

FACULTY MANUAL

The Faculty Manual embodies the essential elements of the employment relationship between the faculty, individually and collectively, and the university. In this brief guide, the main provisions governing the labor relations of professors and teachers are translated. The following 2 procedures are followed.

- I. Procedures for regulating the activities of the department (Order of the President of MUST: 2021.12.14)
- II. Procedures for evaluating the work performance of professors and teachers (Order of the President of MUST: 2021.12.14)

I. Procedures for regulating the activities of the department

1.1. In order to implement the vision and mission of the university, this procedure shall be followed in the development and improvement of the activities of branches and departments, their reorganization and dissolution, and the regulation of relations related to the employment of professors and teachers in the respective positions.

4.1. The department is responsible for the implementation of bachelor's, master's and doctoral programs specialized in certain fields of science, conducts academic and research activities, takes responsibility for its quality and level within the university and society, supports creative thinking, development of new ideas, and inventing talent. It is the main organizational unit of the university, which is responsible for serving the society.

5.1. The issue of reorganization, creation and dissolution of the department shall be decided by the Academic Council meeting of MUST based on the proposal of the Academic Council of the constituent school and confirmed by the President's order.

6.2. Common functions and activities of the department

- To provide students with a favorable learning environment and comprehensive study materials, to create a training and research environment, to organize the development of professional books, textbooks, manuals, and instructions with integrated planning
- To improve the knowledge and skills of professors and teachers, to improve the quality of the teaching staff, and to organize the work of improving research, training, and teaching methods by providing unified management.
- To improve the knowledge and skills of professors and teachers, to improve the quality of the teaching staff, and to organize the work of improving research, training, and teaching methods by providing unified management.
- Regularly conduct academic seminars in the field of research, organize conferences on professional teaching methods, research, theory and practice, and publish research results domestically and abroad.
- Participate in the formulation and implementation of long-term and short-term development policies, projects and programs of Mongolia and specific sectors, provide advice, develop partnerships and cooperation with government and related professional organizations, foreign and domestic universities, academic and business organizations

- Conduct services and activities that are oriented towards society and the public and meet the demands within the framework of social responsibility

7.2. Officials belonging to the department must meet the following requirements and perform the duties specified in the job description and below.

№	Position	Duties and requirements
1.	Head of a department	<ul style="list-style-type: none"> • The head of the department implements professional training programs in specific fields of science belonging to the department, conducts training, and research, strengthens the material base, plans and implements the human resources and development policies of the department, evaluates the work performance of teachers and employees, and foreign and domestic cooperation and partnership. , will manage the daily activities of the department in charge of student development. • For the position of the head of the department, the president of MUST will appoint for a period of three years based on the results of the selection of scientists who have a reputation in the field, are capable of developing cooperation with the department's training, academic work, and business organizations, and who have at least a doctorate or associate professor degree. Taking into account the results of the year of work and the suggestions of colleagues, the person may be appointed once more.
2.	Consulting professor	<ul style="list-style-type: none"> • The consulting professor is responsible for developing the activities of the department, providing professional and methodological advice to the head and teachers, conducting theoretical seminars, attending professional courses, giving advice, writing books and textbooks, participating as a consultant and contractor in academic and research work, foreign and domestic academic research. participate in the meeting. • Based on the recommendation of the school, the president of MUST will appoint a 2-year term from scientists who have retired after working in MUST and have an academic degree or title of at least doctor or professor.
3.	Professor	<ul style="list-style-type: none"> • The professor will be responsible for the implementation of master's and doctorate curriculum, research and teaching, teaching professional courses at advanced level courses, writing books, textbooks and works based on the results of training and research. • A scientist with the title of doctor and associate professor will be employed as a professor.
4.	Associate professor	<ul style="list-style-type: none"> • The associate professor is responsible for the implementation of the undergraduate curriculum, training all levels of specialists, participating in and managing training and academic work, improving the supply of teaching materials and textbooks of the department, and e-learning activities.

		<ul style="list-style-type: none"> • A scientist with a doctorate degree and at least five years of productive work at the university will be employed as an associate professor.
5.	Senior teacher (lecturer)	<ul style="list-style-type: none"> • The senior teacher is responsible for teaching bachelor's, master's, and doctoral courses, writing and developing textbooks and manuals, introducing new teaching methods and technologies, and participating in and managing academic and research work. • A teacher who has worked productively as a university teacher and holds a doctorate degree will be employed as a senior teacher based on the proposal of the board of directors of the constituent school.
6.	Teacher	<ul style="list-style-type: none"> • The teacher will teach courses for bachelor's and master's specialists, write and develop textbooks and manuals, and participate in academic research. • A trainee teacher who meets the requirements for the position of teacher will be promoted to the position of teacher based on the proposal of the constituent school.
7.	Assistant teacher	<ul style="list-style-type: none"> • The trainee teacher will participate in the implementation of the bachelor's level curriculum and gain teaching practice and skills. • A person who has passed the teacher selection process and meets the requirements specified in the description of the position of trainee teacher shall be employed as a trainee teacher for a period of at least one year. At least a master's degree.
8.	Training Master	<ul style="list-style-type: none"> • The training master is responsible for the equipment and laboratory for the normal operation of the training, supports the supervisors and teachers in their work, and teaches laboratory lessons according to the curriculum of higher education and professional basic sciences.
9.	Part time teacher (Contract teacher)	<ul style="list-style-type: none"> • If there are not enough professors for teaching activities, people with master's degree or higher and experience in teaching and academic work may be employed on a contract basis.

