

APPROVED

By decision of the General
Assembly of Part-Owners

Of European Humanities
University

May 24, 2022

RULES OF PROCEDURE FOR THE RECRUITMENT IN 2022 OF THE RECTOR OF THE PUBLIC INSTITUTION EUROPEAN HUMANITIES UNIVERSITY

I. GENERAL PROVISIONS

1. The Rules of procedure for the election of the Rector of the Public Institution European Humanities University (hereinafter referred to as the "Rules") shall regulate the procedure for organizing the recruitment of the Rector of the Public Institution European Humanities University (hereinafter referred to as the "Rector"), the requirements for the qualification of the Rector, the procedure for submitting documents of applicants for the post of Rector, and the procedure for conducting the appointment of the Rector.
2. These Rules have been drawn up in accordance with the Law on Science and Studies of the Republic of Lithuania and the Statute of the Public Institution European Humanities University.
3. The Rector is appointed through public international competition. The Rector's appointment procedure shall be based on the principles of impartiality, objectivity, legality, publicity, equality, academic freedom, and transparency.
4. In accordance with the Statute of the European Humanities University, the Governing Board of the European Humanities University (hereinafter referred to as the "Governing Board") shall provide recommendations to the General Assembly of Part-Owners (hereinafter referred to as the "GAPO") regarding the appointment of the Rector.

II. PROCEDURE FOR ORGANISING RECTOR'S SELECTION, REQUIREMENTS FOR APPLICANTS AND PROCEDURE FOR SUBMITTING DOCUMENTS OF APPLICANTS

5. At least 6 (six) months before the expiry of the term of the incumbent Rector, the GAPO shall take a decision to announce a public international competition for the post of Rector for a term of office of 5 (five) years. By announcing the Rector recruitment, the GAPO, in consultation with the Governing Board, shall approve the content of the public notice of the international competition (hereinafter referred to as the "Notice") and shall determine a deadline for the submission of documents of applicants of at least 30 (thirty) calendar days (hereinafter referred to as the "Deadline for submission of documents").
6. The Notice shall indicate:
 - 6.1. The position for which the competition is published and the term of office;
 - 6.2. Qualifications and other requirements for applicants for the position of Rector;
 - 6.3. Remuneration comparable to similar positions in Lithuania;
 - 6.4. The procedure and deadline for submission of documents;
 - 6.5. The documents and information required to submit for the competition;

6.6. Contact details for the provision of additional information on the competition;

6.7. Other relevant information.

7. According to the EHU Statute, the GAPO has the right to decide to contract an executive recruiting firm (hereinafter referred to as the "Headhunter") to assist in the recruitment of candidates for the position of Rector. The Chancellor - Head of Rector's Office of the University shall be responsible for the execution of GAPO's decision to contract a Headhunter to support the search for candidates in accordance with the provisions laid down in Clause 11 of these Rules.

8. The Governing Board shall form a search committee (hereinafter referred to as the "Search Committee") consisting of 11 (eleven) members to conduct, with support from the Headhunter, the identification and screening of the best candidates for the position of Rector. The results of the work of the Search Committee shall be presented to the Governing Board, which shall make a recommendation with respect to the finalist candidate to be appointed by GAPO to the position of Rector. The Search Committee shall consist of:

8.1. Two representatives drawn from the GAPO;

8.2. Our representatives drawn from the Governing Board;

8.3. Two representatives drawn from the EHU faculty, one of whom shall be a leader of the Senate of the European Humanities University;

8.4. Two representatives drawn from the donors of the European Humanities University, one of which shall be the Manager of the EHU Trust Fund;

8.5. One representative drawn from the student body of the European Humanities University.

9. The members of the Search Committee shall elect a president of the Search Committee from among the committee members.

10. No later than 5 (five) working days from the day of the adoption of the announcement by GAPO referred to in the Clause 5 of the Rules, the president of the Search Committee shall publish the Notice of the public international competition for the position of Rector on the European Humanities University's website and other media sources and outlets.

11. Non-academic units of the University shall provide assistance in organizing the recruitment of the Rector. The Chancellor - Head of Rector's Office of the University shall be responsible for the timely and proper implementation of these assignments. To support the recruitment process, the Chancellor - Head of Rector's Office of the University shall be instructed to procure the services of a Headhunter by means of a public procurement, which shall be carried out in accordance with the requirements laid down in Public Institution "European Humanities University" Procurement Policy, approved with amendments by the Governing Board by the Minutes of the Meeting of 2021 December 3 No 20-11. The Chancellor - Head of Rector's Office of the University shall be considered as the Procurement Initiator.

