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Approved by

 Chairman of the Board – Rector
 NPJSC «Zhetysu University named
 after Ilyas Zhansugurov»,

 Doctor of Geographical Sciences,
 professor

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10 2021



QUALIFICATION STANDARDS for the Position of teaching staff IRD-ZU-06-10

	Position	Full name	Date	Signature
Designed by	Head of Human resources and documentation department	G. Bektasova	28.10.2021	
Agreed by	Member of the Board – Vice-Rector for scientific work	A. Bakhtaulova	28.10.2021	
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Brought into effect by the decision of the Academic Council on October 28, 2021 (Protocol No. 3)				

Taldykorgan, 2021

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1 AREA OF USE

1.1 This qualification standard establishes qualification requirements for the selection, recruitment, promotion and professional growth of full-time teaching staff during the competitive filling of vacant positions at the Zhetysu University named after I. Zhansugurov (hereinafter – ZU).

1.2 This regulation is part of the documents of the internal quality assurance system of ZU.

2 REGULATORY REFERENCES

References to the following regulatory documents are used in this regulation:

Labour code of the Republic of Kazakhstan dated 23 November, 2015 no. 414-V.	Labour code of the Republic of Kazakhstan
The Law of the Republic of Kazakhstan dated 27 July, 2007 No. 319-III.	On Education
Order of the Minister of Education and Science of the Republic of Kazakhstan as of June 17, 2015 No. 391	On approval of the qualification requirements for educational activities and the list of documents confirming compliance with them"
Order of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018 No. 595.	Standard Rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education
Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 128	On approval of the Rules of Awarding Academic Titles (Associate Professor (docent), Professor)
IRD-ZU-15-02	Documented procedure. Management of documented information

3 TERMINOLOGY AND DEFINITIONS

The following terms are used in this regulation:

Employment contract	A bilateral agreement between an employee and an employer, concluded in writing, according to which the employee undertakes to perform work in a certain specialty, qualification or position with the execution of acts of the employer, and the employer undertakes to pay the employee wages and other monetary payments provided for by law and agreement of the parties, to ensure working conditions provided for by law about labor and the collective agreement
Staffing table	A document defining the structure of the organization, the numerical composition indicating their number, positions, official salaries (rates), features of remuneration, approved by the act of the employer

4 SYMBOLS AND ABBREVIATIONS

The following abbreviations are used in this regulation:

ZU	Zhetysu University named after I. Zhansugurov
IQAS	Internal quality assurance system
TS	Teaching staff
HRDMD	HR and Document Management Department

5 RESPONSIBILITY AND AUTHORITY

5.1 This standard is approved by the Chairman of the Board-Rector of the ZU.

5.2 The HR and Document Management Department is responsible for implementing the requirements of this standard (HRDMD).

6 DESCRIPTION OF THE PROCEDURE

In accordance with paragraph 16 of the “Standard Rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education” (Order of the Minister of Education and Science of the Republic of Kazakhstan of October 30, 2018 No. 595.), the university establishes requirements for candidates for employees when hiring by determining job qualifications.

This Qualification Standard contains the qualification characteristics of the positions of the full-time teaching staff of the University, including job responsibilities, knowledge of the laws and regulations of the Republic of Kazakhstan, qualification requirements and scientific activities.

6.1 Position: Dean of the Higher School

Job responsibilities:

- development of the Higher School Development Program, strengthening and developing close ties with employers and educational authorities;
- study of the market of educational services and the labor market in the areas of higher school personnel training;
- implementation of the general management of educational, educational-methodical, scientific-methodical, research, educational activities of the higher school;
- organization of current and long-term planning of higher school activities and management of the Higher School Council;
- control over the implementation of the educational and teaching load of the teaching staff of the higher school;
- coordination of the preparation of the necessary documentation for the organization of the educational process of higher school (working curricula, catalogs of elective disciplines, working curricula, practice programs, calculation of hours, a list of readable disciplines, etc.);
- administrative management of the staff and students of higher school, development of personnel and scientific potential of higher school;
- control over the implementation of individual curricula of students, independent work of students, including the independent work of students under the guidance of a teacher;
- preparation of submissions for the early passing and retaking of exams, submissions for the approval of the topics of diploma (dissertation) works (projects), submissions for the passage of educational, industrial and pre-graduate internship;
- creation of commissions for exams and midterm control (if necessary);
- admission of students to pass state exams, to defend a thesis (dissertation) work (project);
- control of the introduction into the educational process of active methods, innovative learning technologies using technical teaching aids;
- organization and coordination of career guidance work of higher school;
- managing the employment of graduates of higher school and organizing communication with graduates of higher school;
- general management of the preparation of textbooks, training and teaching aids in the disciplines of educational programs implemented by the higher school;
- organization and holding of educational and methodological meetings, seminars, scientific and methodological meetings and conferences;
- control of advanced training of teaching staff and training of students (students, undergraduates,

