

RULES OF PROCEDURE OF THE ACADEMIC TENURE AND PROMOTION COMMITTEE

**The Academic Tenure and Promotion Committee has adopted its
Rules of Procedure under of Resolution No. AÉB /AÉB/31/2022
(09.29).**

Budapest, September 2022

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Preamble

1. §

- (1) The Senate of the Corvinus University of Budapest (hereinafter: University) has adopted the rules of operation (hereinafter Rules of Procedure) of the Academic Tenure and Promotion Committee (hereinafter ATPC) on the basis of Sections 13 and 15 of the Organisational and Operational Rules (hereinafter referred to as: OOR) constituting Volume I of Rules of Organisation and Operation as well as Section 15 the Employment Regulation (hereinafter: ER) constituting Volume II of the Rules of Organisation and Operation.

Scope of the Rules of Procedure

2. §

- (1) The personal scope of the Rules of Procedure shall extend to all participants, members and invitees of the ATPC.
- (2) The material scope of the Rules of Procedure shall cover the entire operation of the ATPC, its proceedings in any matter falling within its competence.
- (3) For any matter relating to the functioning of the ATPC which is not or not sufficiently regulated in these Rules of Procedure, the provisions of the OOR, the ER and the Rules of Procedure of the Senate shall apply mutatis mutandis.

The competences of the ATPC:

3. §

- (1) The competences of the ATPC shall be defined by the OOR and the ER.

The composition of the ATPC:

4. §

- (1) The size, composition, appointment and termination of office of the members of the ATPC are laid down in the OOR.

The Chairperson of the ATPC:

5. §

- (1) Pursuant to the OOP, the Chairperson of the ATPC shall be the General Vice-Rector.
- (2) The duties of the Chairperson shall be the following:
 - a) shall be responsible for the preparation of the rules of procedure of the ATPC, and shall issue the rules of procedure of the ATPC;

- b) shall decide on conflicts of interest, on the persons to be invited;
- c) shall decide on the form, date and agenda proposals of meetings, shall convene the meetings of the ATPC;
- d) shall chair the meetings of the ATPC and ensure that the meetings are kept in order;
- e) shall order the vote and establish the result of the vote;
- f) on the basis of information from the Secretary, shall supervise the implementation of the Committee's decisions, shall be responsible for monitoring their implementation;
- g) shall issue the decisions of the ATPC;
- h) shall present the decisions and positions of the ATPC to the Senate and to other forums, and shall indicate to the Senate if the ATPC has not discussed a matter falling within its mandatory competence;
- i) shall report to the Senate on the work of the ATPC at the request of the Chairperson of the Senate, but at least every two years.

The Secretary of the ATPC:

6. §

- (1) The Secretary of the ATPC is a member of staff of Academic Management appointed by the General Vice-Rector.
- (2) The Secretary's duties shall be as follows:
 - a) shall be responsible for the preparation, upkeep of the Rules of Procedure and their submission to the ATPC;
 - b) shall be responsible for the continuous updating of the contents of the ATPC website;
 - c) shall prepare the meetings (requesting and summarising agenda proposals, checking the quorum, drafting resolutions, etc.);
 - d) shall send out invitations to meetings and the relevant submissions, as well as any written suggestions, opinions and comments from members;
 - e) shall be responsible for complying with deadlines;
 - f) shall prepare the items to be discussed for the Chairperson, and he/she in particular shall be responsible for ensuring that committee decisions are prepared in such a way that makes them suitable for Senate decisions;
 - g) may make a proposal as to who should to be invited;
 - h) shall prepare the decisions for the Chairperson;

- i) shall be responsible for monitoring the implementation of the decisions of the ATPC and, if necessary, for forwarding the decisions of the ATPC to the Senate or other competent forum;
- j) shall certify the copies issued by the Chairperson, if necessary;
- k) shall be responsible for ensuring that the rules on data management are respected during the work of the Committee, in consultation with the Data Protection Officer where necessary;
- l) shall perform all the administrative tasks of the ATPC, including
 - i. preparing meetings (arranging the technical conditions, etc.);
 - ii. carrying out administrative tasks related to meetings;
 - iii. preparing the memorandum of the meetings;
 - iv. performing the tasks related to the document management of meetings (receipt, filing, archiving, etc.) in accordance with the Rules of Procedure.

