



**ORDER OF THE RECTOR OF
THE NATIONAL UNIVERSITY OF MONGOLIA**

25 August 2015

No.A/234

Ulaanbaatar

On the approval of a procedure

Pursuant to Article 12.1.4 of the Law of Mongolia on Higher Education, Clause 4.5.8.3 of the NUM Charter, and Resolution No. 04 of the NUM Academic Council dated 18 June 2015, it is hereby ORDERED as follows:

1. To approve, as attached hereto, the "Procedure for the Employment of Adjunct, Contractual and Visiting Professors, and Part-time Faculty at the National University of Mongolia" as Annex 1 and the "Procedure for Granting Honorary Titles of the National University of Mongolia" as Annex 2, and to enforce them effective from 25 August 2015.
2. To instruct the Directors of the constituent and branch schools (J. Erdenebulgan, N.Batnasan, S. Battulga, N. Baatarbileg, B. Bayartogtokh, D. Namjil, N. Erdenechimeg) to strictly comply with and implement the "Procedure for the Employment of Adjunct, Contractual and Visiting Professors, and Part-time Faculty at the National University of Mongolia" and the "Procedure for Granting Honorary Titles of the National University of Mongolia."
3. To assign the Director of the Department of Administration, Monitoring, and Evaluation (V. Battsengel) to oversee the implementation of these Procedures.

DIRECTOR

R. BAT – ERDENE

PROCEDURE FOR EMPLOYING ADJUNCT, CONTRACTUAL,
AND VISITING PROFESSORS, AND PART-TIME FACULTY
AT THE NATIONAL UNIVERSITY OF MONGOLIA

ONE. GENERAL PROVISIONS

- 1.1. The employment relations of adjunct, contractual, visiting professors, associate professors, and part-time faculty at NUM shall be regulated by this procedure.
- 1.2. Any individual seeking employment as a contractual professor, contractual associate professor, visiting faculty, visiting professor, or part-time faculty member shall submit the documentation specified in Article 5.4 of the "Procedure for the Employment of Professors and Faculty at the National University of Mongolia."
- 1.3. Contractual professors, contractual associate professors, visiting lecturers, visiting professors, and part-time faculty shall not participate in the administrative and internal operations of NUM.

TWO. ADJUNCT PROFESSOR

- 2.1. A professor or associate professor who has worked productively for many years at NUM and has subsequently retired in accordance with the relevant procedures of the Labor Law of Mongolia may, based on the needs of the respective department, be employed as a Adjunct Professor or Adjunct Associate Professor for a period of up to five (5) years. A Adjunct Professor shall have the duties of transmitting knowledge and expertise, training young researchers, and advising on research and scholarly work. The research and teaching hours to be carried out by a Adjunct Professor or Adjunct Associate Professor shall be specified in the contract. A senior lecturer who has worked productively for many years at NUM, has acquired specific methodologies in teaching and research, or is specialized in a rare field may also, after retirement, be employed for a period of one (1) year in the department where teaching workload exists. The scope of work to be performed shall likewise be stipulated in the contract.
- 2.2. A faculty member eligible to serve as a Adjunct Professor or Adjunct Associate Professor shall meet the following requirements:
 - Must be able to participate regularly in research and teaching activities;
 - Must have worked not less than fifteen (15) years at NUM or other higher education or research institutions, of which at least the last five (5) years shall have been at NUM prior to retirement;
 - Must have taught professional courses to undergraduate, master's, and doctoral students, supervised graduate and doctoral theses, and conducted research seminars;
 - Must have provided training to junior faculty in research methodology and teaching methods;
 - A Adjunct Professor shall involve his/her master's and doctoral students in teaching and research activities, employ them as assistants, and provide support for their professional training and specialization.

- 2.3. A contract shall be concluded with a Adjunct Professor or Adjunct Associate Professor for a period of one (1) year, and the term may be extended subject to the fulfillment of contractual obligations and the assessment of results.

THREE CONTRACTUAL PROFESSORS

- 3.1. Specialists working at the Mongolian Academy of Sciences, or other research, educational, or production organizations, who hold a doctoral degree, are internationally recognized, and meet the general and specific requirements for the rank of Professor or Associate Professor, may be employed at NUM as Contractual Professors or Contractual Associate Professors. Individuals without a doctoral degree shall not be employed as contract faculty.
- 3.2. For scholars to be employed as Contractual Professors or Contractual Associate Professors, a contract shall be concluded based on the proposal of the respective department and school administration council, stipulating in detail the duties to be performed, remuneration, working conditions, and other relevant arrangements. Contracts may be concluded for a period of six months or one year.
- 3.3. Specialists who have previously worked at scientific or higher education institutions, hold a doctoral degree, and meet the general requirements for the rank of Professor or Associate Professor, may be employed at NUM as Contractual Professors or Contractual Associate Professors for a period of up to two years following their retirement.
- 3.4. As Contractual Faculty, non-staff doctoral researchers of NUM who are remunerated from non-university sources, as well as experienced professionals with practical expertise, may be employed. However, NUM's full-time administrative staff, researchers, and other employees shall not be permitted to work concurrently as Contractual Faculty.

