with due consideration of their own preferences and the position of the review and selection committee, as well as on the basis of their competition applications.

Preliminary review of candidates' applications and recommendations for them shall be recorded in the University's competition e-system.

The Coordinating Head shall forward the competition documents of Candidates and their own recommendations for discussion at a meeting of the AC Human Resources Committee / AC Human Resources Committee of the respective regional campus.

4.5.7. The AC Human Resources Committee of the respective regional campus shall review submitted documents including all issued recommendations and then draw up its final recommendations for the academic council of the respective regional campus no later than 1 (one) week prior to the date of its meeting. If necessary, should a divisive case occur regarding recommendations for Candidates, the heads of subdivisions may be invited to committee meetings.

The preliminary results for review of Candidates and the recommendations for them shall be generated in the competition e-system.

4.5.8. The AC Human Resources Committee shall review submitted documents, including all issued recommendations no later than 1 (one) week prior to the date when the HSE University Academic Council convenes, as well as draw up its final recommendations for the Academic Council with respect to all vacancies in Moscow and professorship vacancies at regional campuses. If necessary, should a divisive case occur regarding recommendations for Candidates, the heads of subdivisions may be invited to such meetings.

The final results of preliminary review of Candidates and recommendations for them shall be generated prior to the meeting of the HSE University Academic Council in the University's competition e-system.

Annex 1

to Regulations on Preliminary Review of Competition Documents of
Candidates for Faculty Positions at HSE University

Template

Sample Candidate List

Individual IS-PRO No.	Full name	Position	Position after promotion	Rate	Institute	Faculty	School/section	Subdivision
55555	Ivanov, Ivan Ivanovich	Assistant Professor	Assistant Professor	1.0	Institute of Education		Department of Educational Programmes	
44444	Petrov, Petr Petrovich	Teacher	Senior Lecturer	1.0		Faculty of Social Sciences	School of Sociology	Department of General Sociology
33333	Semenov, Semen Semoovich	Senior Lecturer	Senior Lecturer	1.0			School of Foreign Languages	Department of Foreign Languages
22222	Alexeyev, Alexy Alekseyevich	Assistant	Teacher	1.0		Faculty of Mathematics		
11111	Ivanova, Elena Vasilyeva	Teacher	Teacher					Department of Higher Mathematics

Annex 2
to Regulations on Preliminary Review of
Competitive Documents of Candidates for Faculty
Positions at HSE University

template

HSE University Competition for Filling Faculty Positions
Date of Expert Review
_____, 20__

Expert (full name) _____

For internal use only.

Expert reviews are carried out anonymously. This document shall not be disclosed to any third parties outside of the review and selection committee. Information about the expert and content of the document below shall not be passed on to the candidate or any third parties, if otherwise not specified in the legislation of the Russian Federation. In turn, experts are obliged not to pass on information or materials received during the expert review process to third parties. Under Russian law, experts bear liability for divulging confidential information and data, which comprise personal, state or commercial secrets. By filling in this expert review form, the expert hereby confirms his/her consent to the transfer of the expert conclusion to court bodies should legal procedures commence.

**Circumstances
hindering an
objective expert
review (conflict of
interests)**

Please indicate whether you have any conflict of interest that may arise during the implementation of this expert review. A conflict of interest is a circumstance whereby you or your close family members (father, mother, spouse, children) have co-written an academic paper under review with its author or their close family member (father, mother, spouse, children), or have been or are involved in court dispute, were founders of joint commercial or non-commercial organizations, or if there have been serious professional conflicts.

yes

no

If a conflict of interest has arisen (i.e., circumstances preventing objective expert review) but you believe that it should not impact on the review results, please explain:

Peer reviews of academic publications are carried out for the purpose of checking whether the Candidate meets the set qualification criteria and therefore can be eligible for applying for a teaching position at a respective subdivision. Based on the stated purpose of the peer review, please provide your assessment of academic works according to the proposed parameters. Put a mark in every line.

Author (full name) _____

Grade	Meaning ¹
4	High level
3	Average level
2	Below average
1	Low level

If the work is not academic in nature, it shall not be assessed (a grade will not be assigned and not included in the average grade calculation)

	Academic work 1	Academic work 2	Academic work 3
Points			
Average grade ²			

Expert conclusion about the quality of Candidate’s academic works (to be filled in for all works submitted):

Tentative size of this expert conclusion – 800-1,000 symbols. A review must feature the argumentation in support of your assessment of the academic works, specifying both positive and negative aspects of the works under review.

Short summary of the conclusion for inclusion of information in the HSE University competition e-system (up to three statements):

¹ Quality characteristics for each grade band shall be developed by the subject-specific review and selection committee and approved by the given subdivision’s academic council.

² The average grade shall be calculated as the total points for each academic work, divided by the total number of works submitted for expert review.