Rights and obligations of members, rules on conflicts of interest

7. §

(1) The members of the ATPC shall be obliged to:

- a) attend the meetings;
- b) in case of absence, announce the fact and the reason for the absence;
- c) as submitters, send their agenda proposals and submissions to the Chairperson and the Secretary by the due deadline;
- d) prepare for meetings and contribute constructively to the work of the ATPC;
- e) express their suggestions, comments and opinions in an expert capacity, to the best of their ability, in the interests of the university;
- f) observe the rules of meetings and voting;
- g) declare any potential conflict of interest to the Chairperson in writing in advance;
- h) carry out the tasks set by the Chairperson within the specified deadline.

(2) The members of the ATPC shall have the right to:

- a) formulate a proposal for the agenda;
- b) ask questions to the submitter, other members, invited persons at the meetings, make comments, opinions and proposals on the submissions;
- c) express a dissenting opinion on the Committee's decisions;
- d) ask for additions to or corrections of the Committee's memo.

- (3) If a member fails to attend meetings on three consecutive occasions, the Chairperson shall report the absence to the Chairperson of the Senate.
- (4) Anyone personally affected by the decision, adoption or rejection of the agenda item concerning him/her, is excluded from the decision on that item and may not participate in it as a member. The existence of a conflict of interest must be reported by the member to the Chairperson, but may also be taken into account ex officio.
- (5) The Chairperson shall decide and take action in the case of a conflict of interest, and the Rector shall decide and take action in the case of a conflict of interest involving the Chairperson.
- (6) A member who is excluded from the decision-making due to a conflict of interest shall be disregarded when determining the quorum for the relevant question.

Invitees to the committee, rights and obligations of invitees

8. §

- (1) The Chairperson may invite anyone to attend a meeting of the ATPC in connection with the work of the ATPC. Invited persons shall participate in the meeting as submitters or with the right to speak.
- (2) In the case of applications for Associate Professor, Senior Research Fellow, Full Professor, Research Professor, Scientific Advisor, the Head of the relevant Institute/Research Centre/Competence Centre shall be invited to the meeting of the ATPC as submitters on a case-by-case basis. The applicant him/herself shall also be invited for a personal interview.
- (3) The invitees to the Committee meeting shall be obliged to:
 - a) attend the meeting to which they were invited;
 - b) in case of absence, notify the fact and the reason for the absence and to arrange for a replacement;
 - c) as submitters of agenda items, send the proposals to the Chairperson and the Secretary within the specified deadline;
 - d) prepare for meetings and contribute constructively to the work of the ATPC;
 - e) express their suggestions, comments and opinions in an expert capacity, to the best of their ability, in the interests of the university.
- (4) Invited committee members shall have the right to:
 - a) appoint an alternate to attend the meeting;
 - b) ask questions to the submitter, other members, invited persons at the meetings, make comments, opinions and proposals on the submission.

Absence from the meeting of the ATPC

9. §

- (1) A member of the ATPC or a person invited to attend a meeting who is unable to attend shall notify the Secretary of his/her absence without delay after receiving prior notification of the meeting.
- (2) The members of the ATPC shall not be replaceable in case of their absence:
- (3) From the invitees to the ATPC, the applicant(s) personally affected in the given matter may not be replaced.
- (4) If the head of the institute concerned is prevented from attending, the head of the institute may be replaced by the member of the Institute Council delegated by the head of the institute, the head of the research center and the head of the competence center may be replaced by a member of the center's staff delegated by the head of the respective center.
- (5) In the absence of the Secretary of the ATPC, the Chairperson shall decide on the appointment of a replacement.

