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|  | Annex  to HSE Directive  No. 6.18.1-01/2004-03 dated April 20, 2018 |
|  | APPROVED by  HSE Academic Council  Minutes No. 03 dated March 30, 2018 |
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**REGULATIONS on**

**Young Faculty Development Programme**

**(Group of Young Academic Professionals)**

**at National Research University Higher School of Economics**

I. GENERAL PROVISIONS

1.1. These Regulations have been developed in accordance with the Charter of the National Research University Higher School of Economics (hereinafter - HSE, or the University) and other HSE bylaws and establish the procedure for the formation of Group of Young Academic Professionals (academic talent pool, hereinafter - GYAP) under the Young Faculty Development Programme (hereinafter – Programme) at HSE and its subsequent support.

II. GOALS AND OBJECTIVES OF THE YOUNG FACULTY DEVELOPMENT PROGRAMME (GROUP OF YOUNG ACADEMIC PROFESSIONALS)

2.1. The Young Faculty Development Programme (Group of Young Academic Professionals) is established with the aim of ensuring favourable conditions for professional growth and academic development of in-house faculty members (hereafter, the faculty) and researchers on early stages of their career at HSE.

2.2. The Young Faculty Development Programme (Group of Young Academic Professionals) is aimed at achieving the following objectives:

2.2.1 ensuring the adaptation and integration of young faculty and researchers at HSE;

2.2.2 providing additional opportunities for professional development and promotion of young faculty and researchers at HSE;

2.2.3. ensuring the adaptation of new faculty and researchers at HSE;

2.2.3. facilitating the development of individual plans in terms of academic careers by GYAP participants;

2.2.4. ensuring continuity of academic generations, instilling common values and corporate culture at HSE.

III. CRITERIA FOR SELECTION OF CANDIDATES TO THE YOUNG FACULTY DEVELOPMENT PROGRAMME (GROUP OF YOUNG ACADEMIC PROFESSIONALS)

3.1. The Group of Young Academic Professionals includes three categories:

3.1.1. *“New Teachers”* are selected from HSE faculty who have been employed at HSE for less than 24 months as of November 20 of the ongoing year[[1]](#footnote-1);

3.1.2. "*Future Professors*" are selected from among the best young teachers, who have demonstrated strong professional potential in education and science;

3.1.3. *“New Researchers”* are selected from among young researchers employed at research and teaching laboratories, international laboratories, international research and teaching laboratories, research laboratories, institutes, and centres (hereafter, research subdivisions), as research assistants and researchers for less than 24 months as of November 20 of the ongoing year[[2]](#footnote-2).

3.2. All full-time HSE academic staff members working in educational[[3]](#footnote-3) and research subdivisions may apply for participation and extended participation in the Young Faculty Development Programme (Group of Young Academic Professionals) with the exception of:

3.2.1. staff members employed under a distance employment agreement;

3.2.2. staff members hired from the international labour market under international recruitment procedure;

3.2.3. staff members substituting for an employee who has taken a leave of absence but is guaranteed a position with HSE pursuant to the Russian legislation.

3.3. Candidates to the "*New Teachers*" group under the Young Faculty Development Programme (Group of Young Academic Professionals) shall meet the following requirements:

3.3.1. for candidates under 30 years (inclusive):

- employment as a faculty member at HSE (primary place of employment) for a maximum of 24 most recent consecutive months as of November 20 of the ongoing year;

- compliance with all criteria set for faculty appraisal at HSE[[4]](#footnote-4);

3.3.2. for candidates over 30 years:

- employment as a faculty member at HSE (primary place of employment) for a maximum of 12 most recent consecutive months as of November 20 of the ongoing year;

- compliance with all criteria set for faculty appraisal at HSE[[5]](#footnote-5).

3.4. Candidates to "*Future Professors*" category within the Young Faculty Development Programme (Group of Young Academic Professionals) shall meet the following requirements:

3.4.1. employment at HSE as a faculty member (primary place of employment);

3.4.2. age under 35 years (inclusive) as of November 20 of the ongoing year[[6]](#footnote-6);

3.4.3. compliance with all criteria set for faculty appraisal at HSE[[7]](#footnote-7);

3.4.4. a Candidate of Sciences or PhD degree awarded by a foreign university at least two years prior to the date of submitting an application for participation in the Young Faculty Development Programme (Group of Young Academic Professionals) to the HR Committee of HSE Academic Council. This period shall be calculated starting from the issue date of the directive to award a Candidate of Sciences degree/date of issue of a PhD degree certificate/diploma until November 20 of the ongoing year.

