

Functions of the structural units of Samtskhe-Javakheti State University

The University is established in the form of a legal entity of public law, the state control over the activities of which is carried out by the Ministry of Education and Science of Georgia in accordance with the procedure established by this Statute and legislation.

The University Strategic Development Plan is the document of the highest category in the planning hierarchy, ensuring that the activities planned by the University are performed. The University Strategy is a guiding document and other policy planning documents such as structural unit strategies, action plans, and budget derive from it. The procedures for election / appointment of the university governing bodies are approved and defined by the Statute of LEPL Samtskhe-Javakheti State University and the Election Regulations approved by the Order # 52/N of the Minister of Education and Science of Georgia issued on May 13, 2014.

Academic Council - the highest representative body, whose members are elected in every 4 years (can be elected two times in a row) by the academic staff of the faculties and representative of students self-government in the Faculty Council based on direct, free and equal election by secret ballot. There are currently 8 members on the Academic Council - 4 professors and 4 associate professors.

The Rector is the Head of the University, the highest academic official, the Chairman of the Academic Council. He/She represents the University inside and outside of the country in academic and scientific fields for which he/she is authorized to enter into transactions and agreements on behalf of the University. The Rector is elected by Academic Council by a secret ballot for the term of 4 years, by a majority vote of the majority of its members. The same person may be elected only twice in a row. In carrying out its activities the Rector is accountable to the Academic Council.

Senate - is the university's representative body, chaired by the speaker of Senate. Senate members are elected separately from the University Faculties by students and academic staff for a term of four years in proportion to the number of faculty members (the same person may be elected only twice in a row). There are currently 17 members on Senate, including 4 professors, 6 associate professors, 1 library supervisor and 6 students.

The head of administration (Chancellor) represents the university in financial and economic relations. On behalf of the University, he/she is authorized to enter into financial and economic transactions in accordance with the University budget. He/She drafts the structure of the university and submits it to the Senate for approval; prepares the annual report on the fulfilled work and submits it to the Senate for approval.

The Senate elects the Chancellor for a term of four years, upon the recommendation of the Academic Council, by secret ballot. The same person may be elected only twice in a row.

Head of Quality Assurance at the University manages current issues of quality of teaching / learning and research activities, designs the quality assessment methodology, implements and provides its assessment, plans and carries out the academic staff professional development activities, determines the coordination of tasks during accreditation and authorization processes. He/She is accountable to the Academic Council, Senate and Rector. Once a year, during the joint

council of governing bodies, reports on the quality of its activities based on continuous and systematic evaluation of the University. He/She is approved by Senate upon the recommendation of the Academic Council for a term of 4 years. The same person may be elected to the position of Head of Quality Assurance Service only twice in a row.

The procedures in the governing bodies are transparent, fair and in accordance with the law. This is confirmed by the election process in 2017-2018 of the Rector, the election of the head of Administration and head of Quality Assurance Office. In all three important positions, the elections were competitive and more than one candidate participated, in all three cases the voters made the decision after knowing the candidate's action plans, vision, and motivation.

Governing bodies make decisions on academic, scientific and administrative matters in a timely and efficient manner as a result of the following factors: the number of members in the governing bodies allows meetings to be held in an operational, timely manner and without interrupting the process; in most cases, most of the issues are resolved at faculty council meetings (issues are prepared, faculty members in the governing body provide additional information if needed) or discussed at the rectorate meeting. According to the statistics the data for the last two years is the following:

Academic Council –

2018 – 83 resolutions

2019 – 41 resolutions

Senate –

2018 – 41 resolutions

2019 – 27 resolutions

It is also important that the cooperation between the Academic Council and Senate is coordinated and if needed, the issues transferred from Academic Council to Senate are discussed and resolved as soon as possible.

The organizational structure of the University today ensures the implementation of its goals and activities defined in the Strategic Development Plan.

The Scientific Library is a structural unit of the University, which carries out its activities in study processes and science. The functions of the Scientific Library include the following: provision of university study, scientific and educational processes with library documents (books, journals, newspapers, catalogs, audio-visual and other means of written information); developing university information-educational field based on new information technologies, electronic databases and information-bibliographic service automation; creating conditions for the protection of book funds and library documentation; developing rules for library use; launching exchange fund and providing conditions for its use by other higher education institutions; active participation in university publishing projects and international library programmes; providing current bibliographic indicators; forming and organizing library funds according to the requirements of the university specialties, educational programmes and users, their protection, registration, scientific processing, creation of reference-search facilities and their use in accordance with the current library standards; providing library and information-bibliographic services for students and professors with relevant library

documentation, both on-site and through interlibrary loan and exchange funds; periodic study of the book fund, examination, cleaning by secondary selection; organizing, and preserving fund of scientific-research works done at the university, creating reference mean for it and bibliography of works; organizing and managing reference information, catalogs, databases; centralized organization of university faculty library funds. The library is accountable to university governing bodies. To perform the above listed functions, it is administered jointly by the Scientific Head and the Technical Manager to ensure the implementation of modern library services of the highest standards. The Technical Manager is also involved in the EU-funded **ERASMUS+ project (INTEGRITY)** and participates in the trainings (see Library Regulations).

