



In accordance with Article 54, 63, and 65 of the Law for higher education (Official gazette of R. Macedonia, no. 35/08, 103/08, 26/09, 83/09, 99/09, 115/10, 17/11, 123/12, 15/13, 24/13, 41/14, 116/14, 130/14, 10/15, 20/15, 98/15, 145/15, 154/15, and 30/16) as well as Article 37 of the University Statute, the Rector has approved the following:

PROCEDURE FOR APPOINTMENT OF DEANS

1. The Dean of a faculty is appointed from among the full-time academic staff of the faculty holding the teaching scientific title of Full or Associate Professor or Visiting professor (or Assistant Professor if no higher rank available or suitable). The period of appointment is until 31 August 2018, based on annual evaluation by the Rector and subject to strategic review. The additional criteria that should be fulfilled by candidates are described in the Job Description which is published in the Call.
2. The position is announced by HR, ring-fenced to the academic staff of the corresponding faculty through a Call for expression of interest, with a specified application period. Applicants download the prescribed application form from the University website. Fully completed applications in the prescribed format and language must be submitted by the announced deadline. Supporting evidence may be submitted in support of an application.
3. The HR Office, under the supervision of the Secretary General, ensures that all applications are handled in strict confidence.
4. After the closing date, all applications completed according to the criteria are sent for reference to the Rector.
5. All applications are scrutinised by the Rector in liaison with the HR Office. This scrutiny is to ensure compliance with the criteria in the approved Job Description. Persons whose applications do not pass the scrutiny are eliminated from the competition and informed.
6. All applications passing the short-listing process are sent to the Faculty Councils. At a specially convened meeting, chaired by the Dean or, in case the current Dean is a candidate, the Pro-Dean, Council members are invited to comment on the academic standing of the candidates and their administrative and leadership capacities as required by the Job Description. Candidates must not be present when their application is discussed. The Council then submits a written summary of their comments directly to the Rector, without ranking or voting for the candidates. This written summary should be completed and sent within 3 days of the Faculty Council meeting.
7. The Rector considers the list of proposals from the Faculty Councils, and any remaining candidates whose applications passed the scrutiny, and decides to nominate one candidate for each Faculty to the Executive Committee for appointment. The Rector reserves the right to make a further evaluation of candidates' performance before submitting any final recommendation.
8. The Executive Committee receives the Rector's proposals, makes a final decision, by majority vote if necessary, and informs the Rector. In the case of non-appointment, the procedure is repeated.
9. The Secretary-General informs staff and HR office about the outcome of the process within three days.

10.The HR office prepares the Decision for appointment of a dean.

The timeline for the current appointment cycle is as follows:

On 29 February	Call for expression of interest opens
On 24 June	Application process closes
By 01 July	Short listing
By 12 July	Special Faculty Council meetings
By 15 July	Faculty report forwarded to Rector
By 15 August	Interviews with candidates
By 20 August	Recommendations forwarded to the Executive Committee
End of August	Appointment of deans by Executive Committee
1 September	New Dean takes up position