3.5. The following additional criteria may be taken into account during the selection of candidates to the "*Future Professors*" category:

3.5.1. high quality of instruction, confirmed by: teacher's rating, course syllabus level, availability of methodological and study aids produced by the given teacher;

3.5.2. participation in research activities, confirmed by: availability of academic publications and their level, participation in conferences, prizes/awards at academic paper competitions, groundwork for pursuing a Doctor of Sciences degree;

3.5.3. proficiency in a foreign language (-s);

3.5.4. the candidate’s willingness to continue teaching at HSE (primary place of employment).

3.6. Candidates to the "*New Researchers*" group within the Young Faculty Development Programme (Group of Young Academic Professionals) shall meet the following requirements:

3.6.1. age under 30 years (inclusive) as of November 20 of the ongoing year;

3.6.2. employment at one of the HSE research subdivisions (primary place of employment) as a research assistant or a researcher for a maximum of 24 months from the employment date to November 20 of the ongoing year[[8]](#footnote-8);

3.6.3. for research assistants and researchers pursuing a Master's programme / 1st year doctoral students: availability of academic papers in a foreign language (including preprints), published during most recent two years (the second year being the one when the meeting of the HR Committee of HSE Academic Council for the purposes of selecting candidates to the Young Faculty Development Programme is held);

3.6.4. for research assistants, who are not Master’s students or who are doctoral students in their 2nd/3rd/4th year, for junior research fellows, research fellows and senior research fellows: all relevant criteria for research productivity assessment established by HSE should be met.

3.7. The following additional criteria may be taken into account during the selection of candidates for the*”New Researchers*" category:

3.7.1. good academic standing as per the individual curriculum (for doctoral students);

3.7.2. participation in research, confirmed: availability of publications, participation in conferences, prizes/awards at academic paper competitions, preparation for participation in a doctoral programme (for Master's students), groundwork for a doctoral thesis (for doctoral students);

3.7.3. teaching experience.

IV. Eligibility Criteria for Progressing to the Second Year of Young Faculty Development Programme (Group of Young Academic Professionals)

4.1. Applicants wishing to remain participants in the Young Faculty Development Programme (Group of Young Academic Professionals), in the "*New Teachers*" category, must meet the following requirements:

4.1.1. employment at HSE as a faculty member (primary place of employment);

4.1.2. compliance with the criteria set for faculty appraisal at HSE[[9]](#footnote-9);

4.2. In addition to the requirements set out in paragraph 4.1. hereof, the following criteria may also be taken into account at the discretion of the HR Committee of HSE Academic Council:

4.2.1. high quality of instruction, confirmed: teacher's rating and course syllabus level;

4.2.2. participation in research, confirmed by: availability of academic publications and their level, participation in conferences, prized/awards at academic paper competitions, groundwork for pursuing a Doctor of Sciences degree;

4.2.3. the candidate’s willingness to continue teaching at HSE (primary place of employment) after completion of Young Faculty Development Programme (Group of Young Academic Professionals).

4.3. Applicants wishing to remain participants in the Young Faculty Development Programme (Group of Young Academic Professionals), in the "*Future Professors*" category, must meet the following requirements:

4.3.1. employment at HSE as a faculty member (primary place of employment);

4.3.2. compliance with the criteria set for faculty appraisal at HSE[[10]](#footnote-10);

4.3.3. availability of academic papers in a foreign language published over the most recent year, which can be approved as academic results pursuant to HSE Regulations for Academic Bonuses.

4.4. The following additional criteria may also be taken into account at the discretion of the HR Committee of HSE Academic Council:

4.4.1. high quality of instruction, confirmed by: teacher's rating, course syllabus level, methodological and study aids produced by the teacher;

4.4.2. participation in research, confirmed by: participation in conferences, prizes/awards at academic paper competitions, groundwork for pursuing a Doctor of Sciences degree;

4.4.3. the candidate’s willingness to continue teaching at HSE (primary place of employment) after completion of Young Faculty Development Programme (Group of Young Academic Professionals).

4.5. Applicants wishing to remain participants in the Young Faculty Development Programme (Group of Young Academic Professionals), in "*New Researchers*" category, must meet the following requirements:

4.5.1. employment at HSE as a research assistant or researcher (primary place of employment);

4.5.2. for research assistants and researchers pursuing a Master's programme / 1st year doctoral students: availability of academic papers in a foreign language (including preprints), published during the most recent year;

4.5.3. for research assistants, who are not students or who are doctoral students in their 2nd/3rd/4th year, for junior research fellows, research fellows and senior research fellows: the criteria for research productivity assessment established by HSE should be met.