The procedure of the ATPC:

Exercise of the competences of the ATPC

10. §

- (1) The ATPC shall exercise its competences primarily at its meetings.
- (2) The sessions shall not be public.
- (3) The meeting can be:
 - a) ordinary in-person session,
 - b) ordinary online session with electronic decision-making,
 - c) an in-person or online extraordinary session.
- (4) The form of the meeting (in-person or online) shall be decided by the Chairperson and communicated to the members in the invitation.
- (5) As a rule, meetings shall be held in the form of ordinary sessions.
- (6) Members may also participate in a face-to-face meeting online, with the permission of the Chairperson of the ATPC, where justified. In this case, members who join online have the same rights as members who are present in person, and should be taken into account when establishing the quorum.
- (7) The meetings of the ATPC may be held online and with electronic decision-making.

- (8) Extraordinary sessions may be convened in urgent cases and when it is not possible to hold an ordinary session or when the latter is not suitable for a decision to be taken. An extraordinary session may be called by the Chairperson or by any member.

Meetings of the ATPC

Convening a meeting

11. §

- (1) The ATPC shall meet to address the tasks falling within its remit, but at least once every six months.
- (2) The Secretary shall notify the members of the date of the next meeting by electronic means 5 days before the scheduled meeting and shall set the deadline for agenda proposals and submissions in accordance with these Rules of Procedure.
- (3) The meetings shall be convened by the Secretary on behalf of the Chairperson. He/she shall send out the invitation, taking into account the agenda proposals received.
- (4) The Chairperson shall decide on the inclusion on the agenda proposals received by the date of dispatch of the invitation.
- (5) The invitation must include the place, date, expected duration, agenda proposals, the name and title of the submitter, the type of the session (ordinary or extraordinary), the method of holding the meeting, the name and title of the persons invited, the date and place of the invitation. It should be clearly indicated in the agenda whether a decision is to be taken at the meeting on the item in question or whether only information is to be provided/consultation is to be held in the subject. The invitation must be signed by the Chairperson and affixed with the stamp imprint of Academic Management.
- (6) The invitation should be sent to members and invitees as an electronic mail from the official university e-mail address of the Secretary of the ATPC, with the original copy to be placed in Academic Management's files.
- (7) The invitation and the submissions shall be sent three (3) working days prior to the meeting to the members and invited persons, in case of internal members to the official university e-mail address, in case of external members to the personal e-mail address provided by the member.
- (8) In the case of an ordinary session, the day of the meeting cannot be counted towards the time limit.

Submission, suggestion, opinion, observation with regard to a submission

12. §

- (1) In matters falling within the competence of the ATPC, only the university's senior employees who have responsibilities specified in the Rules of Organisation and Operation (in particular acting as employers, as the HR manager) with regard to the subject, topic of the proposal are entitled to make a proposal to the agenda of the ATPC.
- (2) The proposal must be sent by a date fixed in advance by the Chairperson.
- (3) Without prejudice to paragraph 6, the written submission shall include:
 - a) the subject of the submission,
 - b) the name and position of the submitter,
 - c) the professional justification, purpose and expected impact of the submission,
 - d) the date of the submission,
- (4) The submitter may propose a person who should be responsible for implementation and the deadline for implementation.
- (5) Where the Chairperson has determined a specific form and content for the presentation of an item, the presentation shall be made in that form and with that content.
- (6) If the submission falls within the Senate's decision-making competence, the rules on the form and content of submissions to the Senate shall apply.
- (7) The content and form of written motions for amendments to a submission, of opinions and comments shall be governed by the provisions applicable to submissions.

Preparing the meetings

13. §

- (1) The secretary shall be tasked with preparing the professional and technical aspects of the meeting.
- (2) In preparing the meeting, the Secretary shall examine issues of competence. If the submission does not fall within the competence of the ATPC, the Chairperson shall, on his/her own initiative, refer the submission to the competent person, who shall inform the submitter thereof by electronic means.
- (3) In the preparatory phase, it should be examined whether a quorum is expected at the meeting of the ATPC.