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doctoral students);

- timely submission of applications for material and technical support of the educational process in higher school;
- recommendation for the publication of teaching aids and scientific articles of higher school employees;
- coordination of work on creating a positive image of higher school and improving the corporate culture of teaching staff, employees and students.
- organization and control of ongoing research work in relevant areas of scientific activity of higher school;
- organization and control of the processes of specialized accreditation and ranking of higher school's educational programs;
- general management of the research work of the teaching staff and students, carried out in higher school, scientific laboratories, centers, scientific student circles, problem groups, scientific student societies;
- organization, control and analysis of the release of scientific publications, educational literature, patents, copyright certificates of teaching staff and students of higher school;
- preparation of submissions for the appointment of scholarships to students of higher school in accordance with the Rules for the payment of state scholarships to certain Categories of students in educational institutions;
- organization of communication with graduates of higher school;
- organization of work on the implementation of the university's youth policy, the formation of civic identity and Kazakhstani patriotism;
- organization of work and control over scientific and methodological cooperation of the higher school with educational institutions, enterprises and organizations;

Must know:

The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan: **"On Education", "On Science", "On Combating Corruption", "On Languages in the Republic of Kazakhstan", "About universal military duty and military service"** and other regulatory legal acts regulating issues functioning and development of the higher education system; theory and methods of educational systems management; the procedure for drawing up curricula; rules for maintaining documentation on educational work; pedagogy, physiology, psychology; methodology of vocational training; modern forms and methods of teaching and educating students; fundamentals of economics, labor legislation; rules and regulations of labor protection, safety and fire protection.

Qualification Requirements:

- higher and postgraduate education (higher special education) in the appropriate direction of training specialists in higher school;
- the presence of an academic degree "Candidate of Sciences", "Doctor of Sciences", "Doctor of Philosophy (PhD)" or an academic degree "Doctor of Philosophy (PhD)" or "doctor by profile";
- experience of scientific and pedagogical work for at least 5 years;
- availability of documents confirming competence in managing employees, including advanced training for senior personnel.

Requirements for scientific activity:

- be the author of at least 5 scientific articles over the past 3 years in publications on the profile included in the List of scientific publications recommended by the authorized body in domestic scientific journals and 1 scientific article in an international peer-reviewed scientific journal having an impact factor according to JCR or indexed in one of the databases Science Citation Index Expanded, Social Science Citation Index or Arts and Arts and Humanities Citation Index в Web of Science Core Collection or having a Cite Score percentile index of at least 25.

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6.2 Position: Head of Educational Programs

Job responsibilities:

Develops a plan for the development of the educational program for 3 years, strengthens and develops external relations.

Develops a quality system for multi-level training of specialists.

Plans and organizes training and advanced training of the teaching staff.

Organizes the process of development, discussion, coordination of modular educational programs in the areas of training specialists.

Plans the work of the educational program, approves individual work plans of teachers of the educational program.

Distributes the teaching load and functional responsibilities between the teachers of the educational program and monitors the timeliness and quality of their performance.

Assists in the organization of research work in higher school.

Monitors the quality and implementation of individual plans of teachers of educational programs.

Studies, summarizes and distributes the experience of teachers of the educational program.

Provides educational and methodological assistance to novice teachers of higher school.

Has the skills to work with information and communication technologies.

Participates in the work of the Higher School Council, the Academic Council and the committee.

Establishes links with educational organizations and other organizations in order to ensure the educational, methodological and research process.

Provides storage of all types of documentation and reporting of higher school within the framework of the educational program.

Reports on the results of activities.

Monitors the implementation of safety and labor protection, sanitation and fire safety rules by teachers of educational programs.

Complies with the rules on safety and labor protection, fire protection.

Must know:

The Constitution of the Republic of Kazakhstan, **the Labor Code** of the Republic of Kazakhstan, **the Laws** of the Republic of Kazakhstan: **"On Education"**, **"On the status of a teacher"**, **"On Science"**, **"On Combating Corruption"**, **"On Languages** in the Republic of Kazakhstan" and other regulatory legal acts regulating the functioning and development of the professional development system;

the procedure for the development and approval of curricula and programs, theory and methods of management of educational systems;

pedagogy, physiology, psychology and methods of vocational training, modern forms and methods of education and upbringing;

fundamentals of economics, rules on safety and labor protection, fire protection.

Qualification requirements:

- higher and postgraduate education (higher special education) in the appropriate direction of training specialists in higher school,

- the presence of an academic degree "Candidate of Sciences", "Doctor of Sciences", "Doctor of Philosophy (PhD)" or an academic degree "Doctor of Philosophy (PhD)" or "doctor by profile";

- experience of scientific and pedagogical work for at least 5 years;

- availability of documents confirming competence in managing employees, including advanced training for senior personnel.