4.6. The following additional criteria may also be taken into account at the discretion of the HR Committee of HSE Academic Council:

4.6.1. successful completion of individual curriculum (for doctoral students);

4.6.2. participation in research, confirmed by: participation in conferences, prizes/awards at academic paper competitions, preparedness for progression to a doctoral programme (for students), groundwork for pursuing a Candidate of Sciences degree (for doctoral students).

V. PROCEDURE FOR SETTING UP THE GROUP OF YOUNG ACADEMIC PROFESSIONALS: NOMINATION OF CANDIDATES, APPROVAL, EXTENDED PARTICIPATION AND WITHDRAWAL

5.1. Candidates to the "*New Teachers*" category of the Young Faculty Development Programme (Group of Young Academic Professionals) under 30 years (inclusive) shall be nominated by departments (university-wide or those operating under a faculty/school / department/MIEM HSE), schools/departments belonging to a faculty / MIEM HSE without smaller departments or by faculties (in the absence of schools/departments).

A candidate to the "*New Teachers*" category of Young Faculty Development Programme (Group of Young Academic Professionals) under 30 years (inclusive) may defer their nomination to Young Faculty Development Programme for up to 12 months.

5.2 Candidates to the "*New Teachers*" category of the Young Faculty Development Programme (Group of Young Academic Professionals) over 30 years of age shall nominate themselves as per p. 5.7. hereof.

5.3. Candidates to the "*Future Professors*" category of Young Faculty Development Programme (Group of Young Academic Professionals) shall be nominated by departments (university-wide or those operating under a faculty / school / department/MIEM HSE), schools/departments belonging to a faculty / MIEM HSE without smaller departments or by faculties (in the absence of schools/departments).

5.4. Candidates to the "*New Researchers*" category of Young Faculty Development Programme (Group of Young Academic Professionals) shall be nominated by HSE research subdivisions.

5.5. Restrictions on the number of candidates nominated by subdivisions to each category of the Young Faculty Development Programme (Group of Young Academic Professionals):

5.5.1. There are no restrictions as to the number of candidates to the "*New Teachers*" category of the Young Faculty Development Programme.

5.5.2. Each smaller department (university-wide or operating as a part of a faculty/department / school / MIEM HSE) may nominate up to 2 (two) candidates from among its teachers (primary place of employment) to the “*Future Professors*” category. If there are more than 10 (ten) faculty members (primary place of employment) working at a smaller department (university-wide or operating as a part of a faculty/department / school / MIEM HSE), it may nominate up to 3 (three) candidates for the "*Future Professors*" category. If a faculty does not have any schools/departments/ smaller departments, it may nominate one candidate for every 5 (five) faculty members (primary place of employment) to the "*Future Professors*" category. Each department/school that does not have smaller departments may nominate one candidate for every 5 (five) faculty members (primary place of employment) to the "*Future Professors*" category. If a department/school includes smaller departments, it may not make its own nominations to the Young Faculty Development Programme, since nominations shall be accepted from its sub-departments only;

5.5.3. Each HSE laboratory, including international laboratories, international research and teaching laboratory and learning and research laboratory (hereinafter - Laboratory) may nominate up to 3 (three) candidates to the "*New Researchers*" category. If there are 10 (ten) or more academic staff members under 30 years employed at the Laboratory (primary place of employment), it may nominate up to 4 (four) candidates.

5.5.4. Each institute/centre that does not have its own Laboratories and does not belong to any other institute (hereafter - Institute or Centre) may nominate up to 2 (two) candidates to the "*Future Researchers*" category. If there are 10 (ten) or more academic staff members under 30 years employed at the Institute / Centre (primary place of employment), it may nominate up to 3 (three) candidates.

If the Institute / Centre has Laboratories, the total number of its candidates may not exceed the total number of candidates from the Institute’s / Centre’s Laboratories, in view of the limitations specified in p. 5.5.3. hereof.

5.6. Nomination of candidates to the Young Faculty Development Programme (Group of Young Academic Professionals) under the “*New Researchers*”, “*Future Professors*” and “*New Teachers*” categories (for candidates who comply with criteria specified in p. 3.3.1 hereof):

5.6.1 Head of smaller department operating within a faculty/school/department, head of department/school operating within a faculty/MIEM HSE (in the absence of smaller departments), or head of a research subdivision operating within a faculty/MIEM HSE, shall send an official memorandum addressed to the faculty dean/ MIEM HSE head specifying the list of candidates with the grounds for their nomination;

5.6.2 The faculty dean/ MIEM HSE head shall prepare an official memorandum containing a list of candidates based on the official memorandums from smaller departments/departments/schools/research subdivisions operating within a faculty/MIEM HSE.