Vice Rector in Scientific Affairs, whose duties are clearly defined and demarcated from other deputies, is responsible for the following activities according to the strategic development plan: to promote the university in the scientific-research field, to enhance the scientific career prestige, to promote science in young generation, to collaborate with foreign universities and research centers, enhance existing scientific partnerships and seek for new ones. The rights and responsibilities of Vice Rector (in the field of science) are fully described in Section 5 of the Regulations of the Office of the Rector of SJSU (see Appendix for the Rector's Office).

Vice Rector in Study Processes is responsible for organizing the study process; to maintain regular monitoring of the activities of educational units; to conduct periodic meetings with the Deans of the Faculties and provide relevant instructions regarding the study process; to monitor the examination process; to perform duties specified by the Rector's legal acts and the Rector's Office regulations.

Vice Rector in Akhalkalaki, is responsible for organizing the ongoing educational process in the Akhalkalaki Campus of LEPL Samtskhe-Javakheti State University; to conduct constant monitoring of the activities of structural units in the 3rd campus of the University; to conduct meetings periodically and provide relevant instructions regarding the study process; to monitor the examination process in the 3rd campus of the University; to perform the duties specified by the Rector's legal acts and the Rector's Office regulations; to provide coordinated activities related to educational processes in Akhaltsikhe and Akhalkalaki.

Four faculties represent the basic educational units at the University and conduct their activities in accordance with the laws and requirements of modern curricula and educational programmes in order to enhance the teaching and scientific research work, qualifications of teaching staff and introduce novelty in the learning process.

Faculty Council - is a representative body of the faculty, whose authorities are determined by the Statute of the University and Faculty Council Regulations.

Dean of the Faculty is the Head of the Faculty Council, whose authorities are determined by the Statute of the University and Faculty Council Regulations. Dean reports to the Academic Council and Faculty Council twice a year. Faculty Council elects Dean of the Faculty for a term of 4 years. The same person may be elected only twice in a row.

Faculty Quality Assurance Office is aimed at systematical evaluation of the quality of teaching, scientific-research work of the faculty and the professional development of academic staff in accordance with the current legislation and regulations of the faculty. Faculty Council, upon the

recommendation of the Dean, elects the Head and Specialist of the Faculty Quality Assurance Office for a term of four years. The same person may be elected only twice in a row.

Office of Study Process Management, together with the Quality Assurance Office, promotes high quality teaching by introducing modern learning, teaching and assessment methods. The Office includes the following staff: **Senior Specialist** provides organizing and conducting exams. **A specialist** provides lifelong learning programmes for high school students, graduates, teachers and other interested people by organizing professional development trainings, seminars and summer schools.

Head of Foreign Relations contributes to collaboration with various student and youth organizations, research centers and higher education institutions outside Georgia, organization of international conferences and seminars, involvement of students and professors in international education programmes. He/She coordinates student participation in exchange programmes.

Public Relations Office provides information about university activities to the stakeholders, organizes press-conferences, special briefings, interviews, trainings, press tours and open door days as needed. The department is accountable to the head of administration and rector.

Publishing House - is a structural unit of the University, the purpose of which is to promote teaching, scientific research, popularization and protection of Georgian and world cultural values.

Information Technologies Office is a structural unit of the University, which plans, expends and provides smooth functioning of information technology infrastructure in order to be able to use modern information and communication technologies in teaching, scientific research and university management processes.

Human Resources Management Office provides support to the Rector and Head of Administration in HR policy; observation on staff dynamics; develop such programmes that provide staff development, stimulation and improvement of working conditions.

Financial Planning and Procurement Office ensures the preparation, adjustment and execution of a budget project with the head of administration. The Office is responsible for the implementation of the procurement plan. It is accountable to the Rector and Head of Administration;

Office of Infrastructure and Material and Technical Resources Management provides the management of the University's infrastructure and material and technical resources according to the law.

Museum is a structural unit of the University which is responsible to find, protect, preserve, restore, conserve, exhibit and popularize museum exhibits.

The chancellery - the main purpose of the unit is to organize, direct, coordinate, control, and execute a unified management process between the University's management and structural units, as well as between the University and other Georgia / foreign institutions.

University Archive provides for the receipt, processing, storage, issuance, preservation and destruction of older documents from all structural units of the University. The archivist is accountable to the rector and head of administration.

A Lawyer ensures the legal side of managerial decision and compliance with applicable legislation in all structural units.

Following structural units for university administration and support functions:

Office of Culture and Sport, which aims to support the development of the university's cultural-educational and sports direction, to organize cultural and sports events, to evaluate implemented projects and to plan future events according to results. Office is accountable to the head of administration and rector.

Editorial board of University Newspaper – the purpose and function of the Newspaper is to ensure transparency through the activities of the university; informing society about the academic success of staff and students and current events of the university. The Board prepares at least one newspaper per months.

Students Self-Government - while it is not a structural unit of the university is an important part of its activities. Students Self-Government activity is governed by **Self-Government regulation**.

Students Self-Government consists of governing bodies and departments.

The following are Governing Bodies are:

A) **General Assembly of Students Self-Government** (It is a governing body consisting of all members elected from university faculties);

B) **President** (He/She may be elected from the members of Students Self-Government, any student who is not convicted and does not hold an administrative position at the university. The president is elected by secret ballot by General Assembly).

There are five **departments** in Students Self-Government:

- A) Department of Education and Science;
- B) Public Relations Department;
- C) Department of Student Rights Protection;
- D) Department of Culture;
- E) Department of Sports.