FOUR VISITING PROFESSOR

- 4.1. Within the framework of cooperation agreements between NUM and domestic or foreign universities and institutions, highly specialized experts with strong intellectual capacity may be invited to serve as Visiting Lecturers or Visiting Professors.
- 4.2. Based on the proposal of the relevant department and the decision of the school administration council where the proposal was discussed, the Dean of the respective constituent/branch school shall submit a written request to NUM's Department of International Relations to invite and employ a Visiting Lecturer or Visiting Professor.
- 4.3. A foreign faculty member invited by NUM shall be employed as a Visiting Lecturer or Visiting Professor in accordance with their academic degree and title. Unless otherwise stipulated in the contract, remuneration and allowances shall be determined based on the recommendations of the relevant department and constituent/branch school, taking into account the academic degree, title, and years of service.
- 4.4. Matters related to providing housing, covering domestic travel expenses, granting additional remuneration and incentives, supporting research activities, and other related issues shall be regulated by contract.

FIVE. PART-TIME FACULTY

- 5.1. In cases where a given program lacks sufficiently specialized faculty, part-time teachers may be employed under contract. A part-time teacher shall meet the general requirements applicable to NUM faculty members, possess teaching experience, and hold at least a Master's degree.
- 5.2. The decision to employ a part-time teacher shall be made by order of the Rector of NUM. The employment contract with the part-time teacher shall be concluded by the Dean of the respective constituent school, based on the recommendations of the relevant department and the Academic Affairs Office.
- 5.3. The Rector, Vice-Rectors, and heads of offices or departments may teach courses to students within their professional field, in which case their teaching assignment shall be formalized by rectoral order in the same manner as for part-time teachers.

PROCEDURE FOR AWARDING HONORARY TITLES OF NUM

GENERAL PROVISION

The Academic Council of NUM shall follow this procedure in awarding honorary titles of NUM.

The honorary titles of NUM are of two types: those conferred by NUM and those conferred by its constituent schools.

ONE. HONORARY TITLES OF NUM

- 1.1 The honorary titles of NUM are "Honorary Doctor," "Honorary Professor," and "Emeritus Professor."
- 1.2 The title of Honorary Doctor shall be awarded to distinguished foreign scholars or prominent figures in the fields of peace, humanitarian affairs, government, or civil society, who have made substantial contributions to the development of science, culture, and education.
- 1.3 The title of Honorary Professor shall be awarded to foreign scholars in recognition of their valuable contributions to the advancement of NUM, including achievements in scientific research, teaching, and technological innovation.
- 1.4 The title of Emeritus Professor shall be awarded to those serving as Adjunct Professors who have completed their employment contract at NUM and who meet the requirements set forth in this regulation.

TWO. HONORARY TITLES OF THE CONSTITUENT SCHOOLS

- 2.1. The honorary title of a constituent school shall be "Honorary Doctor" of the respective field.
- 2.2. The title of Honorary Doctor of a constituent school shall be awarded to a scholar, public figure, or supporter, whether domestic or foreign, who has made a significant contribution to scientific advancement, academic teaching, and technological innovation in the relevant field; who has established their own school of thought or training tradition; and who has played an outstanding role in expanding and developing cooperation.

THREE. EMERITUS PROFESSOR

- 3.1. The title of Emeritus Professor shall be conferred on scholars who hold the academic rank of Professor or Associate Professor at NUM, who have served in a professorial post for not less than 20 years, and who have made significant contributions to the development of science

and education.

- 3.2. An Emeritus Professor shall be obliged to contribute to the development of NUM, expand domestic and international relations and cooperation, and strengthen NUM's reputation and standing in society.
- 3.3. Emeritus Professors shall be entitled, without restriction, to implement independently funded research projects at NUM using university infrastructure; to receive appropriate financial support for participation in international conferences; to take part in working groups, examination committees, or advisory boards upon the recommendation of departments and schools; to receive financial support once every two years; and to be invited to university ceremonies and honorary events.

FOUR. NOMINATION FOR HONORARY TITLES

- 4.1. An official reference and introduction from the nominee's primary institution;
- 4.2. A list of the nominee's works, major publications, and brief descriptions thereof;
- 4.3. The minutes and decision of the meeting of the Academic Council of the nominating organization, the respective constituent faculty or school, and the department regarding the candidate for the honorary title.
- 4.4. Certified copies of official certificates and diplomas confirming the nominee's academic degree and rank;
- 4.5. Candidates for Emeritus Professor shall be reviewed and approved by the Academic Council of the respective Constituent School, and subsequently submitted to the Academic Council of NUM for final decision.

FIVE. AWARDING HONORARY TITLES

- 5.1. The conferment of the titles of Honorary Doctor, Honorary Professor, and Emeritus Professor of NUM shall be reviewed and decided by the meeting of the Academic Council of NUM, while the conferment of the title of Honorary Doctor of a constituent school shall be reviewed and decided by the meeting of the Academic Council of the respective school.
- 5.2. Recipients of the titles "Honorary Doctor" and "Honorary Professor" of NUM shall be presented with a certificate, medal, and academic gown. Recipients of the title "Emeritus Professor" shall be presented with a badge and diploma. All recipients shall be issued an official NUM identification card.
- 5.3. Recipients of the title Honorary Doctor of the School shall be presented with a certificate and an honorary medal of NUM.
- 5.4. The presentation of certificates, diplomas, medals, gowns, or badges shall be carried out formally and with due respect at the meeting of the relevant Academic Council.
- 5.5. Recipients of NUM Honorary Titles shall deliver a lecture to faculty, researchers, and students at an Academic Roundtable.
- 5.6. Recipients of NUM Honorary Titles shall be held in honor by the University.

SIX. MISCELLANEOUS

- 6.1. Provisions of this revised regulation shall not apply retroactively to those previously awarded honorary titles of NUM.