12. The Rector shall be a person whose professional qualities and personal capabilities meet the requirements described in the specific description of profile, approved by GAPO and the Governing Board. Detailed requirements for the applicant shall be specified in the Notice of the public international competition for the position of Rector.

13. All applicants shall submit the following documentation and information in the English language or with a certified translation into English:

- 13.1. A motivation statement by the candidate formulated with reference to the University's strategy;
- 13.2. Resume (*Curriculum Vitae*);
- 13.3. A copy of the personal document of the applicant;
- 13.4. A copy of the document certifying the award of academic degrees;
- 13.5. Documents proving pedagogical and managerial experience;
- 13.6. Names, email and phone number of at least 3 (three) professional references (references will not be contacted without prior approval of applicants);
- 13.7. Free-form declaration of good repute;
- 13.8. Other documentation listed in the Notice.

14. All requested documents (notarized copies thereof with certified translation into English) shall be submitted by the eligible applicant for the position of the Rector by email jobs@ehu.lt. When submitting documents by email, all documents must be certified with a qualified electronic signature. An applicant may undertake to submit documents, which technologically cannot be certified by a qualified electronic signature, physically to the representative of the Search Committee indicated in the Notice, but not later than by the Deadline for submission of documents.

15. The University undertakes to consider all documents received from applicants as strictly confidential information.

16. Only those documents that are received from the applicants meeting the requirements specified in the Notice before the Deadline for submission of documents shall be evaluated. It is the responsibility of the applicants to submit the requested documents on time. Applicants' documents received after the Deadline for submission of documents shall not be evaluated.

17. No later than 5 (five) working days after the Deadline for submission of documents, the Search Committee shall meet to evaluate documents submitted by applicants and shall forward to the Headhunter all applications that meet the specified requirements.

III. PROCEDURE FOR CONDUCTING THE SELECTION OF CANDIDATES FOR RECTOR'S POSITION

18. Within 30 (thirty) days after receiving all eligible applications, the Headhunter shall conduct preliminary assessment interviews and personal evaluation of the candidates.

19. No later than 5 (five) working days after assessment interviews are completed, the Headhunter shall present the results of interviews and personal assessments to the Search Committee. The Search Committee and the Headhunter shall consult to assemble a list of viable candidates.

20. As soon as practicable following the assembly of a list of viable candidates for the position of Rector, the Search Committee shall convene a meeting with the selected candidates (hereinafter referred to as the "Introductory Meeting").

21. The participation of the candidates in the Introductory Meeting organized by the Search Committee shall be mandatory. The Introductory Meeting might be held either in person at the premises of the University or remotely by means of telecommunication. Candidates who have not participated in the Introductory Meeting shall be excluded from the international competition and their candidacy shall not be further evaluated.

22. Candidates shall be informed of the planned date, time and place of the Introductory Meeting no later than 10 (ten) working days in advance.
23. At the Introductory Meeting, candidates are given the opportunity to present their vision and operational ideas. The Search Committee shall be given the opportunity to ask questions of the candidates. A special meeting of candidates with the University Community may be organized as well as an academic lecture, both open to members of the Search Committee. Following these procedures, the Search Committee shall hold a final Selection Meeting.
24. As soon as practicable following the completion of the Introductory Meetings, the Search Committee shall submit a report to the Governing Board with selected candidates for the position of the Rector (hereinafter referred to as the "Shortlist"), the number of which may be no fewer than 3 (three).
25. As soon as practicable following receipt of the Shortlist, the Governing Board shall meet to prepare its recommendation for GAPO on the finalist candidate to be appointed by GAPO to the position of Rector.
26. As soon as practicable following receipt of the decision by the Governing Board on a finalist, the GAPO shall convene a meeting to make a decision on the appointment of the Rector.
27. The finalist candidate shall be deemed appointed by GAPO to the position of Rector if the majority of the votes present at the General Assembly vote for that candidate. The GAPO may adopt a decision on the Rector's appointment if it is attended by Part-Owners holding more than one-half of all votes.

IV. FINAL PROVISIONS

28. The University Community, the media, the Ministry of Education and Science of the Republic of Lithuania shall be informed about the results of the Rector's appointment.
 29. A fixed-term of 5-year employment contract shall be concluded with the appointed Rector. An employment contract shall be signed by the President of the Governing Board or by another duly authorized member of the Governing Board. The Rector shall take office on the date specified in the GAPO decision on the selection of the Rector.
 30. These Rules may be amended or supplemented only by a decision of the GAPO.
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