Requirements for scientific activity:

- be the author of at least 5 scientific articles over the past 3 years in publications on the profile included in the List of scientific publications recommended by the authorized body in domestic scientific journals and 1 scientific article in an international peer-reviewed scientific journal having an impact factor according to JCR or indexed in one of the databases Science Citation Index Expanded, Social

Science Citation Index or Arts and Arts and Humanities Citation Index or Web of Science Core Collection or having a Cite Score percentile index of at least 25.

6.3 Positions of the teaching staff

General job responsibilities:

Organizes and conducts educational, methodical, scientific and educational work.

Provides training and education of students taking into account the discipline taught in accordance with the state mandatory standards of education.

Promotes the formation of a common culture of personality, identifies and promotes the development of individual abilities of students.

Uses the most effective forms, methods and means of teaching, new pedagogical technologies.

Provides students with high-quality knowledge, skills and abilities.

Participates in the development and implementation of educational programs in accordance with the curriculum and schedule of the educational process.

Ensures the protection of the life and health of students during the educational process.

Fulfills the requirements of the rules on safety and labor protection during the operation of equipment.

Must know:

The Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan **"On Education"**, **"On the status of a teacher"**, **"On combating Corruption"**;

state programs for the development of education, other regulatory legal acts on education and upbringing of students;

the content of the discipline, the educational process, the methodology of teaching and evaluation;

fundamentals of pedagogy and psychology, sociology, achievements of modern pedagogical science and practice;

innovative management methods;

fundamentals of economics, labor legislation, rules on safety and labor protection, fire protection.

6.3.1 Position: teacher-assistant:

Job responsibilities:

- must meet the general requirements for the qualification of "teacher", as well as:
- conducting practical and laboratory classes;
- must be able to plan and organize the educational process taking into account the psychological and age characteristics of students;
- formation of the general culture of the student and his socialization;
- take part in events at the level of educational organization;
- carries out an individual approach in education and training, taking into account the needs of students;
- skills of professional and pedagogical dialogue, use digital educational resources;
- professional growth with the transition to a higher position within 5 years;
- implementation of professional activity under the guidance of a mentor of a higher school: professor or associate professor.

Qualification requirements:

- higher and postgraduate education or higher professional education in the relevant profile;
- experience of scientific and pedagogical activity of at least 3 years or having practical experience in the specialty or managerial experience of at least 3 years;
- availability of a document confirming professional development and/or retraining of personnel over the past five years in accordance with the profile of the disciplines taught;
- for applicants of educational programs of foreign languages, the presence of a TOEFL certificate (79-92 points) or IELTS (6.0 points) confirming the degree of language qualification.

Requirements for scientific activity:

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- the presence of at least 3 scientific publications, including at least one publication in a scientific journal included in the list of journals KOKSON or RISC) for the last 3 years (these requirements do not apply to specialists corresponding to level 8 of the NQF).

6.3.2 Position: teacher - lecturer:

Job responsibilities:

- must meet the general requirements for the qualification "teacher", as well as:
- giving lectures and conducting practical and laboratory classes, supervising the practice and research work of students;
- use innovative forms, methods and teaching aids;
- generalize experience at the level of educational organization;
- have participants in Olympiads, contests, competitions;
- professional growth with the transition to a higher position within 7 years.

Qualification requirements:

- higher and postgraduate education or higher professional education in the relevant profile;
- experience of scientific and pedagogical activity of at least 5 years or practical experience in the specialty or managerial work experience of at least 3 years;
- availability of a document confirming professional development and/or retraining of personnel over the past five years in accordance with the profile of the disciplines taught;
- for applicants of educational programs of foreign languages, the presence of a TOEFL certificate (79-92 points) or IELTS (6.0 points) confirming the degree of language qualification.

Requirements for scientific activity:

- be the author of 7 scientific publications over the past 3 years, including 2 scientific articles in publications recommended by the authorized body and 1 scientific article in an international peer-reviewed scientific journal, included in the 1st, 2nd, 3rd, 4th quartile according to the Journal Citation Reports of Clarivate Analytics or having CiteScore percentile (these requirements do not apply to specialists corresponding to the 8th level of the NQF).

6.3.3 Position: Associate Professor:

Job responsibilities:

- must meet the general requirements for the qualification of "teacher", as well as:
- lecturing and conducting practical and laboratory classes, guiding the practice and research work of students;
- have the skills to analyze organized educational activities,
- to provide mentoring and constructively determine the priorities of professional development: own and colleagues at the level of the organization of education;
- generalize experience at the district/city level;
- have participants in Olympiads, contests, competitions at the district/city level;
- To provide mentoring for the assigned assistants of educational programs, to be responsible for their professional growth.

