RULES ON THE EVALUATION OF TEACHERS IN THE RECRUITMENT PROCESS

1. General Provisions:

1.1. The evaluation of teachers in the recruitment process is carried out by the «Selection Commission» established in the University by the order of the rector.

1.2. The selection commission includes the vice-rector for educational affairs, the head of the «Human resources» department, the head of the department corresponding to the selected specialty, and a teacher of that department with scientific and pedagogical work experience.

1.3. The commission operates throughout the year.

1.4. The documents of the persons who applied for the job are sent to the «Human resources» department and collected there.

2. Acquaintance with the documents of the applicants.

2.1. The selection commission gets acquainted with the documents collected in the «Human resources» department in April-May. The educational documents of the person applying for the job (bachelor's and master's diplomas certified by a notary, supplements to them; diplomas of philosophy and doctor of sciences in various specialties, certified copy of the work book, scientific works, local and international certificates, etc.) are studied and analyzed. And work-related qualification compatibility is determined.

2.2. If inconsistency is found in the documents, the applicant is informed about it.

2.3. If the applicant's documents match, that person is invited to an interview by the selection commission.

3. Conducting an interview.

3.1 The interview is conducted under the leadership of the chairman of the selection commission with the participation of the head of the «Human resources» department, the dean according to the specialty, the head of the department and a teacher with high scientific and methodical indicators.

3.2. In the interview, the applicant's scientific-methodical level, competence, scope of creativity according to the specialty, general outlook and psychological preparation are studied. The interviewer's answers are evaluated on a five-point scale.

3.3. The interview phase is videotaped and stored for 3 years.

3.4. As a result of the interview, the person who scored 4 or 5 points is recommended for trial classes.

4. Conducting a trial lesson.

4.1. The commission determines the time and topics of trial classes and informs the applicant about the class at least one week in advance.

4.2. 4.2. The applicant gives a trial lesson before the selection committee on the specified date.

4.3. The trial lesson is videotaped and stored (for 3 years).

4.4.The trial lesson is evaluated on a five-point scale.

4.5. The trial lesson is evaluated according to the following criteria:

Row №	**Criteria**	**Evaluation**					**Note**
		1	2	3	4	5	
1	Lesson planning (dividing the lesson into parts and the correct distribution of time among these parts)						
2	Determining the goals and objectives of the lesson correctly						
3	The level of coverage of the topic durıng the lesson						
4	Motivation of the listener (clarification of the importance of the knowledge to be given for practical activity)						

5	Motivating listeners to learn independently						
6	Appropriateness of the selected training methods to the topic						
7	Ability to apply training methods						
8	Compatibility of the evaluation methodology with the specificity of the subject						

5. Opinion of the selection commission.

5.1. After the trial lesson, the selection committee conducts its evaluation session.

5.2. The members of the commission express their opinion about the trial lesson and their grade on a five-point scale.

5.3. The grades are registered by the chairman of the commission, collected and divided by the number of participants in the evaluation, the final grade to be given to the teacher's lesson is determined.

5.4. In the end, those who score "3" and above on each criterion are positively reviewed.

5.4. If several teachers are nominated for one place, the selection committee makes a conclusion and makes a decision based on the points collected.

5.5. Teachers who have a positive opinion in the selection commission get the right to work as teachers on an hourly basis for one year.