

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Regulations on the teaching staff»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after
academician K. I. Satpayev

 D. M. Sivaraksha

«31» August 2022



QUALITY MANAGEMENT SYSTEM

POSITION

REGULATIONS ON THE TEACHING STAFF

QMS-P-6.2-01-2022

Ekibastuz

Introduction

1 DEVELOPED BY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED by the Quality Management System, Standardization and Norm Control Management Service

3 DEVELOPER:

T. V. Diba -Head of the Department of Management of the Quality Management System, Standardization and Standard Control

4 APPROVED AND PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute от «31» августа 20No. 1 dated August 31, 20221

5 EXPERTS:

- 1) D. K. Imangazinova-Vice-rector for Academic Affairs;
- 2) Kadyrbekova K. K.-Head of the department "Educational part".

This regulation may not be reproduced in whole or in part, replicated or distributed without the permission of the rector of the Ekibastuz Engineering and Technical Institute named after V. I. Abramovich. academician K. Satpayev"

U "Ekibastuz Engineering and Technical Institute named after academician K. Satpayeva"	
«Regulations on the teaching staff»	CMK-II-6.2-01-2022

© Ekibastuz Institute of Engineering and
Technology named after V. I. Abramovich.
academician K. Satpayev, 2022

Content

1 Scope of application	4
2 Normative references	4
3 Basic concepts and definitions	4
4 Features of regulating the work of teaching staff	5
5 Professional and personal qualities	7
6 Duties	7
7 Rights	8
8 Measures of encouragement and disciplinary action	9
List of registration of changes, additions and revisions of the document	10

1 Scope of application

This Regulation on the teaching staff (hereinafter referred to as the Teaching Staff) defines the status, professional and personal qualities, duties, rights, and measures of encouragement and disciplinary action of the Institution "Ekibastuz Engineering and Technical Institute named after Academician K. V. Abramovich". Satpayev University" (hereinafter referred to as the UEI named after Academician K. S. Satpayev). Satpayev) in the quality management system.

This Regulation is mandatory for use in all structural divisions of the EITI. Satpayev.

2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- "Labor Code of the Republic of Kazakhstan" Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V SAM. <https://adilet.zan.kz/rus/docs/K1500000414>
- Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of State mandatory education standards for all levels of education" dated July 20, 2022 No. 604;
- Standard rules of activity of educational organizations of the corresponding types, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018;
- Rules of organization of the educational process on credit technology of training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev;

3 Basic concepts and definitions

teaching staff – employees, from among the teaching staff: teacher, senior lecturer, associate professor/associate professor, professor, head of the department, Dean of the faculty.

rector – the head of the university, who, in accordance with the Charter of the university, performs operational management and executes decisions of the Academic Council of the University.

vice-rector – deputy rector for a specific area of activity stipulated by the Charter of the University.

The dean is the head of the faculty in an educational institution of higher education, directly supervises educational, educational and scientific work at the faculty.

Deputy dean-deputy deans are appointed for various activities related to the provision of the educational process.

head of the department – the head of the department, under whose leadership all members of the corresponding department work.

associate professor (associate professor), professor – academic title and position of a teacher or researcher.

senior lecturer – a teaching position that occupies an intermediate position between a teacher and an associate professor. Senior teachers can give their own courses of lectures.

teacher – a teacher who is engaged in teaching seminars/practical and / or laboratory classes. As a rule, teachers without work experience are appointed to this position.

Note: the qualification requirements and job responsibilities of each group of teaching staff are specified in the relevant QMS and Rules for competitive filling of vacant positions.

4 Features of regulating the work of teaching staff

4.1 Teaching staff of the EITI named after Academician K. Satpayevs are highly qualified specialists, specialists with academic and academic degrees, who are actively engaged in teaching and scientific activities.

4.2 Status of the faculty of the EITI named after Academician K. Satpayev is determined on the basis of the following components:

- high quality of teaching and research, scientific management of theses (projects), professional practices;
- regular (at least once every 5 years) professional development in the profile of the subjects taught;
- publications in national and international scientific journals;
- implementation of research, applied and other projects.

4.3 Teaching staff of the EITI named after Academician K. Satpayeva is a socially responsible person who actively supports the mission, strategy, goals and objectives of the university, and strictly complies with the requirements of the Code of Academic Integrity of an employee of the Ekibastuz Engineering and Technical Institute named after Academician K. V. Shishkin. Satpayev.

4.4 Teaching staff of the EITI named after Academician K. Satpayevs carry out educational, scientific, methodological and educational work provided for in the employment contract and individual plan within the framework of relevant educational programs.

4.5 Persons who have higher professional education are allowed to work at the EITI named after Academician K. Satpayev. The educational qualification is confirmed by documents on the corresponding level of education and (or) qualification.

4.6 The conclusion of an employment contract to fill the position of a teaching employee, as well as transfer to the position of a teaching employee, is preceded by the election by competitive selection to fill the corresponding position.

4.7 In order to preserve the continuity of the educational process, it is allowed to conclude an employment contract to fill the position of a teacher without being selected by competitive selection to fill the corresponding position when applying for a part – time job-for a period of no more than one year, and to replace a temporarily absent employee who, in accordance with the law, retains employee's return to work.

4.8 In accordance with paragraph 15 of Order No. 595MON of the Republic of Kazakhstan, the Institute provides lectures by teachers who have the academic degree of "Candidate of Science" or "Doctor of Science", or the degree of "Doctor of Philosophy (PhD)", or "doctor in profile", or the academic degree of "Doctor of Philosophy (PhD)", or "doctor in profile", or the degree of "doctor of philosophy (PhD)", or "doctor in profile", and/or the academic title of "associate professor (associate professor)", or "professor" (if any), as well as with master's degrees in the relevant sciences and (or) senior teachers with experience at least three years as a teacher or at least five years of practical experience in the profile.

