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## **I. Aim of the Policy**

1. The purpose of this policy is to promote the effective and synchronized operation of the University structure and the University community as a whole; and to establish a highly ethical and corporate culture that will contribute to the sustainable development of the University as a unified educational space and institution for educational-research activities.

## **II. Basic Principles of Personnel Management**

The University protects the freedom of speech, education and scientific/research activities and creates appropriate conditions for the creative and professional development of all employees, based on the common goals of the entire University community and the University itself. Each employee participates and equally shares responsibility for the activities of the University and the results of these activities.

The University ensures equal treatment of all employees in terms of employment.

University leadership is committed to ensuring objectivity, impartiality and transparency in the decision-making process. The University respects the principle of privacy of employees.

The University protects the right of academic, scientific and visiting staff to freely engage in creative, research and educational activities.

The University ensures that the employee expresses his/her views freely, both unilaterally and in a collaborative manner.

implies respect for the opinion of others by the subjects of labor relations, compromise decision-making, politeness, correct communication, at the same time, mutual assistance and support in solving the task and problem.

The university creates a competitive environment for all employees, both in terms of working conditions and fair pay.

connections with regional and international universities and other relevant communities.

open and effective communication at all levels. Timely and complete information about the rights and responsibilities of the University staff, as well as the circumstances and decisions that may affect the employment and working conditions of the staff.

### **III. Employee Health and Well-being**

3. The University Human Resource Management Policy for ensuring respect-based staffing and ensuring the health and well-being of the University staff logically presupposes a balance based on the legislative and equitable requirements of staff work and leisure time.

4. The University creates opportunities for employee incentives, health, personal well-being and work capacity enhancement.

### **IV. Attraction and Selection of the Staff**

Staff recruitment and selection procedures should meet the needs of the structural units, while promoting fair, just, diverse and transparent hiring practices.

6. The principles of staff recruitment and selection are:

means putting job candidates on an equal footing regardless of age, gender, ethnic, religious and racial affiliation, social background, political beliefs or other views;

implies the establishment of pre-defined fair, non-discriminatory selection criteria by the University;

means promoting the search and employment of people with differing and diverse experiences, nationalities and ethnicities, genders, social status, beliefs or values;

means clearly establishing the University's employment policy, relevant rules/procedures to ensure public access.

7. Before starting the recruitment and selection process, the job descriptions of the staff are reviewed and approved, taking into account/range the type of activity and the amount of remuneration.

8. The University applies a diverse staff selection strategy to ensure consistency in the formation of the university community, thus allowing the University to present its structural units and their approaches and needs in the selection process.

9. The selection of staff for appointment positions is carried out through competition, open competition, and/or recommendation among the University staff.

10. The form of selection of an employee for a vacancy shall be determined by the President of the University, except in cases provided by the University Regulations.

11. The University recognizes the importance of providing applicants with timely, transparent and clear selection criteria. Accordingly, the administration provides:

Written a clear announcement about the vacancy and posted publicly - on special Internet employment portals, in the press, on the

## **V. Selection of Staff for Elective Positions**

24. Academic positions (Professor, Associate Professor, Assistant Professor, Assistant) are assigned to the University on an elective basis. Academic positions are selected through open competition in accordance with the Law of Georgia on Higher Education, the Statute of the University and the Statute of the Competition for Academic Positions at the Georgian American University.

## **VI. Staff Self-Assessment/Evaluation**

25. Evaluation of the University staff is carried out annually by the relevant structures and officials in accordance with the "Work descriptions of the University/academic/invited staff and their evaluation rules" and the "Staff Evaluation Rules".

26. The academic, scientific and invited staff of the University also fill in the form of self-assessment, which is given in the appendix "Work description of academic/scientific/invited staff and their evaluation rules".

## **VII. Professional Development of Staff**

27. One of the purposes of staff appraisal is to identify the strengths and weaknesses of the staff and to define a development strategy for their weaknesses.

28. Staff development is carried out through encouragement and support for participation in various in-house and out-of-university activities.

29. Internal university events and activities for staff development are:

- Trainings;
- Seminars;
- Workshops;
- Discussions/debates;
- Training courses within the certificate modules / programs;
- Conferences and more.

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## **VIII. Staff Encouragement**

33. For exemplary performance of official duties by the employee, for long and