The faculty dean (in the absence of smaller departments/schools/departments within a faculty)/ MIEM HSE head/ head of a University-wide department shall prepare an official memorandum specifying the list of candidates with the grounds for their nomination from the faculty / MIEM HSE and research subdivisions operating within a faculty/ MIEM HSE/ a University-wide department.

5.6.3 HR committees of faculties/MIEM HSE/HSE campuses/other HSE subdivisions shall verify the compliance of candidates to the Young Faculty Development Programme (Group of Young Academic Professionals) with the criteria specified in pp. 3.3.1. and 3.3.2. - for “*New Teachers*” category;

5.6.4 HR committees of faculties/MIEM HSE/HSE campuses/other HSE subdivisions shall prepare recommendations with regards to candidates to “*Future Professors*” category, which shall be submitted to the Academic Council of faculties/ MIEM HSE/ HSE campuses/ other HSE subdivisions.

5.6.5 HSE Committee for Research Productivity Assessment shall verify the compliance of candidates to “*New Researchers*” category with the criteria specified in pp. 3.6.3. and 3.6.4. hereof.

5.6.6 Faculty dean/ MIEM HSE head/ head of the University-wide department shall send an official memorandum containing the list of candidates with the grounds for their nomination from the faculty / MIEM HSE/ a University-wide department to the manager of HR committee of a faculty/ MIEM HSE/ HSE campus/ other HSE subdivisions.

5.6.7 Candidates to the Young Faculty Development Programme (Group of Young Academic Professionals) within the “*New Researchers*” category from independent research subdivisions of the University, including those associated with HSE faculties, shall be considered by the research subdivision head. Recommendations for a candidate’s nomination including the grounds for such nomination shall be signed by the head of HSE research subdivision.

Recommendations for a candidate’s nomination to the “*New Researchers*” category shall be also reviewed by the Vice Rector responsible for the HSE academic development, pursuant to the allocation of official duties at HSE (hereafter, the “Coordinating Vice Rector”).

Preliminary interviews may be held with candidates to “*New Researchers*” category by the Expert Council of HSE Young Faculty Development Programme (Group of Young Academic Professionals) during the application period.

5.6.8 Candidates to the “*New Teachers*” category under 30 years (inclusive), “*New Researchers*” and “*Future Professors*” shall fill in an individual application and an individual plan in their personal account before the scheduled date for the meeting of the HR committee of a faculty/ MIEM HSE/ HSE campus/ or any other HSE subdivision.

5.6.9 Candidates for extended participation in the “*New Teachers*”, “*New Researchers*” and “*Future Professors*” categories fill in a questionnaire and an individual plan in their personal account on the HSE corporate website (portal) (www.hse.ru) in the period before the meeting of the HR Committee of a faculty/ MIEM HSE/ HSE campus/ or any other HSE subdivisions.

5.6.10 The manager of the HR Committee of a faculty/ MIEM HSE/ HSE campus/ or any other HSE subdivision shall initiate the review of applications submitted by potential candidates to each category within HSE Young Faculty Development Programme (Group of Young Academic Professionals), pursuant to the established requirements.

5.6.11 The manager shall forward the decision of the HR committee of a faculty/ MIEM HSE/ HSE campus/ or any other HSE subdivision to the faculty dean/ head of MIEM HSE/ head of the University-wide department/ HSE campus director.

The Academic Council of a faculty/ MIEM HSE/ HSE campus shall make a decision on the nomination of candidates to HSE Young Faculty Development Programme (Group of Young Academic Professionals) under the categories “*Future Professors*”, “*New Teachers*” and “*New Researchers*” on the basis of recommendations provided by the HR committee of a faculty/ MIEM HSE/ HSE campus/ or any other HSE subdivision. The decision made by the Academic Council of a faculty/ MIEM HSE/ HSE campus shall be subject to approval of the faculty dean/ HSE campus director. In the absence of the Academic Council at an HSE faculty, the decision on the nomination of candidates to HSE Young Faculty Development Programme shall be made by a committee comprising the faculty dean, smaller department heads (if the faculty has such departments) and heads of departments and schools (if the faculty has academic departments and schools). The decision made by the committee shall be subject to approval of the faculty dean.

Candidates for nomination from the University-wide departments shall be considered at the department meeting and approved by the department head, based on the decision made by the HR committee.