Quorum

14. §

- (1) Except as provided in paragraph (2), the quorum of the ATPC shall exist when fifty per cent or more of its members are present.
- (2) At least two-thirds of the members must be present to adopt or amend the Rules of Procedure of the ATPC.
- (3) In the event of a reconvened meeting due to a lack of quorum, the provisions of paragraph (5) of Article 15 shall apply.
- (4) Each time the quorum (fifty per cent or two-thirds of the members) is being established, the fractional number of members shall be rounded upwards.

Opening the meeting, checking the quorum, adjourning the meeting

15. §

- (1) The meeting is opened by the Chairperson.
- (2) After the opening of the meeting, the Chairperson shall check the quorum. If a quorum exists, he/she presents the agenda proposals, if there is no quorum, he/she adjourns the meeting.
- (3) The existence of a quorum shall be examined before taking any decision.
- (4) A new meeting of the Committee shall be reconvened not later than 15 days after the date of the meeting adjourned for lack of quorum.
- (5) At a meeting so convened, a quorum shall be established in accordance with paragraphs (1) to (2) of Article 14.

Adopting the agenda, conducting the meeting

16. §

- (1) If a quorum exists, the Chairperson shall present the items on the agenda as set out in the invitation and, if necessary, he/she shall propose amendments. Any member may then propose amendments to the agenda. The amendment should be briefly justified. If there is a proposal for an amendment to the agenda, it shall be put to the vote separately in the order in which it is tabled. The final agenda is then adopted by the ATPC.
- (2) A new agenda item may be added or an agenda item may be amended only in view of the provisions of paragraph (3).
- (3) Under "Other business", only announcements not requiring a decision may be made.

- (4) The Chairperson shall give the floor to speakers at the meeting of the ATPC, and the Chairperson shall also have the power to cut off a speaker. The Chairperson shall first give the floor to the submitter, and then shall submit the proposal to debate, during which members may put questions to the submitter and propose amendments. The question or proposal must be answered by the submitter at the meeting. After answering the question or suggestion, the questioner has the opportunity to reply.

Adopting a resolution, content of the resolution

17. §

- (1) Every member of the ATPC shall have one vote.
- (2) Except as provided for in paragraph (3), decisions of the ATPC shall be taken by a majority of more than fifty per cent (i.e. 50% + 1) of the members present. In the event of a tie during a vote, the Chairperson shall have a casting vote.
- (3) A majority of more than two-thirds (i.e. $2/3 + 1$) of the members present is required to adopt or amend the Rules of Procedure of the ATPC.
- (4) When the majority of votes (fifty per cent and two-thirds of the members) is being examined, the fractional number of votes shall in all cases be rounded upwards.
- (5) The ATPC shall record its decisions as numbered resolutions, with the number sequence restarted each calendar year. The form of the resolution shall be: AÉB/Resolution number/year (month.day.).

The voting procedure

18. §

- (1) Decisions are taken by open ballot, except on matters affecting persons.
- (2) A member may vote yes, no, or abstention.
- (3) If a motion for the amendment is tabled, it shall be voted on separately, or, if there are several amendments, in the order in which they are tabled. The vote on the submission will then take place, taking into account the result of the vote on the amendments.
- (4) Where the ATPC has to choose between two or more separate submissions for tabling an issue, except for amendments under paragraph (3):
- Each proposal must be voted on separately.
 - In such a case, the proposal for which more "yes" votes have been received shall be considered adopted/supported, provided that the number of "yes" votes received for the proposal reaches the threshold set out in § 17 (2) or (3)

- c) If the ATPC must choose between two proposals and neither proposal has received the thresholds of § 17 (2) or (3) at the time of voting, neither proposal is considered to be accepted/supported.
- (5) If the ATPC must choose between more than two proposals and none of the proposals has received the number of votes provided for in § 17 (2) or (3) in the first round of voting, a second round shall be held in such a way that the proposal which has received the least number of votes in the second round shall not be put up for vote. If there is a tie on the least supported proposals, a vote will be held to decide which proposal should go to the next round. In the event of a repeated tie, a draw of lots shall decide which proposals go to the next round. According to this principle, the vote should continue until only two proposals remain. If none of the proposals in this round receive the thresholds set out in § 17 (2) or (3), none of the proposals shall be considered accepted/supported. A minority member shall be entitled to attach his /her written dissenting opinion to the decision.

