

CONFIRMED  
at the RSEBAA Senate meeting  
of 26.06.2000  
AMENDMENTS confirmed  
30.04.2008

## DEPARTMENT REGULATIONS

### 1. General Provisions

- 1.1. A Department is a **RSEBAA** structural unit that represents a certain speciality in an approved academic direction and unites academic staff members involved in the implementation of the speciality's study courses.
- 1.2. A department is a **RSEBAA** study, methodological and research work core unit, which devises and implements study course programmes and conducts academic research.
- 1.2. A department is led by a Department Head, who is approved by the Senate and with whom a contract is signed by the Rector. All departmental staff members are subordinate to the Department Head.
- 1.3. Until the appointment of the Department Head, the Rector is entitled to appoint one of the faculty members as the acting deputy head.
- 1.4. A department, in accordance with its functioning, independently resolves all academic and research work matters, which the **RSEBAA** Constitution has not placed under the remit of the Senate.
- 1.5. A department is responsible to the university's pro-rectors for its functioning.

### 2. The Functioning of a Department

- 2.1. The objective of the department, within the parameters of its competence, is:
  - 2.1.1. To provide the students with the means to attain a quality academic and/or professional higher education;
  - 2.1.2. To conduct studies in branches and sub-branches of sciences represented by the department.
- 2.2. **RSEBAA** faculty members - both full-time employees and visiting faculty members are connected to the department, and accordingly to each study programme.
- 2.3. **RSEBAA** faculty members:
  - 2.3.1. do teaching, methodological, research and administrative work, prepare the materials and technical conditions required for this, creating an academic environment suitable for this purpose;
  - 2.3.2. provide studies, organising lectures, seminars, group and individual classes;
  - 2.3.3. devise study course programmes and methodological materials;
  - 2.3.4. conduct and review State examination papers and participate in State examination commissions;
  - 2.3.5. provide internship and coursework oversight, receive reports, review and assess coursework;
  - 2.3.6. devise materials to test knowledge;
  - 2.3.7. propose improvements to study programmes and the study process.
- 2.4. The Department Technician:
  - 2.4.1. performs the department's record-keeping;
  - 2.4.2. provide students and lecturers with the information they require;
  - 2.4.3. in collaboration with the department's faculty members, prepares study and methodological aids;
  - 2.4.4. collates information about course, Bachelor's, Master's theses' and qualification theses' subjects, theses' tutors and reviewers;
  - 2.4.5. collates the information (study course descriptions, consultation times, CVs, individual workloads and their fulfilment) required for the provision of the study process by academic staff members;
  - 2.4.6. conducts processing of the survey forms of faculty members connected to the department.

### 3. Governance of the Functioning of the Department

- 3.1. The department's internal functioning is regulated by the decrees of the Department Head and the decisions made during departmental meetings;
- 3.2. The Department Head's decrees are binding on the department's staff members, while decisions made during departmental meetings are binding on staff members and students. Decisions are made during meetings by simple majority vote.
- 3.3. The department may form commissions or working groups to resolve study or research issues.
- 3.3. Departmental documentation and record-keeping are organised in accordance with **RSEBAA** record-keeping guidelines and item nomenclature. The department has the following documentation:
  - 3.3.1. study course sets;
  - 3.3.2. the Department Head's decrees;
  - 3.3.3. study course programmes (in Latvian and English);
  - 3.3.4. internship by-laws and assignments approved by the department;
  - 3.3.5. study course methodological and knowledge evaluation materials (examination papers, examinations, coursework, test requirements and performance);
  - 3.3.6. faculty members' CVs (updated every study year and signed in Latvian and English);
  - 3.3.7. departmental meeting minutes.

