



APPROVED BY:

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PROCEDURE

**FOR THE TRANSFER FROM AN ACADEMIC POSITION IN
ANOTHER HIGHER EDUCATION INSTITUTION OR SCIENTIFIC
ORGANIZATION TO THE SAME ACADEMIC POSITION IN THE
UNIVERSITY OF FORESTRY, INCLUDING FROM OTHER
COUNTRIES**

This procedure specifies the order and requirements to the candidates who can transfer from another higher education institution (HEI) or scientific organization (SO) to the University of Forestry (UF) without announcing and conducting a competition, but through a selection procedure. It applies to the academic positions “Associate Professor” and “Professor”. The procedure for the transfer from an academic position in another HEI or SO to the same academic position in the UF, including from other countries, has been developed and applied in the UF in compliance with the published Act on the Development of the Academic Staff in the Republic of Bulgaria (SG, issue 15/21.05.2010 – Art. 15, para. 1 and para. 3). It was adopted at a meeting of the Academic Council on September 21, 2016 with Minutes No. 8. The procedure was updated and supplemented at a meeting of the AC on October 30, 2019 (Minutes No. 42) in accordance with the changes in the ADASRB from 2018 (SG, issue 30/30.4.2018).

PROCEDURE
FOR THE TRANSFER FROM AN ACADEMIC POSITION IN ANOTHER HEI OR
SO TO THE SAME ACADEMIC POSITION IN THE UF, INCLUDING FROM
OTHER COUNTRIES

Art. 1. (1) Persons, holding the same academic position in other higher education institutions (HEI) or scientific organizations (SO), can be appointed to an academic position (AP) in the UF without announcing a competition and a selection;

(2) The procedure for transferring from another HEI or SO to the same academic position in the UF is applicable for the academic positions “Associate Professor” and “Professor”;

(3) (Corr. – UF 2019) The candidates for the transfer from another HEI or SO to the same academic position in the UF shall meet without exceptions the minimum national requirements under Art. 2a, para. 2, 3 and 4 of the Regulations for the Development of the Academic Staff of the UF.

Art. 2. The Head of department shall justify the necessity for a new teaching position at the department by preparing and submitting the following documents for consideration in the department:

1. A summarized report on the implementation of the Individual Annual Teaching Load of the department lecturers for the previous academic year, proving that all lecturers have fulfilled the minimum annual teaching norms;

2. A plan for the Individual Annual Teaching Load of the department lecturers for the next academic year. The lecturers shall be assigned with classroom and extracurricular teaching activities in accordance with the competition and their competences. All full-time lecturers shall be provided with a teaching load in accordance with the decision of the AC. The plan for the teaching load of the lecturers shall be prepared on the basis of the forecasted data on the number of student groups and subgroups, provided by the Education Activity Division;

3. **(Revoked – UF 2019);**

4. A proposal for a new teaching position which shall contain: the name of the academic discipline, professional field and scientific speciality of the newly appointed lecturer; the total number of credit hours and their distribution for provision of the teaching load of the lecturer;

5. Documents of the candidate under Art. 3, para. 1 and para. 3.

Art. 3. (1) The candidates for a transfer from an academic position of the same academic position in the UF shall submit an application to the Rector, registered at the “General Administrative Office” with a registration number, and directed to the primary unit responsible for conducting the procedure. The following documents shall be attached to the application:

1. Curriculum vitae (European CV template);

2. **(Corr. and suppl. - UF 2019)** Notary certified copies of higher education diplomas;

3. A notary certified copy of the diploma for acquired educational and scientific degree „Doctor” or a scientific degree “Doctor of Sciences”;

4. A self-assessment report on the fulfillment of the minimum national requirements for holding the academic position “Associate Professor” or “Professor” (by a template of the UF);

5. A document (diploma, certificate) for holding an academic position in the previous HEI or SO;

6. A certificate of professional experience;

7. A list of scientific publications, monographs, inventions, scientific and scientific-applied research, citations, guidance of doctoral students and scientific teams, etc., on the basis of which the academic position in the previous organization was held, as well as those after the date of selection approval;

(2) (Suppl. - UF 2019) If the documents under Art. 1, item 2 and 3 have been acquired abroad, the certificates for their recognition in the Republic of Bulgaria, issued in accordance with the

respective normatively established procedure, shall also be presented. Persons from a foreign HEI or SO may transfer to the same or a respective academic position in the UF, only if the previous HEI or SO has been recognized and accredited by the relevant competent authorities of the foreign country.

(3) (New - UF 2019) The Head of department shall request an opinion by the „Academic Staff” Sector on the compliance of the candidate with the minimum national requirements. The opinion of the ASS becomes a part of the candidate’s documents.

