



RESOLUTION OF THE ACADEMIC COUNCIL MEETING OF THE NATIONAL UNIVERSITY OF MONGOLIA

April 26, 2024

No. 04

Ulaanbaatar

On the Approval of a Procedure

Pursuant to Clauses 5.1.3 and 5.3.8.3 of the Charter of NUM, Clauses 2.6, 2.8.6, and 6.7 of the Rules of Procedure of the Academic Council of NUM, and based on the decision of the Academic Council meeting of April 26, 2024, it is hereby RESOLVED as follows:

1. The "Procedure for Promotion of Academic Ranks and Evaluation of Work Performance of Professors of NUM" shall be approved as Annex 1 and enforced starting from August 25, 2024.
2. The "Procedure for Conferment of Professor and Associate Professor Titles of NUM" shall be approved as Annex 2 and enforced starting from May 1, 2024.
3. In connection with the approval of this procedure, Chapter Fifteen concerning the conferment of Professor and Associate Professor titles in the "Procedure for Employing Professors at NUM," approved by Order No. A/208 of the Rector of NUM dated May 6, 2019, shall be invalidated effective May 1, 2024; the other chapters and annexes of the same procedure shall be invalidated effective August 25, 2024; and the amendments made to the "Procedure for Employing Professors at NUM," approved by Order No. A/412 dated September 28, 2023, shall be invalidated effective August 25, 2024.
4. In connection with the approval of the "Procedure for Promotion of Academic Ranks and Evaluation of Work Performance of Professors of NUM" and the "Procedure for Conferment of Professor and Associate Professor Titles of NUM," the Rector of NUM (D. Badarch) is instructed to develop and approve guidelines for the implementation and enforcement of these procedures.
5. The Rector of NUM (D. Badarch) is instructed to ensure the implementation of the "Procedure for Promotion of Academic Ranks and Evaluation of Work Performance of Professors of NUM" and the "Procedure for Conferment of Professor and Associate Professor Titles of NUM."

CHAIRMAN OF THE ACADEMIC COUNCIL D. BADARCH

SECRETARY B. DAVAASUREN

PROCEDURE FOR CONFERMENT OF PROFESSOR AND
ASSOCIATE PROFESSOR TITLES AT NUM

One. General Provisions

- 1.1 The purpose of this Procedure is to regulate the conferment of Professor and Associate Professor titles at NUM in conformity with the Law on Higher Education, the Labor Law, the Charter of NUM, the Internal Labor Procedure, and the Procedure for Promotion of Academic Ranks and Evaluation of Work Performance of Professors of NUM.
- 1.2 In conferring Professor and Associate Professor titles at NUM, the commonly applied criteria and periodic evaluation system practiced in highly developed countries (the basic principles of the tenure track system) shall serve as a benchmark.

Two. Definitions of Terms

- 2.1. In this Procedure, the relevant terms shall be understood according to the definitions set forth in the "Procedure for Promotion of Academic Ranks and Evaluation of Work Performance of Professors of NUM."

