

APPROVED

by Resolution No. SPN-60 of 23 November 2021 of the Senate of Vilnius University  
(wording of Resolution No. SPN-4 of 20 January 2026 of the Senate of Vilnius University)

## **THE DESCRIPTION OF THE PROCEDURE FOR CONCLUDING FIXED-TERM EMPLOYMENT CONTRACTS WITH TEACHING STAFF AND RESEARCH/ART STAFF OVER THE AGE OF 65**

### **CHAPTER I GENERAL PROVISIONS**

1. The Description of the Procedure for Concluding Fixed-Term Employment Contracts with Teaching Staff and Research/Art Staff Over the Age of 65 (hereinafter the ‘Description of the Procedure’) establishes the conditions and procedure for concluding fixed-term employment contracts with teaching staff and research/art staff over the age of 65 (hereinafter the ‘academic employees’) at Vilnius University (hereinafter the ‘University’).

2. The Description of the Procedure was prepared in implementation of Article 15(9) of the Statute of Vilnius University.

3. An open-ended employment contract with teaching staff or research/art staff shall expire on the last day of an academic year during which the employee concerned attains 65 years of age.

4. Academic employees over the age of 65 may work at the University if they meet the criteria set out in this Description of the Procedure and the Senate of the University (hereinafter the ‘Senate’) agrees that a fixed-term employment contract should be concluded with them as provided for in the Statute of Vilnius University.

5. The Description of the Procedure shall be applied in conjunction with the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification, approved by Resolution No. S-2018-12-4 of 20 November 2018 of the Senate of Vilnius University “On Approval of the Vilnius University Regulations for the Organisation of Teaching Staff and Research/Art Staff Recruiting Competitions and Certification” (with its successive amendments) (hereinafter the ‘Regulations for Competitions’).

6. The Description of the Procedure shall not apply to academic employees, those employed under project-based employment contracts, and those employed in the position of a partnership professor or partnership associate professor, invited teaching staff or research staff, practitioner-lecturers, and visiting teaching staff, and visiting researcher in accordance with the procedure established by the Senate of the University.

### **CHAPTER II CONDITIONS FOR CONCLUDING FIXED-TERM EMPLOYMENT CONTRACTS WITH ACADEMIC EMPLOYEES OVER THE AGE OF 65**

7. A fixed-term employment contract with an academic employee over the age of 65 may be concluded if:

7.1. the work of this employee is necessary to ensure the continuity of academic activities (study programmes and/or research) carried out by an academic or a *sui generis* academic unit (hereinafter the ‘Unit’) of the University and

7.2. this employee meets the minimum qualification requirements set out in Annex 2 to the Regulations for Competitions (hereinafter the ‘minimum qualification requirements’) for certification, and

7.3. the Senate, in accordance with the procedure laid down in Chapter III of the Description of the Procedure, agrees that a fixed-term employment contract should be concluded with this employee.

8. The necessity of the work of this employee to ensure the continuity of academic activities (study programmes and/or research) carried out in the Unit, referred to in Item 7(1) of the Description of the Procedure, shall be assessed taking into account all of the following criteria:

8.1. the productivity of their research/art activities (research publications (works of art), their success in attracting external financing, the active development of applied activities, research development, the supervision of doctoral students or postdoctoral trainees, and other active participation in the process of doctoral studies, etc.);

8.2. active participation in study activities (coordinating the main study field course units (modules), teaching of individual studies course units (modules), leading the Study Programme Committee, the study programme preparation, self-analysis groups, active engagement in transferring teaching and learning experience (conducting training courses, providing expert advice on teaching, mentoring of teaching staff, etc.);

8.3. active organisational activities (participating in the governing and self-governing bodies of the University, representing the University in international networks, organisations and facilities, etc.), active participation in the dissemination of research/art (participating in radio and television programmes, publishing research promotion articles, working with pupils, teachers, etc.);

8.4. professional expert activities (participating in national and international scientific examinations, representing the University in external working groups, etc.);

8.5. students' opinions on the pedagogical activities of the teaching staff:

8.5.1. data of representative feedback surveys on a course unit (module) and its teaching conducted by the University;

8.5.2. students' opinions submitted by Vilnius University Students' Representation.

### **CHAPTER III**

#### **DECISION-MAKING PROCEDURE ON THE CONCLUSION OF FIXED-TERM EMPLOYMENT CONTRACTS WITH ACADEMIC EMPLOYEES OVER THE AGE OF**

#### **65**

9. In implementing the staff planning process, the Human Resources Division of the Central Administration of the University (hereinafter the 'Human Resources Division') shall, at the beginning of the academic year, provide the heads of the Units with information about the expiring employment contracts of the academic employees of the Unit who will turn 65 years old in that academic year, and the fixed-term employment contracts with the academic employees of the Unit over the age of 65, concluded upon the approval of the Senate.

10. An academic employee who is employed at the University and who will turn, or has turned, 65 years old in the relevant academic year or an academic employee over the age of 65 who has already entered into a fixed-term employment contract once upon the approval of the Senate (hereinafter summarised as an 'academic employee over the age of 65') has the right to submit an application to the head of the Unit in which they work for the conclusion of a fixed-term employment contract. The application shall be accompanied by the employee's plan of their prospective academic activities, disclosing their activities in accordance with one or more of the criteria set out in Items 8(1) to 8(4) of the Description of the Procedure.

