

**NON-PROFIT JOINT STOCK COMPANY
"ABAI KAZAKH NATIONAL PEDAGOGICAL UNIVERSITY"**



APPROVED
by the decision of the Board of Directors
NJSC "Abai Kazakh National Pedagogical
University" August 11, 2021, Protocol No.9
Chairman of the Board of Directors
G.I. Issimbaeva



**REGULATIONS
FOR THE COMPETITIVE REPLACEMENT OF POSITIONS OF THE
TEACHING STAFF, SCIENTIFIC WORKERS AND HEADS OF
DEPARTMENT**

Almaty, 2021

1. GENERAL PROVISIONS

1.1. Regulation "On competitive replacement of positions of teaching staff, researchers and heads of departments" of the Non-profit Joint Stock Company "Abai Kazakh National Pedagogical University" (hereinafter - the Regulation) was developed in accordance with the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", the Law of the Republic of Kazakhstan "On Science", The Law of the Republic of Kazakhstan "On Legal Acts", "Standard Regulations for the Activities of Organizations of Higher and (or) Postgraduate Education", approved by order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated 30.10.2018 and the Charter of the Non-Commercial Joint Stock Company "Abai Kazakh National Pedagogical University" (hereinafter - the University).

1.2. The purpose of the development of this Regulation is to provide equal opportunities for teaching and research workers, heads of departments for their participation in the competition, to ensure fair competition, objectivity, publicity, to prevent corruption during the competition, to select the best teaching staff to ensure the educational process at the University.

1.3. The positions of teaching staff provided for by the staffing table of the university include: head of the department, professor, associate professor, associate professor, senior lecturer, teacher, assistant teacher.

1.4. The positions of scientific workers, provided for by the staffing table, include managers and employees of research parks, centers of applied research and functional technology, heads of educational research laboratories.

1.5. Persons are not allowed to participate in the competition:

- having medical contraindications;
- registered in a psychiatric and (or) narcological dispensary;
- according to the established restrictions provided for in Article 26 of the Labor Code of the Republic of Kazakhstan.

1.6. Specialists who do not have the appropriate academic title and academic degree, but have relevant practical experience in the areas of specialty, are allowed to participate in the competition for the positions of associate professors, professors in the field of art, culture and sports (as equivalent persons).

1.7. With an employee who has reached retirement age in accordance with paragraph 5 of Article 30 of the Labor Code of the Republic of Kazakhstan, paragraph 1 of Article 11 of the Law of the Republic of Kazakhstan "On Pension Provision in the Republic of Kazakhstan", possessing a high professional and qualification level, taking into account his/her efficiency, the competition committee has the right to give recommendations to the Chairman Board-Rector to extend the term of the employment contract for 2 or 3 years.

(Ирина Д.П.)



Present
(Роскочнев Д.У.)



After one year, a further extension of the term of the employment contract with an employee who has reached retirement age will be carried out after the results of the previous decision are confirmed by the competition commission.

1.8. Directors of institutes, heads of departments are fully responsible for the formation of the staff of departments and ensuring the educational process.

2. ANNOUNCEMENT OF THE COMPETITION

2.1. The announcement of the competition is placed on the page of the university's Internet resource or the republican mass media.

2.2. Applications for participation in the competition are accepted within the time limits specified in the announcement.

2.3. In case of incompleteness of the submitted documents under paragraph 3.1. of this Regulation for participation in the competition, the application with all the documents, before the start of the competition, is returned to the person who submitted the application.

2.4. In case of non-compliance with the established deadlines, the competition and information (announcement) about vacancies are announced anew.