5.7. Nomination of candidates to the Young Faculty Development Programme (Group of Young Academic Professionals) within the “*New Teachers*” category (for candidates who comply with all criteria specified in p. 3.3.2 hereof):

5.7.1 During the period of nominations to HSE Young Faculty Development Programme (Group of Young Academic Professionals) within “*New Teachers*” category, any candidate who meets the criteria specified in p. 3.3.2 hereof should fill in an application, individual plan and a motivation letter containing grounds confirming their eligibility to join the HSE Young Faculty Development Programme in their personal account on HSE corporate website (portal) (www.hse.ru).

5.7.2. The Expert Council of HSE Young Faculty Development Programme shall evaluate motivation letters submitted by candidates and prepare recommendations for the HR Committee of HSE Academic Council with regards to candidates to HSE Young Faculty Development Programme (Group of Young Academic Professionals) under the “*New Teachers*” category.

5.8. The nomination of candidates for extended participation in HSE Young Faculty Development Programme (Group of Young Academic Professionals) shall be organised in line with the procedures specified in p. 5.6 hereof.

5.9. The list of candidates for (extended) participation in the HSE Young Faculty Development Programme (Group of Young Academic Professionals) under all categories approved by the Academic Council of the faculty/ MIEM HSE/ HSE campus/ HSE academic subdivision head before November 20 of the ongoing year shall be referred to the Academic Development Office for subsequent submission to the HR Committee of the HSE Academic Council.

5.9.1. The final decision on the (extended) participation in HSE Young Faculty Development Programme (Group of Young Academic Professionals) under all categories shall be made by the HR Committee of HSE Academic Council (with the participation of representatives of HSE academic subdivisions), on the basis of:

5.9.1.1. The decision made by the Academic Council of a faculty/ MIEM HSE/ HSE campus/ faculty’s committee (in the absence of an academic council at a given faculty)/ the University-wide department head;

5.9.1.2. an official memorandum submitted by the University-wide department head/HSE campus director/faculty dean/MIEM HSE head, that should contain a consolidated list of candidates nominated by smaller departments and departments/schools, academic subdivisions within a faculty/ MIEM HSE (if a faculty/ MIEM HSE has smaller departments/ departments/ research subdivisions) or a list of candidates nominated by a faculty (if a faculty does not have smaller departments/departments) (for “*New Teachers*” under 30 years (inclusive), “*Future Professors*” and “*New Researchers*” categories);

5.9.1.3. an official memorandum submitted by an independent academic subdivision head (including subdivisions associated with an HSE faculty) (for “*New Researchers*” category);

5.9.1.4. information provided in the individual application (for nominated candidates), individual annual report (for candidates for extended participation) and individual plan for the following year (for newly nominated candidates and for extended participation).

5.9.1.5. recommendations of the Expert Council of HSE Young Faculty Development Programme (Group of Young Academic Professionals) with regards to candidates to the “*New Teachers*” category who meet the qualification criteria specified in 3.3.2. hereof.

5.9.2. The following limitations shall not be applicable for extended participation in HSE Young Faculty Development Programme (Group of Young Academic Professionals) in the second year: age, as specified in pp. 3.3.1, 3.4.2, and 3.6.1 hereof, and period of employment, as specified in pp. 3.3.2. and 3.6.2 hereof.

5.9.3. Candidates to HSE Young Faculty Development Programme (Group of Young Academic Professionals) within the “*New Teachers*” category, who meet the criteria specified in 3.3.2. hereof, may not apply for the extension of their participation in HSE Young Faculty Development Programme.

5.9.4. The final list of participants of HSE Young Faculty Development Programme (Group of Young Academic Professionals) shall be determined by the HR Committee of HSE Academic Council before December 15 of the ongoing year and approved by the Rector’s directive for one calendar year.

5.10. Terms and conditions of participation in HSE Young Faculty Development Programme (Group of Young Academic Professionals)

5.10.1. A GYAP participant in the *“New Teachers”* category*,* selected pursuant to the qualification criteria specified in subparagraph 3.3.2 hereof, is eligible to remain on the programme for up to 12 months and shall be automatically dismissed from the respective category upon expiry of this period. However, he/she retains the right to apply for participation in other categories within the HSE Young Faculty Development Programme (Group of Young Academic Professionals).

5.10.2 A GYAP participant under the “*Future Professors*” “*New Researchers*” and “*New Teachers*” categories, selected pursuant to the qualification criteria specified in p. 3.3.1. hereof, is eligible to remain on the programme for up to 24 months (provided that their extended participation was approved by the HR Committee of HSE Academic Council) and shall be automatically dismissed from the respective category upon expiry of this period. However, he/she retains the right to apply for participation in other categories within HSE Young Faculty Development Programme (Group of Young Academic Professionals).

