



GMBS

GLOBAL MANAGEMENT
BUSINESS SCHOOL



Malta
Further & Higher
Education Authority

Principles of the Selection Procedure to Fill Teaching Posts

Article 1 General Provisions

1. The principles of the selection procedure to fill the posts of lecturers and researchers at the GMBS are founded on the GMBS Statutes (hereinafter referred to as "Statutes").
2. The selection procedure does not apply to the appointment of visiting professors.
3. The selection procedure policy provides a framework for the method, conduct and evaluation of the selection procedure.
4. The selection procedure shall be launched for a vacant post or function.
5. The Chairman of the Board of Directors may recruit a member of staff on a part-time basis for a maximum period of one year to the post of a lecturer or researcher without a selection procedure. He/she may do so repeatedly.
6. The Chairman of the Board of Directors of the higher education institution is responsible for announcing the selection procedure and implementing its results.
7. The Chairman of the Selection Board is responsible for the conduct of the selection procedure.
8. The administrative agenda of the selection procedure is handled by the Human Resources Department of the Rectorate of the higher education institution.

Article 2

Procedure for Issuing Selection Procedure

The selection procedure shall be announced by the Chairman of the Board of Directors on the proposal of the Rector.

- As a general rule, the selection procedure must involve the following:
 1. The advertiser;
 2. Name of the employer, including the municipality of the employer's registered office;
 3. Designation of the vacancy or post;
 4. Duration of the intended stay;
 5. Non-exempt qualification prerequisites and special qualification prerequisites for filling a job or function;
 6. Other criteria and requirements for applicants in connection with the selection procedure;
 7. Importance of the prerequisites, criteria and requirements in the selection procedure in deciding the winner of the selection procedure;
 8. Date and place of submission of applications for the selection procedure;

9. List of the documents required under Paragraph 3 of this Article, which demonstrate compliance with the qualification requirements,
 10. Or other details as decided by the advertiser.
- In addition to the application form, applicants must normally submit the following documents:
 1. Professional CV;
 1. Overview of publications, citations and references;
 2. Evidence of education, academic and scientific degrees, scientific and pedagogical degrees, scientific ranks, scientific and pedagogical activities and previous experience.
 - The selection procedure announcement is published on the GMBS website.
 - The first day of publication of the announcement of the selection procedure shall be deemed to be the day on which the procedure is launched.

Article 3 Establishment of the Selection Board

1. The Selection Board and its Chairman shall be appointed by the Chairman of the Board of Directors. The Rector proposes the composition of the Board according to the nature of the post or function to be filled.
2. The Chairman of the Board of Directors shall appoint the Selection Board no later than three (3) days after the closing date for the submission of applications for the selection procedure.
3. The Selection Board shall have an odd number of members, including the Chairman. The Selection Board shall have a minimum of three and a maximum of five members, including the chairman. The Rector or the Vice-Rector is usually the Chairman of the Board. The members of the Board are usually eminent experts in the discipline from the higher education institution staff and from outside. A delegated representative of the GMBS Academic Senate may also be a member of the Selection Board.

Article 4 Conduct and Evaluation of the Selection Procedure

1. The Selection Board will assess the applications and documents submitted by all applicants. To those applicants who do not meet the conditions set by the selection authority, the Chairman of the Selection Board will return the application form with the documents, stating the reason for not being included in the selection procedure.
2. Only applicants who fulfil the conditions laid down for filling the post or function will be included in the selection procedure. The Selection Board will invite these applicants to a personal interview at least seven (7) days before the procedure. If only one applicant has applied for the selection procedure and that applicant fulfils the conditions for filling the post or function, the Selection Board may waive the personal interview.
3. An applicant who fails to attend the procedure on the date set for the interview will be excluded from the procedure.
4. The Selection Board shall conduct a personal interview with the applicant present, or verify by other methods the skills and expertise of the applicant that are necessary in view of the nature of the duties to be performed by the staff member.

5. The Selection Board will evaluate the result of the selection procedure and award points to each applicant by secret ballot. A quorum of the Selection Board shall be present if at least three members of the Selection Board are present. The Selection Board uses a five-point scale (numerical values 1, 2, 3, 4, 5), with higher scores indicating higher success rates. The ballot paper shall be adjusted by circling the appropriate numerical value. The total number of points obtained by the applicant will be determined on the basis of the sum of the points obtained by the individual members of the Selection Board. If there are more applicants, the Selection Board will rank them according to the number of points obtained.
6. The successful applicant must obtain at least 60% of the highest possible number of points.
7. The Selection Board shall record the procedure and the results of the selection procedure in the minutes of the selection procedure. The minutes of the selection procedure must contain a list of the applicants with the points awarded in order from the most successful to the least successful applicant. The minutes shall be signed by the Chairman and the members of the Selection Board present. The minutes shall be drawn up no more than three (3) days after the date of the personal interview with the applicants. The Chairman of the Selection Board shall promptly deliver the minutes to the Chairman of the Board of Directors.
8. If the Selection Board does not select an applicant for the post or function to be filled because no applicant was successful, the Chairman of the Board of Directors may announce a new selection procedure.
9. The Chairman of the Board of Directors may also announce a new selection procedure if no one has applied for the selection procedure, or if none of the applicants has appeared for a personal interview.

Article 5 Decision-Making in the Selection Procedure

1. The Chairman of the Board of Directors shall have the right not to accept the proposal of the Selection Board and may accept any successful applicant regardless of his/her ranking. The Chairman of the Board of Directors may not accept an unsuccessful applicant.
1. The Chairman of the Board of Directors has the right not to accept the proposal of the Selection Board and may cancel the selection procedure and launch a new selection procedure.
2. Within seven (7) days of delivery of the minutes of the selection procedure by the Chairman of the Selection Board, the Chairman of the Board of Directors shall notify all applicants of the result of the selection procedure.
- 3.
4. The Chairman of the Board of Directors shall negotiate with the successful applicant the specific terms and conditions necessary for the conclusion or modification of the contract of employment.