3. ACCEPTANCE AND CONSIDERATION OF DOCUMENTS FROM APPLICANTS TO PARTICIPATE IN THE COMPETITION

3.1. A person applying for participation in the competition submits the following documents within the time limits specified in the announcement of the competition:

1) Employees of Abai KazNPU:

- a statement form addressed to the Chairman of the Board - Rector of the University about participation in the competition (Appendix 1)
- application form of the applicant in electronic format (Appendix 2)
- questionnaire for assessing the teacher's performance (Appendix 3)
- the decision of the meeting of the department, the list of scientific works and inventions, certified by the Chief Scientific Secretary (for the last 5 years)
- certificates of proficiency in foreign languages (if available)
- copies of certificates of retraining and advanced training (if available) and originals for verification (for the last 5 years);

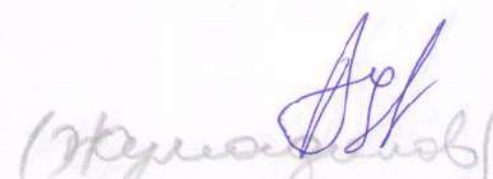
2) Applicants who are not full-time employees of the University wishing to participate in the competition submit to the personnel management department:

- statement form addressed to the Chairman of the Board - Rector of the University about participation in the competition (Appendix 1)
- application form of the applicant in electronic format (Appendix 2)
- a copy of the identity card, copies of diplomas of higher and postgraduate education, academic and academic degrees, a document of academic rank, their originals for verification

(Gogayana D.D.)



(Dorokanov D.Y.)



- a copy of the identity card, copies of diplomas of higher and postgraduate education, academic and academic degrees, a document of academic rank, their originals for verification
- a document confirming the work activity (for persons with work experience), a personal personnel registration sheet;
- certificate of no criminal record;
- medical certificates confirming the absence of a registration in narcological, neuropsychiatric organizations;
- certificates of proficiency in foreign languages (if available);
- copies of certificates of retraining and advanced training (if available) and originals for verification (for the last 5 years);
- list of scientific works and inventions certified by the Chief Scientific Secretary (for the last 5 years);
- description or recommendation from the last place of work, autobiography.

3.2. The questionnaire of a candidate for a vacant position is necessary to assess the quality of his pedagogical and scientific activities.

The main tasks of the candidate's questionnaire are:

- creation of the most complete information database reflecting the dynamics of the candidate's performance;
- formation of a qualitative composition of scientific and pedagogical staff of the university;
- obtaining unified complex criteria for evaluating the candidate's pedagogical and scientific activities;
- creation of a permanent system for evaluating the effectiveness of the activities of scientific and pedagogical workers.

3.3. Procedure for working with personal data:

- each of the candidates fills in the provided form "Candidate Questionnaire" (see Appendix 2) on the basis of individual indicators reflecting the results of the candidate's activities for the academic period with the attachment of supporting documents;

- filling out the questionnaires is carried out by candidates on the basis of the results achieved for the period specified in the questionnaire "Frequency of measurement";

- the completed questionnaires are submitted to the head of the department for consideration. Heads of departments create commissions from among the teaching staff of the department with the inclusion of specialists of the relevant structural divisions of the University. Verification of documents is carried out within three working days;

- according to the results of the review, taking into account the identified comments and adjustments made, the heads of departments approve the questionnaires.

(Gogorani O.D.)

[Signature]

Present
(Dovskanov D.Y.)

[Signature]
(Klyuchnikov)

3.4. Heads of departments to evaluate the activities of full-time teaching staff participating in the competition, fill out a "Questionnaire for evaluating the activities of a teacher" (Appendix 3) with the involvement of three leading specialists of the department.

3.5. The evaluation of the pedagogical and scientific activities of a candidate from among the university employees participating in the competition is carried out on the basis of a "Questionnaire for evaluating the activities of a teacher".

3.6. The competition is held in accordance with the qualification characteristics of scientific and pedagogical workers of the NAO " KazNPU named after Abai "(Appendix 4).

3.7. All competition documents are considered in advance at the meetings of the relevant departments. The conclusions of the department are advisory in nature.

3.8. The persons participating in the competition report at the meetings of the departments on scientific and pedagogical activities for the period specified in the questionnaire.

3.9. The conclusion of the department on each candidate is adopted by secret ballot by a simple majority of votes and sent to the Academic Council of the Institute for consideration.

3.10. Competition documents, including recommendations, extracts from the minutes of departments and Academic Councils, if they meet the established requirements, are sent under the signature of the vice-rector for Academic Affairs to the Department of Personnel Management of the university.