If the HR Committee of HSE Academic Council decides that a candidate’s participation in HSE Young Faculty Development Programme (Group of Young Academic Professionals) should not be extended due to his/her low academic engagement, such participant shall be dismissed from the Group of Young Academic Professionals and shall not be entitled to apply to the same category ever again, as well as be recommended to other categories of HSE Young Faculty Development Programme during subsequent 24 months.

The annual performance of a GYAP participant shall be assessed by the HR Committee of the HSE Academic Council on the basis of annual his/her individual report and individual plan for the ongoing year.

5.11. Participants can be dismissed from the HSE Young Faculty Development Programme (Group of Young Academic Professionals) prematurely due in the following cases:

5.11.1. dismissal from the academic staff position at HSE (including expiry of the employment agreement without further renewal due to the employee’s failure in the competitive selection to the faculty positions, or in case no application was submitted by the candidate for the competitive selection of faculty members);

5.11.2. transition to a secondary employment mode (for faculty members, researchers and research assistants);

5.11.3. transition to another position to substitute for an employee who has taken a leave of absence but is guaranteed a position with HSE pursuant to the legislation;

5.11.4. in case of a breach of HSE Internal Regulations resulting in a damage to HSE business reputation.

In these cases, any changes to the composition of the Group of Young Academic Professionals shall be documented by a directive signed by an authorized official pursuant to the allocation of official duties at HSE.

In case of an early dismissal of a participant from HSE Young Faculty Development Programme (Group of Young Academic Professionals), he/she shall be deprived of the right to submit an application for extending their participation in the Young Faculty Development Programme (Group of Young Academic Professionals) for the next year.

5.12. While an employee is on a long business trip (over 4 months), or takes a maternity leave, or a sabbatical leave for over 3 months, their participation in the Young Faculty Development Programme (Group of Young Academic Professionals) shall be suspended for a time period equivalent to the duration of such business trip or leave of absence. An employee shall be dismissed from the Young Faculty Development Programme (Group of Young Academic Professionals) from the first day of their leave of absence or a long business trip, on the basis of the University’s directive on making amendments to the composition of the Group of Young Academic Professionals for the ongoing year.

After the leave of absence or a long business trip is over, such employees retain the right to resume their participation in the Young Faculty Development Programme (Group of Young Academic Professionals) without competition procedure and without limits as to the number of places or age, as specified in pp. 3.3.1, 3.4.2 and 3.6.1 hereof.

An employee may resume his/her participation in the Young Faculty Development Programme (Group of Young Academic Professionals) without competition procedure by filing a personal application approved by the head of the employee’s subdivision, to the Academic Development Office within a calendar year upon return from the leave of absence or a long business trip.

The information concerning the GYAP participant’s upcoming leave of absence or a long business-trip shall be provided to the Academic Development Office no later than in ten calendar days prior to the starting date of the leave of absence or business trip in the form of an official memorandum addressed to the Coordinating Vice Rector.

5.13. In case a participant of the Young Faculty Development Programme (Group of Young Academic Professionals) is away on any kind of vacation (except vacations specified in p. 5.12 hereof) for less then 4 (four) months, such absence shall not be regarded as the ground for withdrawal/suspension of their participation in the Young Faculty Development Programme (Group of Young Academic Professionals).

5.14. In the event of a participant’s dismissal from an academic staff position at HSE, including the transition to secondary employment format (for teachers and researchers), the GYAP participant shall inform the Academic Development Office in 14 (fourteen) days prior to the date of their dismissal/transfer to secondary employment. In this case, the employee’s withdrawal from the Young Faculty Development Programme (Group of Young Academic Professionals) will be initiated by the Academic Development Office.

5.15. In case of the employee’s withdrawal from the Young Faculty Development Programme (Group of Young Academic Professionals), any financial incentives granted to the employee pursuant to p. 6.2.1 hereof shall be cancelled by the University’s directive.

5.16. After the employee’s dismissal from the Young Faculty Development Programme (Group of Young Academic Professionals), former participants shall retain the right to receive information about ongoing projects, attend meetings organised for participants of the Young Faculty Development Programme (Group of Young Academic Professionals) and take part in special competitions, unless otherwise stipulated by the regulations on competitions held under the Young Faculty Development Programme.