Researchers, honored workers of culture, art, sports, members of creative unions or experienced specialists who meet the 8th level of the National Qualifications Framework may be involved in giving lectures and / or conducting other types of training sessions.

At the same time, compliance of basic education or academic degrees or academic degrees with the profile of the subjects taught is not mandatory and is regulated by the university, according to the Standard Rules of Activity of educational organizations of the corresponding types, taking into account the Qualification requirements for educational activities and the list of documents confirming compliance with them.

4.9 Management of theses or projects is carried out by teachers in the profile and (or) specialists corresponding to the 7th level of the National Qualification Framework with at least 5 years of work experience and the 8th level of the National Qualification Framework with at least 3 years of work experience. (clause 14 of Order No. 604 (SSE) Ministry of Education and Science of the Republic of Kazakhstan).

5 Professional and personal qualities

5.1 The teaching staff of EITI named after Yeni akademik K. Satpayev are patriots of Kazakhstan and their university, they are an example of conscientious and creative attitude to their official duties, a model of high professionalism, striving to maintain a healthy moral and psychological climate at the Institute.

5.2 To the Academic staff of EITI named after Academician K. Satpayev is characterized by:

- honesty and intelligence;
- pedagogical skills;
- creative approach to the educational process;
- scientific competence, perseverance in implementing the results of research work;
- active citizenship;
- promotes the development and maintenance of inclusive education, i.e. participates in the organization of the educational process that ensures equal access to education for all students, taking into account special educational needs and individual opportunities;
- healthy lifestyle.

6 Responsibilities

6.1 Comply with the requirements of the Institute's Charter, the Code of Academic Integrity of Ekibastuz Engineering and Technical Institute named after Academician K. In accordance with the requirements of the qualification requirements in the regulatory documents, the employment contract and other regulatory acts of the Institute, it is necessary to carry out the following tasks in accordance with the requirements of the corresponding position, the Rules of internal labor and educational regulations, and to perform efficiently the functional and official duties established in accordance with the qualification requirements in the regulatory documents, the employment contract and other regulatory acts of the Institute.

6.2 Perform educational, scientific, methodological and educational work at a high professional level, ensuring the effectiveness and quality of the pedagogical process.

6.3 Develop students' professional qualities, a clear civic position, the need to work in a modern society, as well as develop students' independence, social activity and creative abilities, respect their personal dignity, and take care of their moral and cultural development.

6.4 Improve theoretical knowledge, practical experience, methods and technologies of educational activities, pedagogical skills.

6.5 Improve your professional skills, master modern educational technologies, and constantly improve your communication skills in the field of foreign languages.

6.6 Carry out, using modern information technologies, the preparation of textbooks, training and teaching aids, software and information materials, visual aids necessary for the effective organization of the educational process.

6.7 Participate in the development of scientific cooperation with foreign colleagues.

6.8 Maintain order and discipline on the territory of the Institute, take care of the property of the EITI named after Academician K. Satpayev.

6.9 Promote the creation of a positive image of the EITI named after Academician K. Satpayev in Kazakhstan and abroad.

- 6.10 Actively involve students and undergraduates in research work.
- 6.11 Take an active part in career guidance work.
- 6.12 Take an active part in the educational activities of the Institute.
- 6.13 Comply with the requirements of reporting on scientific and pedagogical activities in a timely manner.

7 Rights

Faculty of the EITI named after Academician K. Satpayeva has the right to:

- 7.1 To elect and be elected to the governing bodies of the Institute and its structural divisions.
- 7.2 Participate in the formation of educational content of training that is adequate to the current level of development of science and new technologies.
- 7.3 Have academic freedom in the organization of the educational process, which is realized in the form of a set of powers of subjects of the educational process, granted to them for independent determination of the content of education in the disciplines of the component of choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods (p. 2-1 Order 152 of the Ministry of Education and Science of the Republic of Kazakhstan)
- 7.4 The teacher of the Institute independently chooses teaching methods, methods and forms of organizing and conducting training sessions based on the educational program, working curricula (syllabuses) and best international training practices (paragraph 30 of Order 595 of the Ministry of Education and Science of the Republic of Kazakhstan).
- 7.5 Use the facilities of educational, material and social infrastructure and the library and information fund of the Institute.
- 7.6 Participate in academic mobility programs – transfer of students or research teachers to study or conduct research for a certain academic period (semester or academic year) to another university (within the country or abroad) with mandatory transfer of completed academic programs and disciplines in the form of academic credits at their own university or to continue their studies at another university (Item 2-6 of Order 152 of the Ministry of Education and Science of the Republic of Kazakhstan)
- 7.7 Participate in solving topical issues of the institute's development.
- 7.8 Scientific works of teachers and researchers submitted for publication are allowed to be checked in loan detection systems (paragraph 29 of Order 595 of the Ministry of Education and Science of the Republic of Kazakhstan).
- 7.9 Receive material and moral incentives for conscientious work and be presented for awarding state awards.

8 Incentive and disciplinary measures

8.1 Various forms of moral and material incentives are established for active research and teaching work, participation in social work.

8.2 Ethical violations of teaching staff are brought up for discussion at the meeting of the Department and / or the Anti-Corruption and Disciplinary Council of the EITI named after Academician K. Satpayev.

8.3 Disciplinary measures (reprimand, reprimand, severe reprimand) may be taken for violation of the rules stipulated by the Charter and the Code of Academic Integrity of the Institute, up to dismissal from the Institute.