3.11. Competitive documents for the positions of the head of the department are sent under the signature of the Chairman of the Board-Rector to the relevant institutes for giving a preliminary conclusion.

At the meeting of the Academic Council of the Institute, when considering candidates for the positions of head of the department, the Vice-rector for Academic Affairs chairs.

3.12. The conclusion of the department and the recommendation of the Academic Council of the Institute are considered valid if at least 2/3 of the staff of the department and members of the Academic Council of the Institute were present at their meeting.

3.13. The conclusion of the department (in the order of agreement) and the recommendation of the Academic Council of the Institute on a candidate for the position of head of the department is signed by the vice-rector for Academic Affairs.

3.14. The participants of the competition have the right to attend the meeting of the department and the Academic Council of the Institute and to get acquainted, at their request, with the text of the conclusion.

(Рысқалиев Д.Д.)

(Рысқалиев Д.Д.)

(Жунарышев)

4. FORMATION OF THE COMPETITION COMMITTEE

4.1. The number and personal composition of the competition commission, the term of its powers are approved by the order of the Chairman of the Board-the Rector of the University.

4.2. The competition commission determines the form, procedure, terms of the competition, analyzes the tender documentation, makes a decision on the results of the competition.

4.3. The main tasks of the competition commission are:

- 1) providing everyone with equal opportunities to participate in the competition;
- 2) ensuring fair competition among the participants of the competition;
- 3) compliance with the principles of objectivity and transparency in the conduct of the competition;
- 4) determination of the schedule of meetings of the competition commission;
- 5) providing a recommendation to the Chairman of the Management Board - Rector on the conclusion or non-conclusion of an employment contract with a participant of the competition;

4.4. The competition commission consists of a chairman, who is one of the vice-rectors, a deputy chairman, a secretary and members of the commission in the number of at least seven people.

4.5. Duties of the Chairman:

- holding meetings of the competition commission, determining the schedule of its work;
- timely provision of the minutes and materials of the meeting of the competition commission to the Chairman of the Management Board-Rector;
- familiarization of the participants of the tender with the decision made, monitoring the correct formation of the tender documentation.

5. PROCEDURE FOR ELECTION BY COMPETITION

5.1. The competition is held in accordance with the procedure determined by the competition commission on the basis of an analytical summary of the results of the applicants' activities in the form of: questionnaires; expert assessment; testing; interviews; listening to creative reports; protection of copyright developments; performing practical tasks (using one or more forms).

The competition commission for each position checks the knowledge of candidates to determine their qualification level.

5.2. The purpose of the interview is to assess the professional and personal qualities of candidates, taking into account typical qualification characteristics.

(Ильин Д.Д.)

Present
(Пискарев Д.У.)

(Ильин Д.Д.)

5.3. For each candidate, at a meeting of the competition commission, the conclusion of the departments and the Academic Council (according to the position of heads of departments) is announced.

5.4. After the announcement of the conclusion of the department and (or) the Academic Council of the institutes, the competition commission decides by open vote to include the candidate in the ballot for secret voting (Appendix 5).

5.5. Consent or disagreement with the candidate is expressed by the words "agree" or "disagree" with the entry before the name of each candidate. A ballot paper in which no surname is crossed out, in the case of participation in the competitive selection of two or more applicants for one position, is considered invalid.

5.6. To count the votes, the competition commission, before the start of secret voting, elects a counting commission consisting of at least three members of the commission. The Counting Commission announces the results of voting for each candidate. The minutes of the counting commission are approved by the competition commission and attached to the materials of the competition.

5.7. The decision of the competition commission is valid if at least 2/3 of its members participated in the voting. The candidate who has received the majority of votes of the members of the competition commission present is considered elected.

5.8. Based on the results of secret voting, the competition commission prepares recommendations for each applicant with the wording "recommended to the Chairman of the Management Board-the Rector of the University for concluding an employment contract" or "not recommended to the Chairman of the Management Board-the Rector of the University for concluding an employment contract".

5.9. The secretary of the commission introduces the results of the competition and the recommendations of the competition commission to the participants of the competition in accordance with the established procedure.