Annex 3

to Regulations on Preliminary Review of
Competitive Documents of Candidates for Faculty
Positions at HSE University

template

Faculty Competition at HSE University

date of public presentation

_____, 20__

Conclusion Statement of Review and Selection Committee

On Results of Candidate's Public Presentation

Full name of candidate: _____

Vacancy: _____

Topic of presentation: _____

Presentation assessment

Quality of presentation (demonstrated methodological and research skills; structurally sound statement of materials; expertise in presented topic)	
Use of academic research and foreign expertise in presentation of results	
Feasibility for implementing courses proposed by candidate at HSE University and alignment thereof with their preferred vacancy	
Proposals to review a candidate at other faculties	
Additional information (may be provided at the discretion of the chairperson of the Review and Selection Committee)	

Chairperson, Review and Selection Committee

Full name, signature

Criteria for Candidates for Faculty Positions at HSE University, as Compared Against the Criteria for Assessing Faculty Members Set at HSE University

1. Criteria for Research Productivity³

One of the following requirements must be met:

1.1. **Option 1:** eligibility for tier 2 or 3 academic bonuses, bonuses for regular publications in international peer-reviewed academic journals or bonuses for publications, which have made major contributions to HSE University's global academic reputation, or meeting the eligibility criteria for tier 3 academic bonuses at the time of the involvement in the competition⁴;

1.2. **Option 2:** eligibility for the criteria for research output at the time of submission of competition documents, as set out in the Regulations for Staff Research Productivity Assessments at HSE University⁵.

1.3. **Option 3 (applicable until January 1, 2020):** publications over the last three years (e.g., works accepted for print, as confirmed in an official letter from the publisher), including:

1.3.1. for professors – at least 5 (five) publications, including 2 (two) or more in journals indexed in WoS (SCIE, SSCI and A&HCI indexes), or Scopus, or in journals on this list: <https://scientometrics.hse.ru/goodjournals>⁶;

1.3.2. for assistant professors – at least 3 (three) publications, including at least 1 (one) in journals indexed in WoS (SCIE, SSCI and A&HCI indexes), or Scopus, or in journals on this list: <https://scientometrics.hse.ru/goodjournals>⁷;

1.3.3. for senior lecturers – at least 2 (two) publications, including at least 1 (one) in journals indexed in WoS (SCIE, SSCI and A&HCI indexes), or Scopus, or in journals on this list: <https://scientometrics.hse.ru/goodjournals>⁸;

1.3.4. for teachers and assistants, appointed to a full-time teaching position more than 1 (one) year ago – at least 2 (publications); for assistants hired to teach full-time less than 1 (one) year ago – written confirmation of the head of the given subdivision about a planned increase in their research productivity to that of a teacher by the time the next competition selection takes place;

1.4. Option 3 (applicable after January 1, 2020):

1.4.1. for professors – at least 5 (five) publications, including 3 (three) or more articles in journals indexed in WoS (SCIE, SSCI, and A&HCI indexes), or Scopus, or in journals on the list: <https://scientometrics.hse.ru/goodjournals>, e.g., at least 1 (one) publication in Q1-Q2 quartiles in WoS or Scopus;

1.4.2. for assistant professors – at least 3 (three) publications, including at least 2 (two) publications in journals indexed in WoS (SCIE, SSCI and A&HCI indexes), or

³ Publications are understood as a published work, which has been composed in line with academic standards for developing and formatting a written text, put out by a publisher as a printed or electronic publication, and assigned an ISBN or ISSN number, with an editor and set print run specified. Types of publications are considered in line with p. 3.2.-3.3 Section 3 of Regulations on Academic Merit Bonuses at HSE University. Publications on the University's blacklist are not considered (<https://scientometrics.hse.ru/blacklist>).

⁴ Applicable only for faculty staff at HSE University.

⁵ Applicable only for faculty staff at HSE University.

⁶ Applicable only for faculty staff at HSE University.

⁷ Applicable only for faculty staff at HSE University.

⁸ Applicable only for faculty staff at HSE University.

Scopus, or journals on the list: <https://scientometrics.hse.ru/goodjournals>, including at least 1 (one) publication in a Q1-Q3 quartile in WoS/Scopus;

1.4.3. for senior lecturers and teachers – at least 2 (two) publications, e.g., at least 1 (one) publication in a journal indexed in WoS (SCIE, SSCI and A&HCI indexes), or Scopus, or in a journal listed at: <https://scientometrics.hse.ru/goodjournals>;

1.4.4. for assistants appointed to a full-time teaching position over 1 (one) year ago - at least 2 (two) publications;

1.4.5. for assistants hired in a full-time teaching position less than 1 (one) year ago – written confirmation from the head of subdivision about a planned increase in research productivity to the level of that of a teacher by the time of the next competitive selection;

1.5. The criteria for research productivity shall be applied for making decisions about the appointment of candidates, for part-time fulfilment of tasks (either internally, at HSE University, or externally, with outside organizations), as well as for hiring teachers to replace temporarily absent staff members (who are on leave) (such categories of teachers are not subject to competitive selections).

