

# Regulations on the Personnel Management of Lecturers

## Chapter 1 General Provisions

### Article 1 (Purpose)

The purpose of these Regulations is to prescribe matters concerning the appointment and personnel management of “Lecturers” pursuant to Article 65-2 of the University Regulations and Article 2(3) of the Faculty Personnel Regulations.

### Article 2 (Definition)

The term “Lecturer” refers to a faculty member employed on a part-time basis in accordance with Article 14-2 of the Higher Education Act.

## Chapter 2 Appointment

### Article 3 (Qualifications)

1. A Lecturer shall meet the qualification standards prescribed in the “Standards for University Faculty Qualifications” or be recognized as qualified by the Faculty Personnel Committee.
2. A person over the age of 65 may also be appointed as a Lecturer.

### Article 4 (Timing of Appointment)

Appointments shall, in principle, be effective on March 1 or September 1; however, the appointment date may be adjusted as necessary.

### Article 5 (Appointment Procedures)

1. Appointment shall, in principle, be conducted through open recruitment; however, special recruitment may be conducted if deemed necessary by the President.
2. Procedures and evaluation committees shall follow the detailed regulations on lecturer appointments.

### Article 6 (Term of Appointment)

- ① The term of appointment for a lecturer shall be one (1) year. However, where the appointment date is adjusted due to academic operational needs as stipulated in Article 4, the term shall extend until the end of the semester in which the one-year period is completed.
- ② Notwithstanding Paragraph 1, where any of the following circumstances arise during a semester, a lecturer may be appointed for the remaining period of that semester:
  1. Where a faculty member or non-tenure-track faculty member is on sick leave, maternity leave, leave of absence, dispatch, disciplinary suspension, or research leave (for less than six months);
  2. Where there is an urgent need to appoint a replacement lecturer for the remaining period due to suspension from duty, resignation, dismissal, or death of a faculty member or non-tenure-track faculty member.
- ③ A lecturer shall be guaranteed the opportunity for reappointment procedures for up to three (3) years from the initial appointment date, including periods of leave of absence. Upon expiration of the three-year period, a new appointment process shall apply. However, for those exceeding three years, if deemed essential for academic operations and recommended for reappointment by the head of the relevant department, the President may approve reappointment following deliberation by the Faculty Personnel Committee.
- ④ In cases where lecturers are recruited to substitute for teaching due to research leave (one year or longer), leave of absence, or appointment to administrative positions, if the recruitment notice and contract explicitly state conditions excluding reappointment—such as the end of research leave, return of the

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faculty member from leave, or completion of administrative duties—such cases shall not be considered grounds for reappointment.

#### **Article 7 (Contract Terms)**

The following shall be specified in the contract:

1. Term of appointment;
2. Salary and teaching hours;
3. Working conditions;
4. Grounds for dismissal;
5. Reappointment conditions;
6. Other necessary matters.

#### **Article 8 (Disqualification)**

Persons disqualified under the State Public Officials Act shall not be appointed. If disqualification occurs during service, dismissal shall be automatic.

#### **Article 9 (Cancellation of Appointment)**

The President may cancel the appointment of a lecturer scheduled for appointment if any of the following applies:

1. Where a disqualifying condition for appointment as an educational public official arises;
2. Where documents submitted at the time of appointment contain false information or falsified certifications;
3. Where it becomes difficult to conduct the assigned course due to unavoidable academic reasons, such as course cancellation or abolition of the relevant department (or faculty);
4. Where the appointed lecturer fails to commence duties for the relevant semester without justifiable reason.

#### **Article 10 (Automatic Termination of Employment)**

A lecturer falling under any of the following shall be automatically retired on the expiration date of the appointment term:

1. A person whose reappointment has been denied after the expiration of the appointment term;
2. A person who meets the grounds for dismissal as stipulated in the contract;
3. A person who falls under Article 33 of the State Public Officials Act or Article 57 of the Private School Act.