5.10. According to the results of the competition, an employment contract is concluded with a person who has received a positive recommendation from the competition commission in accordance with the labor legislation of the Republic of Kazakhstan.

The conclusion of an employment contract with the heads of departments is carried out directly by the Chairman of the Management Board-the Rector of the University.

According to the power of attorney and internal regulatory documents of the university, the conclusion of employment contracts with teaching staff is made by the vice-rector for academic Affairs of the university.

5.11. The term of filling the position is from 1 to 3 years. When determining the term of the employment contract, the qualification level of the person who passed the competitive selection is taken into account.

(Signature)

(Подпись)
(Подпись)

(Подпись)

The term of termination of the employment contract is determined by the end of the academic year, i.e. until August 31 of the corresponding year.

5.12. The condition of the employment contract, in terms of its validity period, can be specified in the content of the order of the Chairman of the Management Board - Rector on appointment to the position.

6. PROCEDURE OF APPEAL

6.1. The participants of the competition have the right to appeal the decisions of the competition commission by submitting an application addressed to the Chairman of the Board of the Rector of the University.

6.2. According to subparagraph 2) of paragraph 2 of Article 21 of the Labor Code of the Republic of Kazakhstan, when considering individual labor disputes on competitive issues, the rules for considering individual labor disputes apply to the relations that have arisen.

6.3. According to article 159 of the Labor Code of the Republic of Kazakhstan, labor disputes are considered (at a meeting) The Conciliation Commission for the Consideration of Individual Labor Disputes.

7. CONFIDENTIALITY

This Regulation is an internal regulatory document of the University, it is not subject to transfer to other subjects of educational activity, except for experts of certification bodies during certification audit, to consumers-partners with the permission of the Chairman of the Board-the Rector of the University.

8. FINAL PROVISIONS

8.1. This Regulation is an act of the employer that has a law-implementing and law-enforcement significance, aimed at improving the University's management system.

8.2. Failure to comply with the requirements contained in this Regulation is the basis for bringing the guilty persons to disciplinary responsibility.

8.3. This Regulation applies from the date of signing.

(Gajana D D)
[Signature]

Prisev
(Prisev D Y)

[Signature]
(Kuznetsov)

Appendix 1
to Regulation on competitive replacement of positions
of teaching staff, researchers and heads of departments

SAMPLE STATEMENT FORM

To the Chairman of the Board -
Rector of Abai KazNPU
D.Bilyalov

	full name

	position
	phone _____

Statement

I am asking to allow me to participate in the competition for filling a vacant position
department _____.

I am familiar with the Regulations on the competitive replacement of positions of teaching staff, researchers and the head of the department of the NJSC "Abai KazNPU", including the requirements of the qualification characteristics of the teaching staff for the vacant position, and I undertake to fulfill them.

I confirm the accuracy of the information provided, compliance with the requirements for the participants of the competition, as well as the absence of a prohibition on teaching activities in accordance with paragraph 1 of Article 51 of the Law of the Republic of Kazakhstan "On Education" and Article 26 of the Labor Code of the Republic of Kazakhstan.

Appendix: Application form for a vacant teaching staff position with attached documents for _____ page.

_____	_____	_____	_____	_____	_____
_____	" "	" "	" "	" "	" "
_____	20	_____	_____	_____	_____

(Prozhanova D.D.)


Present
(Puchkova D.Y.)


(Bilyalov D.)

APPLICATION FORM
For vacant position of teaching staff

Instructions: fields to be filled in are italicized and color-coded

<i>Full name (by identity card)</i>
<i>Date of birth (day / month/ year)</i>
<i>Basic education (name of the university, year of graduation, specialty)</i>
<i>Academic degree, title (indicating the code of the specialty)</i>
<i>Work experience (general scientific and pedagogical / in Abai KazNPU)</i>
<i>Position held</i>
<i>Applicable position</i>
<i>Department</i>
<i>Institute (faculty)</i>

No.	Indicator name	Measurement frequency	Quantity	Point per unit	Total points
1	2	3	4	5	6
I Educational and methodical work					
1	Textbook with the stamp of the Ministry of Education and Science of the Republic of Kazakhstan	5 years (2016-2021)	0	11	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
2	Textbook with the stamp of the Educational and Methodological Association, the Republican Educational and Methodological Council	5 years (2016-2021)	0	6	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
3	Textbook / study guide without a stamp (including in electronic format)	5 years (2016-2021)	0	4	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
4	Educational and methodological developments for various types of educational work	1 academic year (2020/2021)	0	3	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
5	Development of a work program for a new training course	1 academic year	0	2	0

(Signature)


(Signature)
(Пискарев Д.У.)