1.6. Criteria for research productivity may not be applied for the following faculty categories:

1.6.1. teachers of the Faculty of Communications, Media, and Design;

1.6.2. teachers who have returned from maternity leave or childcare leave less than 2 (two) years ago;

1.6.3. teachers who are practitioners, employed at HSE University as external part-timers, and teachers who are practitioners, who have been working at the University as their main place of work for less than 2 (two) years.

2. Criteria for Teaching and Organizational Activities, Considered for Competitions for Filling Faculty Positions at HSE University, in place for HSE University Teachers:

2.1. total number of years, when the title of “Best Teacher” and/or “Best Lyceum Teacher” in all years of employment;

2.2. the average arithmetic rating value based on student assessments of teaching quality⁹ should not be lower than 3.0 points, while the average share of good and excellent grades for student teaching quality assessment should not be under 50%: for the winter competition - for the previous academic year and for the summer completion - for the previous calendar year; the average arithmetic rating value based on HSE Lyceum student assessments of teaching quality should not be below 4.0 points for the previous academic year;

2.3. meeting normative general teaching load, including that of HSE University Lyceum (without the load of faculty day), in the current academic year - to at least 75%;

2.4. performing or intensively performing one’s obligations under a unified contract (as per the assessment of the direct supervisor)¹⁰.

2.5. passing a test in one’s knowledge of academic regulations on the HSE University website (portal).

3. Additional Criteria Used in Competitions for Filling Faculty Positions at HSE University:

⁹ Rating points shall be counted according to the rules set out in the Procedures for Regular Mandatory Teaching Quality Assessments of Course Implementation and Teaching Quality Performed by Students at HSE University.

¹⁰ Applicable only for faculty staff at HSE University.

- 3.1. completed personal page on the HSE University website (portal) with full texts of syllabi of courses, taught in the current academic year, as well as a full list of academic and methodological publications over the last 3 (three) years (excluding the current year) and specified respective identifiers¹¹;
- 3.2. successful completion of the HSE University Faculty Development Programme (for “New Teachers” and “Future Professors” categories);
- 3.3. knowledge of English¹² at a level necessary for professional work, as confirmed by documentation¹³;
- 3.4. absence of valid disciplinary sanctions with respect to a candidate in the previous calendar year;
- 3.5. incentives and/or rewards for the previous 2 (two) calendar years¹⁴;
- 3.6. holding a Candidate of Science or PhD degree for an assistant professor position; a Doctor of Science or PhD for a professor position (within the exception of heads of subdivisions and outstanding practitioners);
- 3.7. defence of a Candidate of Sciences (PhD) thesis within 2 (two) years after completion of doctoral studies;
- 3.8. passing the e-course “HSE University’s Academic Values” for teachers who are taking part in competitive selection for the first time and staff who have worked at the University for less than 1 (one) year¹⁵.

¹¹ Applicable only for faculty staff at HSE University.

¹² This additional criterion must be met by the candidates for vacancies at the HSE University Higher School of Business.

¹³ A candidate’s level of English may be confirmed by a respective certificate, a document confirming the conferral of a PhD degree, experience in teaching courses in English, defence of a thesis in English, with documentary evidence attached, as well as participation in international conferences necessary for professional activities, with reports in a foreign language, with documentary evidence attached, holding a degree in Linguistics with attached confirmation documents, holding a diploma confirming graduating from an English-taught degree programme, as well as other relevant means. The academic council of the relevant faculty may confirm additional methods for confirming a candidate’s proficiency in English. Candidates for vacancies at the HSE University Higher School of Business may confirm their knowledge of English only with an independent language test certificate (IELTS, TOEFL, CAE, BEC, and Linguaskill), or in another format, as approved by the academic council of the Higher School of Business.

¹⁴ Applicable only for faculty staff at HSE University.

¹⁵ Applicable only for faculty staff at HSE University.

Annex 5

to Regulations on Preliminary Review of Competition Documents of
Candidates for Faculty Positions at HSE University

Report Template on the Fulfilment of Obligations under a Unified Contract

Report on fulfilment of obligations under a unified contract in the academic year

Full name

Position

subdivision

Head of subdivision

Actual contact hours in the current academic year

Actual general teaching load in the current academic year

List of academic publications over the last 3 (three) years

1	<input type="text"/>
2	<input type="text"/>
n	<input type="text"/>

Report on organizational work at HSE University

N o.	Type of work	Subdivision where work activities were implemented	Head of subdivision where work was conducted	Type of participati on	Period of work		Notes
					from	until	
1							
2							
n							

Report on participation in administrative work at HSE University

N o.	Collegiate body	HSE University subdivision	Type of participation	Work period		Notes
				from	until	
1						

2						
n						

Report date

Staff member's
signature

General assessment of staff member's
organizational work by subdivision head

Non-implementation/ineffective implementation
Implementation
Robust implementation

Signature of head of subdivision