VI. INCENTIVES PROVIDED TO MEMBERS OF THE YOUNG FACULTY DEVELOPMENT PROGRAMME (GROUP OF YOUNG ACADEMIC PROFESSIONALS)

6.1. Members of the Young Faculty Development Programme (Group of Young Academic Professionals) shall be provided with opportunities to boost their professional qualification and competencies via special support measures and within the framework of the University’s programmes.

6.2. *Special measures* available to members of the Young Faculty Development Programme (Group of Young Academic Professionals) during their participation in the Programme, include:

6.2.1. Financial incentives for:

6.2.1.1. participants in the “*New Teachers”* category, employed as assistants at HSE Moscow campus, selected to the Young Faculty Development Programme (Group of Young Academic Professionals) as candidates who meet the qualification criteria specified in 3.3.1. hereof;

6.2.1.2. participants in the “*New Teachers”* category, employed at HSE Perm, HSE Nizhny Novgorod and HSE Saint Petersburg campus, selected to the Young Faculty Development Programme (Group of Young Academic Professionals) as candidates who meet the qualification criteria specified in 3.3.1. hereof;

6.2.1.3. participants in the “*New Researchers”* category;

6.2.2. an opportunity to take part in long-term (from 1 to 3 months) academic mobility programmes and visit leading global universities and research centres shall be provided to the “*Future Professors*” category;

6.2.3. An opportunity of *reducing the teaching load* by 25% of the established standards per person without further distribution of this load among other teachers of the smaller department/faculty/MIEM HSE – for participants of the “*Future Professors”* and *“New Teachers”* categories, selected from among candidates under 30 years (inclusive);

6.2.4. an opportunity to attend special *events*, held for participants of the Young Faculty Development Programme (Group of Young Academic Professionals), including: seminars, courses, competitions, training sessions and off-campus schools, focused on the University’s strategic goals and objectives, developing professional and organisational skills, preparing for instruction and job promotion - for all GYAP categories.

Staff and students engaged in teaching and research activities at HSE can be invited to take part in special *events* organized for the Young Faculty Development Programme (Group of Young Academic Professionals).

6.3. In the framework of HSE programmes, membership on the HSE Young Faculty Development Programme (Group of Young Academic Professionals) may be regarded as an *additional criterion* when making a decision with regards to the following:

6.3.1. selection of candidates to Master's and PhD programmes of international universities (including double-degree programmes offered by HSE and its international partner);

6.3.2. recommendations for admission to the HSE doctoral programmes;

6.3.3. sabbatical leaves (for teachers and researchers);

6.3.4. selection of candidates for academic internships, conferences, summer schools, and continuing professional development programmes.

6.4. GYAP participants shall be eligible to receive support during their admission to Master’s and PhD programmes offered by international universities, which includes assistance in finding special-purpose grants awarded by international and domestic institutions, as well as affordable educational loans.

6.5. The procedure, as well as the size and financial sources for incentive payments, shall be approved by the Rector’s directive for one calendar year. Incentives shall be awarded and paid *pro rata* to the actual work hours.

VII. GROUP OF YOUNG ACADEMIC PROFESSIONALS: KPI, REPORTING PROCEDURES AND ROTATION

7.1. The following key performance indicators shall be applicable to GYAP participants in the “*New Teachers*” and “*New Researchers*” categories:

7.1.1. renewal of employment agreements with young teachers and researchers upon expiry of a 2-year period after recruitment;

7.1.2. participants in the *“New Teachers”* category, employed as instructors/lecturers, senior lecturers, assistant professors, associate professors and professors must meet the qualification criteria which are established at HSE for faculty members[[11]](#footnote-11);

7.1.3. participants in the *“New Teachers”* category employed as assistants must meet the qualification criteria which are established at HSE for faculty members employed as teachers;

7.1.4. participants in the “*New Researchers*” category must meet the research productivity requirements established at HSE in line with requirements set for their respective research position.

7.2. The following KPI shall be applicable to participants in the “*Future Professors*” category:

7.2.1. eligibility for Tier 2 or 3 academic bonuses;

7.2.2. job promotion attained;

7.2.3. availability and quality of research articles and publications;

7.2.4. prizes/awards at academic and teaching competitions held at HSE and other institutions;

7.2.5. preparation/defense of a Doctor of Sciences dissertation;

7.2.6. successful completion of an internship.

7.3. GYAP participants shall submit short annual reports describing the results of their educational, teaching and research activities to the Coordinating Vice Rector.