(Signature)
(Ильинский)

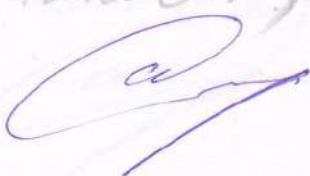
		(2020/2021)			
<i>Name of the training course, specialty</i>					
6	Reading lectures in a foreign language	1 academic year (2020/2021)	0	4	0
<i>Name of training courses</i>					
7	Professional development courses:	5 years (2016-2021)			
	in foreign universities (full-time)		0	3	0
<i>University name, country, period, supporting information</i>					
	in the leading organizations of the republic in the field of education		0	1	0
<i>Organization name, period, supporting information</i>					
	In Abai KazNPU		0	1	0
<i>The name of the professional development program, period, the certificate</i>					
8	Review of textbooks, teaching aids	1 academic year (2020/2021)	0	2	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
	Total for EMW:				0
II Research work					
1	Monograph				
	foreign edition	5 years (2016-2021)	0	12	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
	republican edition	5 years (2016-2021)	0	7	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
	university edition	5 years (2016-2021)	0	5	0
<i>Numbered bibliographic list: author's surname and initials, full title, type of publication, place of publication, publisher's name, year of publication, total number of pages.</i>					
2	Articles				
2.1	Scopus/Web of Science	5 years (2016-2021)			
	Q1		0	13	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it is published; year, month, issue number (for periodicals), for books you only need to specify the year; the pages on which the article is posted</i>					
	Q2		0	11	0
<i>Numbered bibliographic list: surname and initials of the author (s); full title of the article; journal (newspaper, book, collection) in which it is published; year, month, issue number (for periodicals), for books you only need to specify the year; the pages on which the article is posted</i>					

(Gryzova D.D.)


Present
 (Purkhanov D.Y.)


 (Gryzova D.D.)


Patent / inventor's certificate number and date of issue					
5	Author's exhibitions				
	international	5 years (2016-2021)	0	12	0
Supporting information					
	republican	5 years (2016-2021)	0	10	0
Supporting information					
6	Obtaining PhD degree	1 academic year (2020/2021)	0	10	0
Supporting information					
7	Scientific advice for a doctoral student with the award of PhD degree	1 academic year (2020/2021)	0	5	0
Supporting information					
8	Grants				
	leadership (state order of the Ministry of Education and Science of the Republic of Kazakhstan)	1 academic year (2020/2021)	0	10	0
Supporting information					
	participation (state order of the Ministry of Education and Science of the Republic of Kazakhstan)	1 academic year (2020/2021)	0	3	0
Supporting information					
	leadership (international grants)	1 academic year (2020/2021)	0	13	0
Supporting information					
	participation (international grants)	1 academic year (2020/2021)	0	5	0
Supporting information					
	leadership (university grants)	1 academic year (2020/2021)	0	5	0
Supporting information					
	participation (university grants)	1 academic year (2020/2021)	0	2	0
Supporting information					
9	Preparation of prize-winners of subject and scientific Olympiads				
	international	1 academic year (2020/2021)	0	5	0
Supporting information (medals, diplomas, certificates, prizes, etc.)					
	republican	1 academic year	0	2	0

(Опырали Д.Д.)


Преев
 (Рысқалиев Д.У.)