11. Having received the information provided to them under Item 9 of the Description of the Procedure by the Human Resources Division, and having assessed the applications submitted to them under Item 10 of this Description of the Procedure by the employees of the Unit, the head of the Unit shall, in accordance with the criteria set out in Item 8 of this Description of the Procedure, assess the need to conclude fixed-term employment contracts with the academic employees of the Unit over the age of 65 and inform them of the decisions made. Having determined that there is a reasonable need to conclude a fixed-term employment contract with an academic employee over the age of 65,

the head of the Unit shall apply to the Human Resources Division and the Department for Research and Innovation of the Central Administration of the University (hereinafter the 'MID' (the acronym for *Mokslo ir inovacijų departamentas* in Lithuanian)) and provide a list of academic employees over the age of 65 with whom there is a need to conclude fixed-term employment contracts, and they shall also inform the representatives of the Students' Representation of the University at the Unit, asking to provide the students' opinions on the pedagogical activities of the teaching staff listed and employees responsible for the administration of studies at the Unit, asking to provide students' opinion on the pedagogical activities of the teaching staff by considering the data of representative feedback surveys on a course unit (module) and its teaching conducted by the University.

12. An employee's application in accordance with Item 10 of the Description of the Procedure or an appeal by the head of the Unit in accordance with Item 11 of the Description of the Procedure shall be submitted for approval to the immediate superior of the employee, the Human Resources Division, and the MID. During the approval procedure, the Human Resources Division shall assess whether a fixed-term employment contract with the employee can be concluded, taking into account the number of previous fixed-term employment contracts concluded with the employee. During the approval procedure, the MID shall assess whether the academic employee over the age of 65 meets the minimum qualification requirements for certification for the position indicated in the appeal of the head of the Unit or the employee's application.

13. In the event it is determined in accordance with Item 12 of the Description of the Procedure that the employee meets the minimum qualification requirements for certification and a fixed-term employment contract may be concluded with them, the head of the Unit shall prepare a motivated proposal to the Rector of the University (hereinafter the 'Rector') for the conclusion of a fixed-term employment contract with the academic employee over the age of 65 (hereinafter the 'proposal of the head of the Unit') and, in agreement with the employee, submit it to the Human Resources Division. The proposal of the head of the Unit must list also the students' opinions on the pedagogical activities of the teaching staff submitted as indicated in Item 8(5) of the Description of the Procedure and contain other information (including the information whether the employee has committed violations of academic ethics and other breaches) which is required and may be important in the decision-making procedure on the conclusion of a fixed-term employment contract with the academic employee over the age 65. The proposal of the head of the Unit shall be accompanied by the employee's plan for their prospective academic activities.

In the event it is determined in accordance with Item 12 of the Description of the Procedure that a fixed-term employment contract with the employee over the age of 65 cannot be concluded and/or that they do not meet the minimum qualification requirements for certification, the employee shall be informed about this by the head of the Unit or notification from the document management system.

14. After receiving the proposal of the head of the Unit that was agreed upon with the employee who it is proposed to conclude a fixed-term employment contract with, the Human Resources Division prepares a draft of a reasoned proposal from the Rector to the Senate and the Resolution of the Senate on the employment contracts of academic employees over the age of 65, which is submitted to the Legislative Division of the Central Administration for approval and to the Rector for signing.

15. The Rector, having assessed the documents submitted to them and taking into account the arguments set out in the proposal of the head of the Unit regarding the conclusion of a fixed-term employment contract with an academic employee over the age of 65:

15.1. when agreeing that a fixed-term employment contract should be concluded with the academic employee over the age of 65, shall sign the proposal from the Rector, and it is submitted to the Senate following the procedure laid down in the Senate's Rules of Procedure;

15.2. when not agreeing that a fixed-term employment contract should be concluded with the academic employee over the age of 65, shall not sign the proposal from the Rector and shall inform the Human Resources Division of the decision, which shall immediately inform the Unit.

16. The Senate, taking into account the proposal from the Rector and in accordance with the procedure laid down in the Senate Rules of Procedure, shall decide to approve or reject the conclusion of a fixed-term employment contract with an academic employee over the age of 65.

17. With the Senate's consent, a fixed-term employment contract with an academic employee over the age of 65 shall be concluded for a term not exceeding three years. Upon a decision of the Senate, such a contract may be renewed once, regardless of the previous term of a fixed-term employment contract with the academic employee over the age of 65. If it is necessary, upon the proposal of the head of the Unit, in agreement with the employee, or upon the employee's request, upon the Rector's decision, the position indicated in the decision of the Senate during the period of the fixed-term contract may be changed to an equivalent position if the employee meets the minimum qualification requirements established for that position.

18. In the event that an academic employee over the age of 65, with whom a fixed-term employment contract has already been concluded once, with the agreement of the Senate, is proposed for the re-conclusion of a fixed-term employment contract, all the conditions and procedures laid down in the Description of the Procedure must be complied with.

19. No later than within five working days after the Senate makes the decision set out in Item 16 of the Description of the Procedure, the Human Resources Division shall inform the Unit and the employee. In the event that the Senate has approved the conclusion of a fixed-term employment contract with an academic employee over the age of 65, the Human Resources Division shall prepare a draft fixed-term employment contract or agreement for the term specified in the Resolution of the Senate and submit it to the Unit for the employee to sign.

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