### 4. Duties of a Department Head

- 4.1. General Duties:
  - 4.1.1. to plan, run and organise the work of the department's faculty members;
  - 4.1.2. to ensure the implementation of methodological and research work in the implementation of study programmes.
- 4.2. Duties related to the implementation of study programmes:
  - 4.2.1. to involve faculty members in the promotion of study programmes;
  - 4.2.2. to organise and oversee research work:
    - 4.2.2.1. to organise, under the auspices of research projects, conferences, seminars and discussions;
    - 4.2.2.2. to provide reports regarding the involvement of students in research projects.
  - 4.2.3. to organise methodological work:
    - 4.2.3.1. to supervise the development, renewal and updating of study course programmes linked to the department;
    - 4.2.3.2. to ensure the development of State examination work subjects;
    - 4.2.3.3. to ensure the development of documentation of internships included in basic study (1st, 2nd level and Bachelor's) programmes and oversight and presentation of internships.
- 4.3. Duties in relation to staff members involved in the implementation of study programmes:
  - 4.3.1. to configure faculty members and conduct the recruitment of the required staff members;
  - 4.3.2. to conduct evaluation of faculty members;
  - 4.3.3. to plan the workload of faculty members;
  - 4.3.4. to update and configure faculty members' CVs (in Latvian and English);
  - 4.3.5. in collaboration with faculty members to prepare a plan for raising the qualifications of academic staff members;
  - 4.3.6. to ensure that faculty members comply with *Requirements for RSEBAA lecturers*;
  - 4.3.7. to organise the raising of faculty members' qualifications and to provide a report and regarding the process of this work.
- 4.4. Duties in ensuring the quality of study programmes:
  - 4.4.1. to prepare information regarding the research activities of academic staff members;
  - 4.4.2. to do regular work configuring **RSEBAA** library foundations with newly-published teaching aids;

- 4.4.3 to analyse the work of faculty members - to conduct analysis of the results of raising qualifications, research work and surveying.

### **5. Collaboration between the department and study programme directors**

- 5.1. At the start of each study year, the Department Head and Study Programme Director jointly harmonise the recruitment of qualified faculty members for work in the relevant programme;
- 5.2. Just like academic staff, study course are connected to the department, therefore their descriptions and faculty members' CVs are configured (in Latvian and English) and are kept by departments and thus by each programme director.
- 5.3. It is the duty of the Programme Director to inform the head of the relevant department about the recruitment of a new faculty member to the programme by providing the Department Head with this faculty member's CV and a description of the study course/-s (in Latvian and English), which the faculty member will conduct within the relevant programme;
- 5.4. The Department Head is entitled to object to the recruitment of a new faculty member. If both parties cannot agree on the participation of a faculty member in the implementation of a study programme, the Department Head and Programme Director will consult the Pro-Rector responsible for Study Work;
- 5.5. The workloads of faculty members are harmonised by the Department Head and Programme Director and approved by the Pro-Rector responsible for Study Work.
- 5.6. The workloads of full-time faculty members are planned by department heads, while programme directors keep track of the actual fulfilment of the workload. In the event of its non-fulfilment, the Department Head shall be informed and, if necessary, the Pro-Rector responsible for Study Work.
- 5.7. At the start of each study year, the Department Head shall determine the division of the workloads of faculty members connected with the department in each of the study programmes implemented by RSEBAA;
- 5.8. The Director of the relevant programme is entitled to recommend the desired remuneration for faculty members to the Department Head;
- 5.9. The composition and workloads of faculty members, which have been jointly harmonised with department heads, shall be submitted by the Study Programme Director to the **RSEBAA** Pro-Rector responsible for Study Work;
- 5.10. In accordance with the By-Law "Regarding RSEBAA-Implemented Programme Committees", in accordance with a decree from the Rector and following proposals from programme directors, the Department Head, in accordance with the profile of the study programme, must designate a faculty member/-s to join the Programme Committee;
- 5.11. At the request of the Study Programme Director, the Department Head must provide information for preparation of self-assessment, licensing and accreditation materials regarding the research and academic work of academic staff members, and the involvement of students in research projects.

### **6. The Department Head's mandates and responsibility**

#### **6.1. Mandates of a Department Head:**

- 6.1.1. to propose procedures for the remuneration of faculty members;
- 6.1.2. to propose the election of faculty members to the Senate;
- 6.1.3. to expect faculty members to fulfil workloads;
- 6.1.4. to ask faculty members for their CV and study course descriptions (in Latvian and English);
- 6.1.5. to ask faculty members for a report on the performance of research work;
- 6.1.6. to propose that faculty members are awarded bonuses and are held responsible in the event of poor performed work;
- 6.1.7. to harmonise internship requirements and study timetables;
- 6.1.8. to participate in **RSEBAA** governance work;
- 6.1.9. to propose the establishment of its structural units, laboratories and research work groups;
- 6.1.10. to propose the development of new study programmes.

6.2. The Department Head is responsible for:

- 6.2.1. the professional and academic qualifications of the department's staff members;
- 6.2.2. preservation of inventory entrusted to the department and its useful utilisation;
- 6.2.3. organisation and documentation of the department's work.

## **7. Other provisions**

- 7.2. The Department's by-law will come into force after its ratification by the **RSEBAA** Senate.
- 7.3. The Department's functioning is reorganised or terminated in accordance with the procedures stipulated in the **RSEBAA** Constitution.