(Жуналиев)

		(2020/2021)			
Supporting information (medals, diplomas, certificates, prizes, etc.)					
10	Startups, grants won by instructor-led learners	1 academic year (2020/2021)	0	5	0
Supporting information					
11	Work on the dissertation council	1 academic year (2020/2021)			
	Chairman of the Dissertation Council		0	10	0
Supporting information					
	Secretary of the Dissertation Council		0	5	0
Supporting information					
	Member of the Dissertation Council		0	2	0
Supporting information					
12	Peer review of doctoral dissertations	1 academic year (2020/2021)	0	5	0
Supporting information					
13	Reviewing scientific articles in journals approved by the CCSES MES RK	1 academic year (2020/2021)	0	2	0
Supporting information					
	Total for Research Work				0
III. Social educational, sports and recreational work					
1	Organization and conduct of career guidance and cultural events in schools, colleges	1 academic year (2020/2021)	0	2	0
Supporting information					
2	Management of student projects (volunteering, popularization of a healthy lifestyle, the formation of tolerance in the youth environment, student self-government, etc.)	1 academic year (2020/2021)			
	international		0	3	0
Supporting information					
	republican		0	2	0
Supporting information					
	regional, city		0	1	0
Supporting information					
3	Preparation of prize-winners of creative competitions, festivals, sports competitions	1 academic year (2020/2021)			
	international		0	3	0

(Program 22)


Проверено
 (Программист Д.У.)


 (Менеджер)

Supporting information					
	republican		0	2	0
Supporting information					
	regional, city		0	1	0
Supporting information					
4	Participation in the work of the jury, refereeing (international, republican, regional, city, interuniversity events)	1 academic year (2020/2021)	0	1	0
Supporting information					
	Total for social and educational, sports and recreational work:				0
IV Additional information					
1	Education				
	Diploma of a foreign university, (except the CIS) or Nazarbayev University		0	12	0
Supporting information					
2	Work experience				
	University teaching				
	without teaching experience at a university		0	0	0
	up to 3 years		0	2	0
	3--10		0	3	0
	10--25		0	4	0
	over 25 years		0	5	0
	work experience in school/ college				
	without teaching experience in school/ college		0	0	0
	up to 3 years		0	3	0
	over 3 years		0	4	0
	over 10 years		0	5	0
	Experience in administrative positions at the university		0	1	0
Specify position, years					
3	Membership in the editorial boards of foreign journals and journals approved by the CCSES MES RK		0	3	0
Supporting information					
4	Rating results (for the teaching staff of the university)				
	2018/2019		0		
	2019/2020		0		
	2020/2021		0		
5	Results of the survey (for the teaching staff of the university)				

(Прогресс Д.Д.)

Прогресс

(Прогресс Д.Д.)

(Херманов)

	"A teacher through the eyes of a student"		0		
	"Assessment of Learning and Teaching" (introduced from 2021/2022)				
6	Awards				
	The State Prize of the Republic of Kazakhstan in the field of science and technology and the State Prize of the Republic of Kazakhstan in the field of literature and art, state awards	1 academic year (2020/2021)	0	15	0
Supporting information					
	science awards, state scientific scholarships	1 academic year (2020/2021)	0	10	0
Supporting information					
	state awards for high performance in science and education	1 academic year (2020/2021)	0	10	0
Supporting information					
	others	1 academic year (2020/2021)	0	2	0
Supporting information					
	"The best university teacher" of the Ministry of Education and Science of the Republic of Kazakhstan	1 academic year (2020/2021)	0	10	0
Supporting information					
	"Teacher of the Year"	1 academic year (2020/2021)	0	10	0
Supporting information					
7	Rank				
	Honored Worker of Kazakhstan	1 academic year (2020/2021)	0	15	0
Supporting information					
	Honorary Worker of Education of the Republic of Kazakhstan	1 academic year (2020/2021)	0	10	0
Supporting information					
	Excellence in Education of the Republic of Kazakhstan	1 academic year (2020/2021)	0	7	0
Supporting information					
	For merits in the development of science of the Republic of Kazakhstan	1 academic year (2020/2021)	0	10	0
Supporting information					

(Guzanova Z.D.)

Pisecov

(Pisecov D.Y.)

(Pisecov D.Y.)