II. Procedures for evaluating the work performance of professors and teachers

2.1. In one academic year, professors and teachers, regardless of their position, must fulfill a total load of 20 credits. The proportion of A, B and V hours of professors and teachers differs depending on the position category. This is shown in the following table.

Table 1. Annual workload of lecturers

Position	Teaching hours /A hours/	Research and Innovation /B hours/	Public Service /V hours/	Total Credit

		Per. /%/	Credit	Per./%/	Credit	Per. /%/	Credit	
1	Head of Department	35/	7	30/30	6	35/25	7	20
2	Consulting Professor	62,5	10	25	4	12,5	2	16
3	Professor	55	11	30	6	15	3	20
4	Associate Professor	65	13	25	5	10	2	20
5	Senior Lecturer	70	14	20	4	10	2	20
6	Lecturer	80	16	10	2	10	2	20
7	Trainee Lecturer	85	13+4	5	1	10	2	20

Note: The basis for transferring credits per hour is 20 credits*48 hours=960 hours /Total working hours assigned to a teacher in one academic year/

2.6. Credit hours completed in excess of the number of credits will be determined according to the collective agreement concluded in the academic year.

2.9. At the end of the school year, the /A/ hours of training performed by professors and teachers will be confirmed by the head of the training and quality office, /B/ hours of research and innovation by the academic secretary, and /B/ hours of school and community services by the head of the department by order of the school director.

3.1. Teaching /A/ hours credit calculation

- Seminar classes will be organized with 30-40 students, practical practice classes with 26-30 students, and laboratory classes with 20-25 students. /3.1.2.2./
- In the undergraduate course, 30 students will be considered as the main class of the course, and the teacher will be given the full credit for the course, which is included in the curriculum. /3.1.2.1./
- A. Credit for 16 hours of lectures - 1 credit
- B. Credit for 32 hours of seminars - 1 credit
- C. 32 hours of laboratory and practical credit - 1 credit
- D. 0.01 credit will be given to the teacher for every 1 credit of the lecture for each student's self-assessment and taking the test.
- The credit assigned to the teacher of the course taught in one semester is calculated according to the following formula /3.1./.

$$Ch = \sum_{i=1}^n [(Ch_{lects,i} + Ch_{sem,i} + Ch_{lab.dad,i}) \cdot d_i + Ch_{bd,i}]$$

Ch - Credit from course to teacher

I – Course number

Ch_{lects,i} - Credit given to the teacher from the lecture of course i

Ch_{sem,i} - Credit given to the teacher from the seminar of course i

Ch_{lab,dad,i} - Credit given to the teacher from the laboratory or practice of course i

Ch_{bd,i} - Credit given to the teacher from the homework of course i

d_i - Coefficient corresponding to content level of lesson i

General science courses d_i=1.0

Basic professional courses d_i=1.0

Professional courses d_i=1.2

For example, "Management" professional basic course (d_i=1.0) with code S.FMM201 has 3 credits for students. The course includes 32 hours of lectures and 32 hours of seminars per semester. Assuming that a total of 30 students will study the course, the credit assigned to the teacher will be calculated as follows.

The credit for the lecture is 32 hours, so a total of 2 credits

The credit for the seminar is 32 hours, so a total of 1 credit

*The credits assigned to the assignment are 30*0.01*2=0.6 credits*

*Ch = (2+1)*1.0+0.6=3.6 credits*

- Credits for undergraduate thesis projects and supervisors are calculated using the following formula /3.1.4./.

Ch_p=0.08*C_p

C_p – Credits specified in the study plan corresponding to the undergraduate thesis project or work.

*For example, if a teacher manages the thesis project of one student and the thesis project is included in the curriculum as 5 credits, then 0.08*5=0.4 credits will be calculated for the teacher.*

- If the professional courses included in the bachelor's, master's, and doctorate curriculum are taught in a foreign language or English as a teaching requirement, the credit assigned to the teacher will be increased by 50 percent /3.1.14./.

3.2. Research and Innovation /B/ hours credit calculation

Credits for research and innovation activities will be calculated according to the following indicators.

Table 2. Research and Innovation Credits

№	Items	Unit	Credit
1.	Publication of articles in international journals indexed by Thomson Reuters /IF-JCR/	1	5
2.	Publication of articles in peer-reviewed international journals that are not indexed by Thomson Reuters (IF-JCR)	1	3
3.	Publish full-length articles in proceedings of international conferences held abroad	1	1
4.	Publishing articles in professional journals in Mongolia	1	1
5.	Pursuing a Ph.D	1	5
6.	Presentation of research results at academic meetings and conferences	1	1
7.	Writing a textbook and handbook	1	Depends on the number of pages
8.	Obtain copyright	1	1
9.	Presenting presentations at international conferences	1	2
	...		

3.3. Public service /V/ hours credit calculation

Table 3. Public Service Credits

№	Items	Unit	Credit
1.	Work as a member of the Academic Council of MUST and constituent schools	1	0,3
2.	For every work done by the University administration	1	0,3
3.	Attend the teacher's class and give advice, or accompany the teacher to share experiences	1	0,3
4.	Organizing social events in the community	1	0,3
5.	In each task of organizing education, development, culture and community work among students	1	0,3
6.	Work as a consultant for students /up to 30/more than 30 students/	1	1/2
7.	Public works. This includes giving interviews in the press and media,	1	0,3

	promoting the profession to the public, giving methodological advice, and working as an expert		
8.	Giving lectures in the field of public knowledge and enlightenment	1	0,3
9.	... others	1	0.3