(4) (Prev. 3) The documents under para. 1 and para. 3 shall be available in the department no less than 14 days before the day of holding the department council regarding the decision on the announcement of a new teaching position and appointment of a lecturer by recognizing his/her academic position from another HEI or SO;

Art. 4. (1) The proposal for a new teaching position at the department and candidate’s documents shall be considered in the primary unit;

(2) In case of a positive decision, the Head of department shall submit a report to the Dean of the Faculty with a proposal for a new teaching position. The department council minutes, documents justifying the need for a new teaching position and candidate’s documents shall be attached to the report;

Art. 5. (1) Within 14 days from receiving the report, the Dean of the Faculty shall submit the proposal for a new teaching position at the Dean’s Council (DC) for discussion. The decision shall be made based on the need to ensure the teaching of one or more related academic disciplines, provision of a minimum annual teaching load, solving a staff problem and improving staff situation of the department, and achieving the ratio between the AP in the department in accordance with the AC decision. The compliance of the candidate from another HEI or SO for holding the position in the announced academic discipline in the UF shall also be discussed;

(2) In case of a positive opinion by the DC, the Dean shall submit a report to the Rector of the UF about the proposal for a new teaching position through a transfer from another HEI or SO to the Budget and Staff Commission (BSC) at the AC. The documents under Art. 2, candidate’s documents under Art. 3, para. 1 and para. 3, and the minutes of the department council and Dean’s Council shall also be attached;

Art. 6. (1) The Budget and Staff Commission shall consider the proposal for a new teaching position within 14 days from the date of receiving the documents. The Commission shall decide on the expediency of opening a new teaching position in the department on the basis of the presented justification and documents attached;

(2) (Revoked – UF 2019);

(3) (Revoked – UF 2019);

(4) In case of a positive decision by the BSC:

1. the minutes with the decision and the documents related to the procedure shall be submitted to the Dean’s office of the faculty where the proposal was made;

2. The “Academic Staff” Sector shall enter the procedure in the Book of Procedures for Occupying Academic Positions and Acquiring Scientific Degrees at the UF and shall assign a unique code of the procedure;

(5) In case of a negative decision by the BSC:

1. the procedure for opening a new teaching position shall be terminated;

2. the proposal for a new teaching position shall be returned to the primary unit (department) with a recommendation: 1. announcement of a competition for the respective academic position or 2. recruiting a new candidate.

(6) Minutes of the Budget and Staff Commission meeting shall be drawn up, containing the decision on the proposal. The minutes with the decision and the documents related to the

procedure shall be submitted to the “Academic Staff” Sector.

Art. 7. (1) In case of a positive decision by the BSC, the Dean of the faculty shall submit the department proposal for appointment of a lecturer by transfer from another HEI or SO to the same academic position to the Faculty Council. The proposal shall be supplemented by the documents justifying the opening of a new teaching position, candidate’s documents for holding the academic position, the opinion of the “Academic Staff” Sector, and the minutes of the meeting. The documents shall be available to the FC members not less than 7 days from the FC meeting;

(2) The FC meeting with discussion and a decision on the procedure shall be held within two weeks of the decision of the BSC. The discussion on the procedure and the voting shall be recorded;

(3) The decision for transferring the candidate from another HEI or SO to the same academic position in the UF shall be made by open voting and a simple majority by the attending FC members;

Art. 8. (1) Within one week from the FC meeting the Dean shall inform the Rector about the selection and in case of a positive vote by the FC under Art. 7, para. 3, he/she shall propose to appoint the candidate for transfer from another HEI or SO on a basic labour contract with the UF at the same AP. In case of a negative vote by the FC the procedure shall be terminated;

(2) Within one week from the submission of the report under Art. 8, para. 1, the Rector shall issue an order approving the transfer of the person to the same academic position at the UF – Sofia;

(3) The employment relationship between the UF and the person shall arise from the day of approval of the selection by the Rector.

(4) The labour contract shall be concluded within one month from the approval of the transfer.

Art. 9. (Suppl. - UF 2018) All documents related to the procedure shall be submitted to the “Academic Staff” Sector within two weeks from the FC meeting and an acceptance-transfer form shall be drawn up. The documents under Art. 3, para. 1 and 2 shall be kept at the “Academic Staff” Sector. The candidate’s materials (copies of publications, monographs, handbooks and other evidence materials) shall be returned to the candidate.

TRANSITIONAL AND FINAL PROVISIONS

§ 1. The procedure for transfer from an academic position to the same academic position in the UF – Sofia from other higher education institutions or scientific organizations, including from foreign countries, was adopted by the Academic Council of the UF on September 21, 2016 (Minutes No. 8), and updated and supplemented on October 30, 2019 (Minutes No. 42). **§ 2.** The procedure shall enter into force upon its adoption by the AC.