Method of voting in matters affecting a person

19. §

- (1) The ATPC shall vote by secret ballot on matters affecting a person.
- (2) Only yes and no votes are allowed on matters affecting a person.
- (3) Voting is done on a ballot paper prepared and stamped by Academic Management.
- (4) A separate ballot paper shall be prepared for the candidates for Full Professor, Research Professor/Scientific Advisor, Associate Professor and Senior Research Fellow. On each given ballot paper, candidates shall be listed in alphabetical order. The ballot paper shall bear the name and organisational unit of the person nominated, with the words "Yes" and "No" next to it. The vote is valid if the appropriate word is clearly marked. The promotion of a candidate to a particular position is supported by the ATPC if more than half of the members present (i.e. 50% + 1) voted "yes" for the candidate. For a given candidate, a vote shall be invalid if it is not possible to clearly determine clearly the voter's intention, in particular if the voter has ticked both boxes or has ticked neither. Invalid votes shall be disregarded in determining the result by checking majority.
- (5) The vote of a quorate ATPC shall be invalid if the number of invalid votes exceeds the number of valid votes. In such a case, the ATPC shall recommend to the decision-maker to consider the application procedure as inconclusive.
- (6) In the case of voting by secret ballot, the votes shall be counted by the Secretary of the ATPC, another staff member from Academic Management and one of the members of the ATPC mandated for this task by the Chairperson.

Contents and form of the memorandum

20. §

- (1) A memo of the meetings of the ATPC shall be prepared within ten (10) working days and sent to the members and to the invited persons.
- (2) The Secretary shall be tasked with preparing the memo, but the Chairperson of the ATPC may delegate the preparation of the memorandum to any staff member of Academic Management.
- (3) The stamp imprint of Academic Management shall be affixed to the memo, which shall be issued with the Chairperson's and the Secretary's signatures. If the memo is not written by the Secretary but by another staff member invited by the Chairperson, the memo must be signed by the Chairperson and the staff member in charge of drafting the memorandum.
- (4) The memorandum shall be attested by a member of the Board appointed by the Chairperson.
- (5) The memorandum shall include:
 - a) the method, place and time of the meeting, the name of the members present and invited, the name of those absent;
 - b) announcements made before the agenda;
 - c) the establishment of the quorum;
 - d) the agenda items;
 - e) the speakers contributing to the discussion of the agenda item, the key points of their proposal. If they provide concrete wording for the amendment proposal, then the proposal of the speakers or the key points thereof;
 - f) the list of resolutions, the text of the adopted resolutions, their number;
 - g) the voting rates;
 - h) any dissenting opinions.
- (6) An audio recording may be made of the ATPC meeting to assist in the preparation of the memo. The audio recording shall be destroyed after the adoption of the memorandum.

Online meeting

21. §

- (1) In the case of an online meeting held without personal appearance and with electronic decision-making, the rules specified for ordinary sessions (deadlines, quorum, conduct of

- meeting and voting) shall apply, except that the meeting must be held using Microsoft Teams application and the voting must be conducted using the O365 Forms application.
- (2) For online meetings, the attendance sheet is created using the O365 Forms application.
 - (3) In matters affecting a person, an online meeting may be held only in justified cases, provided that the confidentiality of the vote can be guaranteed.

Decision-making in writing

22. §

- (1) If the nature of the matter - simple, not requiring conciliation - allows and 50%+1 of the members agree by confirmation e-mail, a written vote (decision in writing) without holding a meeting is possible. In this case, a quorum exists because the members are considered present.
- (2) Decisions in writing shall be taken in the same way as during ordinary sessions, with the following exceptions:
 - a) The Chairperson shall order a decision in writing instead of sending an invitation to the meeting.
 - b) The order for making a decision and the submissions shall be sent to the members by noon on the working day before the voting begins.
 - c) Members have 24 hours from the date of ordering the decision-making to cast their votes.
 - d) Voting is either done via an email sent by the member, where the member shall clearly indicate his/her support or opposition to the proposal (by marking “yes/no”, “I support/I don’t support”), or using the O365 Forms application.
 - e) In the case of decision-making in writing, it is not possible to put questions, propose amendments or additions. If the need for consultation arises during the written decision making process, a meeting must be held.