7.4. Reports prepared by faculty deans/ directors of HSE campuses/ director of MIEM HSE/ heads of the University-wide departments (annual reports of faculties/ MIEM HSE, including related departments/ campuses/ University-wide departments regarding their work with GYAP participants) shall be prepared based on individual plans and annual reports submitted by GYAP participants for the ongoing year. Reports submitted by deans/ MIEM HSE director/ heads of HSE campuses/ heads of the University-wide departments shall be discussed at the meetings of Academic Councils of faculties/ MIEM HSE/ HSE campuses/ meetings of the University-wide departments (if an HSE faculty has no academic council - at the meeting of the faculty’s committee established pursuant to the procedure specified in p. 5.6.12 hereof), and candidates for participation in/ dismissal from the HSE Young Faculty Development Programme (Group of Young Academic Professionals) for the following year shall be proposed by faculties/ MIEM HSE/ HSE campuses/ University-wide departments every year before November 20.

7.5. Academic subdivisions’ heads shall prepare annual reports regarding their work with GYAP participants, with due regard for individual annual reports and current individual plans of the Programme participants.

7.6. Annual reports prepared by faculties/ MIEM HSE (including smaller departments/ departments/ schools under HSE faculties/ MIEM HSE), as well as reports prepared by HSE research subdivisions with regards to the progress and results of their work with the Young Faculty Development Programme (Group of Young Academic Professionals), shall be submitted to the HR Committee of HSE Academic Council before November 20 of the ongoing year. After annual reports have been reviewed by the HR Committee of the HSE Academic Council (jointly with the Coordinating Vice Rector and representatives of HSE research institutes), they shall be submitted by the Coordinating Vice Rector for approval of the HSE Rector along with the draft list of new nominations to the Young Faculty Development Programme (Group of Young Academic Professionals).

7.7. The HR Committee of the HSE Academic Council shall annually inform the HSE Academic Council about the progress and results of work with GYAP participants.

1. The date of submission of documents to the HR Committee of HSE Academic Council for subsequent selection to the Young Faculty Development Programme (Group of Young Academic Professionals). [↑](#footnote-ref-1)
2. The date of submission of documents to the HR Committee of HSE Academic Council for subsequent selection to the Young Faculty Development Programme (Group of Young Academic Professionals). [↑](#footnote-ref-2)
3. HSE educational subdivisions mean: faculties, including faculties of HSE regional campuses, MIEM HSE, departments/schools/smaller departments operating under a faculty and MIEM HSE, as well as other subdivisions under HSE faculties/MIEM HSE, implementing degree programmes, as well as University-wide departments. [↑](#footnote-ref-3)
4. All candidates to this group within the Young Faculty Development Programme (Group of Young Academic Professionals) should meet the requirements specified in p. 1 of Annex 4 to the Regulations on the Preliminary Review of Applications Submitted by Candidates to Open Faculty Positions at National Research University Higher School of Economics. [↑](#footnote-ref-4)
5. All candidates to this group within the Young Faculty Development Programme (Group of Young Academic Professionals) should meet the requirements specified in p. 1 of Annex 4 to the Regulations on the Preliminary Review of Applications Submitted by Candidates to Open Faculty Positions at National Research University Higher School of Economics. [↑](#footnote-ref-5)
6. The date for submitting documents for selection of candidates to the Young Faculty Development Programme (Group of Young Academic Professionals) to the HR committee of HSE Academic Council. [↑](#footnote-ref-6)
7. All candidates to this group within the Young Faculty Development Programme (Group of Young Academic Professionals) should meet the requirements specified in p. 1 of Annex 4 to the Regulations on the Preliminary Review of Applications Submitted by Candidates to Open Faculty Positions at National Research University Higher School of Economics. [↑](#footnote-ref-7)
8. Length of employment of students pursuing a first degree and working as research assistants shall be taken into account starting from their date of graduation. [↑](#footnote-ref-8)
9. All candidates to this group within the Young Faculty Development Programme (Group of Young Academic Professionals) should meet the requirements specified in p. 1 of Annex 4 to the Regulations on the Preliminary Review of Applications Submitted by Candidates to Open Faculty Positions at National Research University Higher School of Economics. [↑](#footnote-ref-9)
10. All candidates to this group within the Young Faculty Development Programme (Group of Young Academic Professionals) should meet the requirements specified in p. 1 of Annex 4 to the Regulations on the Preliminary Review of Applications Submitted by Candidates to Open Faculty Positions at National Research University Higher School of Economics. [↑](#footnote-ref-10)
11. All candidates to this group within the Young Faculty Development Programme (Group of Young Academic Professionals) should meet the requirements specified in p. 1 of Annex 4 to the Regulations on the Preliminary Review of Applications Submitted by Candidates to Open Faculty Positions at National Research University Higher School of Economics. [↑](#footnote-ref-11)