#### **Article 11 (Grounds for Dismissal)**

① A lecturer may be dismissed if he or she falls under any of the following:

1. Where the lecturer violates the Private School Act, education-related laws and regulations, the Articles of Incorporation, or university regulations, thereby acting contrary to the duties of a lecturer;
2. Where the lecturer fails to perform or violates duties, or neglects his or her responsibilities;
3. Where the lecturer damages the dignity expected of a faculty member, whether inside or outside the scope of duties;
4. Where the lecturer does not return to duty or is unable to perform duties even after the leave period has expired or the reason for leave has ceased;
5. Where the lecturer's performance is extremely poor;
6. Where the lecturer joins or supports an organization aimed at overthrowing the government;
7. Where the lecturer engages in political activities, collectively refuses to conduct classes, or instructs or incites students to support or oppose a particular political party;
8. Where the lecturer makes fraudulent entries in personnel records or provides false certification or

- statements;
9. Where the lecturer was appointed by fraud or other improper means;
  10. Where the lecturer falls under any subparagraph of Article 58-2 (Suspension from Position) Paragraph 1 of the Private School Act.
- ② A lecturer may also be dismissed based on the following conditions specified in the appointment contract:
1. Where the affiliated department or academic unit is abolished;
  2. Where all assigned courses are cancelled due to curriculum reorganization;
  3. Where there are no incoming students;
  4. Where the lecturer has received two or more written warnings from the Dean, Vice President for Academic Affairs, or Dean of Academic Affairs due to poor work attitude under any of the following:
    - a. Failure to fulfill obligations under Article 15, Paragraph 2 of these Regulations, resulting in disruption of the academic schedule;
    - b. Failure to comply with class schedules or make-up classes;
    - c. Failure to comply with grading guidelines or assigning grades falsely;
  5. Where the appointment term expires after being appointed pursuant to Article 6, Paragraph 2.
- ③ Where a lecturer is dismissed pursuant to Paragraphs 1 or 2, such dismissal shall be subject to deliberation by the Faculty Personnel Committee

## Chapter 3 Reappointment

### Article 12 (Reappointment)

1. Notification shall be provided two (2) months prior to expiration.
2. Application must be submitted within ten (10) days.
3. Evaluation procedures shall follow detailed regulations.
4. Results shall be notified one (1) month prior to expiration.

### Article 13 (Appeal)

1. Lecturers may file objections within seven (7) days.
2. Re-evaluation shall be conducted by the Committee.
3. Further appeal may be made to the Appeals Review Committee.

### Article 14 (Denial of Reappointment)

Even if a lecturer satisfies the criteria for reappointment, the President may decide not to reappoint the lecturer if he or she falls under any of the grounds for dismissal set forth in Article 11, Paragraphs 1 through .

## Chapter 4 Duties and Working Conditions

### Article 15 (Duties)

- ① A lecturer shall comply with education-related laws and regulations and the rules established by the University.
- ② For the purpose of providing instruction and academic guidance related to the assigned courses, a lecturer shall be responsible for the following:
  1. Preparation and compliance with documents related to teaching (e.g., syllabus, evaluation plan, and evaluation reports);
  2. Delivery of lectures, conduct of assessments, and submission of grades for the assigned courses pursuant to Subparagraph 1;

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3. Academic advising and guidance for the assigned courses;
4. Completion of university-designated and legally required training, including academic operations briefings, sexual harassment/violence prevention training, and disability awareness education.

**Article 16 (Affiliation)**

Where a lecturer teaches in multiple colleges (or departments) within the University, the lecturer shall be affiliated with the unit of initial appointment; however, such affiliation may be changed upon reappointment.

**Article 17 (Teaching Hours)**

- ① The teaching hours of a lecturer shall, in principle, be the contracted hours specified at the time of appointment.
- ② Teaching hours for courses offered in the summer and winter sessions shall be determined by contract.
- ③ The teaching hours under Paragraph 1 shall be limited to courses included in the regular curriculum for which academic credit is granted.

**Article 18 (Service Obligations)**

- ① A lecturer shall faithfully perform duties as an educator, maintain dignity, and comply with the University's code of ethics in both on-campus and off-campus activities.
- ② Where a lecturer teaches at an institution other than the University, he or she shall report such engagement to the head of the affiliated department.
- ③ Where a lecturer wishes to resign for personal reasons, he or she shall, in principle, submit a written notice of intent to the head of the affiliated college (or department) at least two (2) months in advance.
- ④ Full-time faculty members of other universities who teach at this University shall be deemed lecturers under these Regulations.

**Article 19 (Compensation)**

- ① A lecturer's remuneration shall be mutually agreed upon based on the University's standards for calculating lecture fees and shall be specified in the contract.
- ② The application of social insurance and other related matters shall be governed by the labor laws of Kazakhstan.

**Article 20 (Application)**

Matters not specified in these Regulations shall be governed mutatis mutandis by the University's Faculty Personnel Regulations, and any additional details necessary for the implementation of these Regulations shall be determined separately by the President.