Qualification requirements:

- the presence of the academic degree "Candidate of Sciences" or "Doctor of Sciences" or "Doctor of Philosophy (PhD)" or "Doctor of profile";
- availability of the academic title of associate professor;
- availability of a document confirming the advanced training and / or retraining of personnel over the past five years in accordance with the profile of the disciplines taught;
- for applicants of educational programs of foreign languages, the presence of a TOEFL certificate (79-92 points) or IELTS (6.0 points), confirming the degree of language qualification.

Requirements for scientific activity:

- be the author of 5 scientific articles over the past three years in publications included in the List of scientific publications recommended for publication of the main results of scientific activity, approved by

the authorized body in the field of education and science (hereinafter – List of publications) and 1 scientific article in an international peer-reviewed scientific journal that has an impact factor according to JCR or indexed in one of the Science Citation Index Expanded, Social Science Citation Index or Arts and Humanities CitationIndex databases in the Web of Science Core Collection or the percentile index for Cite Score at least 25 in the Scopus database.

6.3.4 Position: Professor

Job responsibilities:

must meet the general requirements for the qualification of "teacher", as well as:

have an author's program or be the author (co-author) of published textbooks, teaching aids that have been approved by the regional educational and Methodological Council or the Republican Educational and Methodological Council;

ensure the development of scientific design skills;

provide mentoring and plan the development of a professional community network at the regional level;

be a participant of national and international competitions and Olympiads or prepare participants of national and international competitions and Olympiads.

Is responsible for the professional growth of teachers of educational programs and improving the indicators of educational, methodological and scientific activities of higher school.

To mentor the assigned assistants of educational programs, to be responsible for their professional growth.

Qualification requirements:

- the presence of the scientific degree of "Candidate of sciences" or "Doctor of Sciences" or "Doctor of Philosophy (PhD)" or "Doctor of profile" or an academic degree of "Doctor of Philosophy (PhD)" or "doctor of profile";

- the presence of the academic title of professor;

- availability of a document confirming professional development and/or retraining of personnel over the past five years in accordance with the profile of the disciplines taught;

- for applicants of educational programs of foreign languages, the presence of a TOEFL certificate (79-92 points) or IELTS (6.0 points) confirming the degree of language qualification.

Requirements for scientific activity:

- be the author of 5 scientific articles in publications on the profile included in the List of scientific publications and 1 scientific article in an international peer-reviewed scientific journal having an impact factor according to JCR data or indexed in one of the databases Science Citation Index Expanded, Social Science CitationIndex or Arts and Humanities Citation Index in Web of Science Core Collection or having a Cite Score percentile of at least 35

6.3.5 Должность: Преподаватель-исследователь:

Job responsibilities:

must meet the general requirements for the qualification of "teacher", as well as:

- lecturing and conducting practical and laboratory classes, guiding the practice and research work of students;

- use innovative forms, methods and means of teaching;

- generalize experience at the level of educational organization;

- have participants of olympiads, contests, competitions;

- professional growth with the transition to a higher position within 7 years.

Qualification requirements:

- higher and postgraduate education or higher professional education in the relevant profile;

- experience of scientific and pedagogical activity of at least 5 years or practical experience in the specialty or managerial work experience of at least 3 years;

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- availability of a document confirming professional development and/or retraining of personnel over the past five years in accordance with the profile of the disciplines taught;
- for applicants of educational programs of foreign languages, the presence of a TOEFL certificate (79-92 points) or IELTS (6.0 points) confirming the degree of language qualification.

Requirements for scientific activity:

- management of the scientific project of grant financing;
- be the author of 20 scientific articles (not abstracts) according to the specialty, including 14 scientific articles in publications recommended by the authorized body and 2 scientific articles in international peer-reviewed scientific journals included in the 1st, 2nd, 3rd quartile according to Journal Citation Reports of Clarivate Analytics or having a percentile indicator according to CiteScore are not less than 35; or a H index of 2 or more;

Or:

- the performer in the scientific project of grant financing;
- be the author of 20 scientific articles (not abstracts) according to the specialty, including 14 scientific articles in publications recommended by the authorized body and 2 scientific articles in international peer-reviewed scientific journals included in the 1st, 2nd, 3rd quartile according to Journal Citation Reports of Clarivate Analytics or having a percentile indicator according to CiteScore are not less than 50; or a H index of 5 or more

6.4 If the requirements for scientific activity are not met, teachers with the academic titles of associate professor (associate professor) and professor cannot take part in competitive replacement for vacant positions of associate professor (associate professor) and university professor, with them, if necessary, an employment contract can be concluded for a certain period of work for no more than one school year.

7 AMENDMENTS

Amendments to this provision and preparation of “Notices of Amendment” must be made in accordance with the requirements of IRD-ZU-15-02 and registered in the “List of registration of amendments”.

List of registration of amendments

[illegible]

List of familiarization

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