Three. Selection for Professor and Associate Professor Titles

- 3.1. The selection for the conferment of Professor and Associate Professor titles at NUM shall be conducted at the beginning of the academic year (by September 30).
- 3.2. A candidate for the titles of Professor or Associate Professor at NUM must obtain the required score specified in Annex 1 in the areas of research, teaching, and service to the school and society.
- 3.3. If a candidate has published one article under the name of NUM as the first author or corresponding author in a top 5 professional journal in the relevant field ranked by JCR impact factor of Web of Science (WoS), the research requirement shall be deemed fully satisfied.
- 3.4. In the fields of engineering, mathematics, social sciences, and humanities, up to 30 percent of the required research score may be fulfilled by the combined score of conference proceedings published in full in international conferences indexed in JCR impact factor of Web of Science (WoS) or Scopus, patents registered under the name of NUM, commissioned research, and technology transfer. In such cases, the score given for papers published in full in international conference proceedings indexed in WoS JCR impact factor or Scopus CiteScore shall be considered equivalent to that of a journal article published in an academic journal registered in international databases and issued by a professional association, society, university, or research institution.
- 3.5. A candidate for the title of Professor at NUM shall meet the following requirements:
 - 3.5.1. Hold the title of Associate Professor.
 - 3.5.2. Have supervised at least two doctoral students to completion, or have supervised one doctoral student to completion and exceeded the research score requirement for Professor by two times or more.
 - 3.5.3. Have served at the professor rank for a period of six years.
 - 3.5.4. Have fully accumulated the required score for the title of Professor, counting work accomplished after obtaining the title of Associate Professor.
- 3.6. A candidate for the title of Associate Professor at NUM shall meet the following requirements:
 - 3.6.1. Have supervised at least five master's students to completion (one completed doctoral student shall be considered equivalent to two master's students). In the fields of natural sciences and engineering and technology, it shall be acceptable to have supervised three

master's students to completion, provided that in such case the research score requirement for Associate Professor has been exceeded by two times or more.

3.6.2. Have served at the associate professor rank for a period of six years.

3.6.3. Have fully accumulated the required score for the title of Associate Professor.

- 3.7. A candidate for the titles of Professor or Associate Professor at NUM must have supervised doctoral or master's students of NUM to completion.
- 3.8. The period of service as Rector, Vice Rector, Director, Dean of a constituent or branch school, or Head of a department, office, or division of NUM shall be counted as service at the professor or associate professor rank, according to the rank previously held. Professors serving in such administrative positions shall have their work evaluated in accordance with the requirements for the conferment of Professor and Associate Professor titles at NUM, in the same manner as other professors. For professors, the period served at such positions prior to the implementation of this Procedure shall continue to be counted toward their academic rank.
- 3.9. A professor who has met the requirements for the title of Professor or Associate Professor at NUM shall be issued a certificate by decision of the Academic Council.
- 3.10. Professors holding the title of Professor or Associate Professor at NUM shall receive a salary supplement in accordance with applicable laws and regulations.
- 3.11. Professors holding the titles of Professor or Associate Professor at NUM shall have their work evaluated within the scheduled period in accordance with the unified performance evaluation criteria of NUM.
- 3.12. Professor and Associate Professor titles awarded by other universities shall not be recognized as equivalent at NUM.
- 3.13. Any complaint related to the selection process for the conferment of Professor and Associate Professor titles at NUM shall be submitted to the Academic Council of NUM through the Academic Secretary. The Specialized Committee on Academic Titles and Endowment Funds shall review the complaint within 30 days and present the outcome for discussion and decision at a meeting of the Academic Council.
- 3.14. If it is established that a professor who did not meet the requirements for the title of Professor or Associate Professor at NUM has been selected, the decision shall be invalidated by an order of the Rector based on the resolution of the Academic Council.

Table 1. Required Scores for the Selection of Professor and Associate Professor Titles at NUM

Position	Research	Teaching and Community Service	Total
Associate Professor	1960	840	2800
Professor	960	210	1170

Note: The corresponding scores shown in the table must be fully met. For the research, teaching, and community service scores required for the title of Professor, only the work accomplished after obtaining the title of Associate Professor shall be counted.