Extraordinary session

23. §

- (1) In the case of extraordinary sessions, the rules defined for ordinary sessions shall apply, except that in the case of extraordinary sessions, the invitation and the submissions shall be sent to the official university mail address of the members or the invited persons 24 hours before the beginning of the meeting.
- (2) Extraordinary sessions may be held in person and/or online.

Document management

24. §

- (1) The documents of the ATPC shall be handled in accordance with the Rules on File Management, it being understood that the original of the invitation and the memorandum containing the decisions shall be kept in the files of the ATPC, affixed with the stamp imprint of Academic Management. It is however sufficient to archive the submissions electronically for each committee meeting.
- (2) Documents may also be drawn up in the form of an electronic document. In this case, the document shall contain the electronic signature of the person issuing it, but shall not feature a stamp.

Publicity

25. §

- (1) On the website of the University
 - a) the following must be published with full transparency
 - i. The names of the members and Secretary of the ATPC;
 - ii. The Rules of Procedure of the ATPC.
 - b) for any university citizens after registration
 - i. Invitations to meetings of the ATPC;

Assistant Professors' (Research Fellows') Subcommittee

26. §

- (1) The operation of the Assistant Professors' (Research Fellows') Subcommittee (hereinafter: Subcommittee) shall be governed by the provisions of Sections 1-24 of the present Rules of Procedure, with the following derogations:
 - a) The Chairperson of the Subcommittee shall be appointed by the Chairperson of the ATPC from among the members proposed by the ATPC members.
 - b) The work of the Subcommittee shall be governed by the Rules of Procedure of the ATPC, thus no separate action or decision on the Subcommittee's Rules of Procedure is required. It shall be adopted by the ATPC at the time of adopting its own Rules of Procedure.
 - c) The Chairperson of the Subcommittee shall report to the Senate on the work of the Subcommittee in the relevant report.

- d) The Secretary of the Subcommittee shall be a member of staff of Academic Management appointed by the General Vice-Rector. .
- e) If a member fails to attend the meeting on three consecutive occasions, the Chairperson shall notify the ATPC Chairperson of the absence.
- f) In the event of a conflict of interest involving the Chairperson of the Subcommittee, the Chairperson of the ATPC shall decide and take action to exclude the Chairperson.
- g) The Subcommittee shall not interview candidates for the position of assistant professor (research fellow). However, as submitter, the head of the institute/research center concerned by the proposal must be invited to the Subcommittee meeting on an ad hoc basis.
- h) The Subcommittee shall meet to address the tasks falling within its remit, but at least once every six months.
- i) The Subcommittee's meeting shall have the quorum if three of its members are present.
- j) On matters affecting a person falling within its competence, the Subcommittee shall recommend the promotion/hiring of a candidate if at least two (2) persons support the candidate.
- k) Form of decisions of the Subcommittee: ÁÉB/Alb/resolution number/year (month.day.).

Closing provisions

27. §

- (1) The present Rules of Procedure were adopted by the Academic Tenure and Promotion Committee under Resolution AÉB/AÉB/31/2022 (09.29).
- (2) These Rules of Procedure shall enter into force on the day of their approval by the Rector, at the same time the previous version adopted by the Board under Resolution AÉB/AÉB/12/202 (05.24) is invalidated.

Dr. Lajos György Szabó

Chairperson

Approved by:

.....

Chairperson of the Senate.

Legally approved:

.....

dr. Barbara Bíró

head of Legal Services

Made in one original copy (ATPC's files), with a copy provided to Legal, Administrative and Regulatory Services (LARS), (LARS regulations drive).