	Certificate of honor and gratitude from the Ministry of Education and Science of the Republic of Kazakhstan	1 academic year (2020/2021)	0	5	0
Supporting information					
	University medals (Qurmetti Kyzmetker, etc.)	1 academic year (2020/2021)	0	2	0
Supporting information					
	Certificate of honor / gratitude from the University	1 academic year (2020/2021)	0	1	0
Supporting information					
	Total for additional information:				0
	TOTAL:				0

No.	Full name	Signature	QR-code	Points
1				0
2				0
3				0
4				0
5				0
6				0
7				0
8				0
9				0
10				0
11				0
12				0
Total				0

(Gajranov J.D.)


Proctor
 (Puchkanchov D.Y.)

(Kemerovgenov)


**Questionnaire
For assessing the teacher's performance**

Full name

Position held

Department

Institute/Faculty

The assessment is carried out on a 5-point system from 0 to 5

No.	Professional skills and qualities	Points
1	Ability to plan, model educational activities	0
2	Ability to generate and maintain interest in the subject	0
3	Ability to fairly and objectively assess the student	0
4	Ability to use digital educational technologies in the educational process	0
5	Ability to establish contact with students and colleagues	0
6	Ability to carry out social and educational work with students?	0
7	Ability to conduct scientific and experimental research in the relevant field of knowledge	0
8	Participation in the organization and holding of international, republican and university conferences and other scientific events	0
9	Management of student scientific circles, Research works of students	0
10	Evaluate the research performance of the candidate	0
11	Quality of scientific guidance (if available)	0
12	Collegiality level of the applicant	0
Total:		

Name of the evaluator:

(Gogman I.P.)





(Porskanov D.V.) / (Kerimov D.V.)

to Regulation on competitive replacement of position teaching staff, researchers and heads of department

QUALIFICATION REQUIREMENTS FOR THE POSITIONS OF THE TEACHING STAFF, RESEARCHERS AND HEADS OF DEPARTMENTS


Job title	Education	Scientific/ academic degree or academic title	Pedagogical/ professional experience	Educational, methodological, scientific works (individual) (for the last 5 years)	Publications in journals recommended by the committee (for the last 5 years)	Participation and publication in republican and international conferences
1	2	4	5	6	8	9
Professor	higher	Scientific degree of Doctor of Science, Candidate of Science, PhD, associated professor	at least 10 years	Monograph or textbook or study guide recommended by the Academic Council or REMS, or PhD doctor	at least 5 scientific papers	at least 3 international reports
Associated professor (docent)	higher	Scientific degree of Doctor of Science, Candidate of Science, PhD	at least 5 years	Monograph or textbook or study guide recommended by the Academic Council or REMS, or PhD doctor	at least 4 scientific papers	at least 2 international reports

(Signature)

(Signature)

(Signature)

Job title	Education	Scientific/academic degree or academic title	Pedagogical/professional experience	Educational, methodological, scientific works (individual) (for the last 5 years)	Publications in journals recommended by the committee (for the last 5 years)	Participation and publication in republican and international conferences
Senior lecturer	Higher/postgraduate	Scientific degree of Candidate of Sciences, PhD, Bachelor's degree	at least 3 years of teaching / experience professional experience	teaching aid, recommended by the academic council or REMS	at least 2 scientific papers	at least 2 international reports
Teacher(assistant)	postgraduate		not less than 2 years / professional experience not less than 3 years			
	postgraduate					

(Gagan D.D.)


Praveen
(Praveen D.D.)

Prof


Sample ballot paper for secret voting

Ballot paper

For secret voting on competitive selection for the position of _____

_____ (name of position, department)

Competition
Committee _____

_____ (name of the university, institute)

To the meeting of the competition committee _____

_____ (date and protocol number)

Full name of the applicant	For which position is competitive selection (indicating the relevant department)	Voting results are expressed by leaving or deleting the surname

Note: a ballot paper in which not a single surname is crossed out in the event of participation in the competitive selection of two or more applicants for one position is recognized as invalid.

Almaty, 2021

(Gagranov D.D.)


Present
(Prokhorov D.Y.)


(Kuznetsov)