Table 2. Scoring Scale for Research Activities

Research Activity Indicator	Unit of Measurement	Score
An article published in a professional journal indexed in Web of Science (WoS) with an impact factor or in Scopus CiteScore.	1 article	
B.1.1.1 An academic journal in the relevant field with an average or above-average index.		400
B.1.1.2 An academic journal in the relevant field with a below-average index ¹		320
An academic journal published by a professional association, society, university, or research institution that is registered in an international database ¹	1 article	160
A domestic academic journal included in the list of journals registered at NUM, published in English, and having an international editorial board ¹	1 article	120
A domestic academic journal included in the list of journals registered at NUM, published in a mixed format in Mongolian and English or solely in Mongolian, and peer-reviewed at a professional level. ¹	1 article	80
A single-author monograph <ul style="list-style-type: none"> - published by a publishing house indexed in Web of Science or Scopus; - published by another international publishing house; - published in Mongolian. 	1 printed page	45 30 20
Co-authored monograph ² : <ul style="list-style-type: none"> - published by a publishing house indexed in Web of Science or Scopus; - published by another international publishing house; - published in Mongolian. 	1 printed page	30 20 15
Edited volume (collective work) ² <ul style="list-style-type: none"> - published by a publishing house indexed in Web of Science or Scopus; - published by another international publishing house; - published in Mongolian 		22.5 15 7.5

¹ For the first author and corresponding author, a multiplier of 1.0 shall be applied; for the last author, 0.8; and for other authors, 0.5.

² In the case of joint research works, the contribution of authors shall be determined by the number of printed pages. If this cannot be determined, the contribution shall be divided equally among all authors.

Source studies and scholarly translations of source materials	1 printed page	6
Language dictionaries and encyclopedias ²	1 printed page	4 5
Patent for a new invention: - abroad - domestically	1 work	320 120
Product design: - abroad - domestically	1 work	120 40
Royalties generated from intellectual property registered under the name of NUM	1 million MNT	30
Projects funded from sources other than NUM: project fees paid from the total project funding transferred through NUM's account	1 million MNT	30
Number of citations indexed in databases such as Web of Science and Scopus (without duplication)	1 citation	1

Table 3. Scoring Scale for Teaching Activities

Teaching Activity	Unit of Measurement	Score
Development and improvement of undergraduate course curricula ³	1 course	20
Development and improvement of master's and doctoral course curricula	1 course	35
Receiving the Best Teacher Award from the Ministry of Education and Science, NUM, or a consortium of universities	1 award	50
Textbook ⁴ - written in a foreign language - written in Mongolian - translated textbook with copyright authorization	1 printed page	15 12 7.5
Handbook	1 printed page	3
Number of bachelor's students supervised to completion	1 student	10
Number of master's students supervised to completion	1 master's student	30
Number of doctoral students supervised to completion	1 doctoral student	60
Supervision of international students or students enrolled in special programs	1 program 1 international student	15 10
Development of an online course (uploaded on online.num.edu.mn platform)	1 course (1 credit hour)	30
Contribution to the writing of a self-assessment report for domestic accreditation	1 program	20
Contribution to the writing of a self-assessment report for international accreditation	1 program	40
Introduction and implementation of new teaching methodologies	1 methodology	20

³ If the development or improvement of a course curriculum is carried out as a group work, the total score shall be equally divided among all participants.

⁴ Textbooks and translated works must be approved by the Academic Council of the respective constituent or branch school, and in the case of multiple authors, if the contributions of the authors are specified, the corresponding share shall be allocated accordingly.

Table 4. Scoring Scale for Service to School and Society

Service to School and Society	Unit of Measurement	Score
Serving as a member of NUM's General or Sub-committee on Academic Programs	1 academic year	20
Serving as a member of the NUM Governing Board, Academic Council, or a school's Academic Council (may be counted additionally)	1 academic year	10
Serving as a member of a university-wide or constituent/branch school committee, or leading a major seminar	1 academic year	20
Participating in a working group or carrying out other assigned duties by order of the school director	one time	20
Organizing, serving on committees for, or participating in national Olympiads, competitions, training sessions, or seminars	one time	10
Publishing simplified or promotional academic articles	one time	10
Serving on the organizing committee of an international academic conference	one time	25
Serving on the organizing committee of a national academic conference	one time	15
Promoting one's profession through participation in television or radio programs, or providing professional and methodological consultation	one time	10
Participating in the activities of the NUM Alumni Association	1 academic year	20
Serving on the board of directors or as a member of professional associations	1 academic year	15