

APPROVED

At RISEBA Senate meeting on 08.08.2003

(with amendments on 31.05.2007)

(with amendments on 27.10.2010, Minutes No. 1.1-07/06)

## REGULATIONS ON ELECTION OF ACADEMIC POSITIONS

### *1. General provisions*

1.1. Being elected at an academic position demonstrates person's compliance of academic and professional qualification with the requirements of scientific field both for study and research work at Riga International School of Economics and Business Administration (RISEBA).

1.2. RISEBA academic positions are elected in an open competition in line with the Law on Institutions of Higher Education of the Republic of Latvia and Constitution of RISEBA.

1.3. Scientific and pedagogic qualification of candidates for professor and associated professors position is assessed by the Council of Professors in line with procedure prescribed by the Cabinet of Ministers (see Appendix 1), on the basis of recommendations developed by the Council of Higher Education (see Appendix 2, 3).

1.4. For purposes of implementation of study programmes to fulfil a vacant academic position of RISEBA docent, lecturer or assistant is elected for six years by the Senate according to recommendation provided by department.

1.5. Head of department is elected by the RISEBA Senate for five years.

1.6. Competition for the vacant academic position is announced at least one month before election, publishing an announcement in newspapers.

### *2. Requirements for candidates of academic positions*

2.1. Academic positions at RISEBA are professor, associated professor, senior researcher, docent, lecturer, researcher and assistant.

- A professor is a specialist who is internationally recognised in his or her field and who conducts scientific research or creates works of art pursuant to the modern levels and ensures high quality studies in the relevant sub-field of science or art. A person who has a Doctoral degree and has not less than three years of work experience in the position of associate professor or professor may be elected to the position of RISEBA professor. Professor shall be elected in an open competition for a time period of six years, and a rector shall enter into a contract of employment with him or her for the whole period of election. In accordance with the title of the position of professor, a professor shall obtain the rights to conduct scientific research and to perform educating work when he or she is elected to this position.

Each candidate for a professor position has to comply with at least one of the international assessment criterion prescribed by the Council of Higher Education (see Appendix 2). Should a candidate does not comply with any of these criteria; he or she has to receive an independent international assessment coordinated by the Council of Professors of the relevant field according to requirements prescribed by the Council of Higher Education.

The main tasks of professors shall be:

- 1) the reading of highly qualified lectures, the supervision of studies, lectures and examinations in his or her study course;
- 2) the supervision of doctoral studies and research works in the sub-field of science or the supervision of artistic creation in a field, which conforms to the title of the position of professor;
- 3) participation in the evaluation of the work and quality of study programmes, institutions of higher education and the structural units thereof; and
- 4) the training of the new generation of academics, artists and lecturers.



- A person who has a Doctoral degree may be elected to the position of associate professor of RISEBA, fulfilling a vacant position. Persons who have the corresponding higher education and at least 10 years of practical work experience in the relevant field may also hold the position of RISEBA associate professor for the implementation of professional study programmes. Associate professors shall be elected in an open competition for a time period of six years. Rector shall enter into a contract of employment with an associate professor. In accordance with the title of the position of associate professor, an associate professor shall obtain the rights to conduct scientific research and to perform educating work when he or she is elected to this position.

The main tasks of associate professors shall be:

- 1) the conducting of active research work in a sub-field of science which conforms with the title of the position of associate professor;
- 2) the supervision of research work for the acquisition of Doctoral degrees and Master's degrees;
- 3) management of educating work, especially management of higher study lectures and examinations at the respective study course, reading lectures;
- 4) educating and supporting of the new generation of academics

- A person who has a Doctoral degree may be elected to the position of RISEBA docent, fulfilling a vacant position. Persons who have the corresponding higher education and at least 7 years of practical work experience in the relevant field may also hold the position of RISEBA docent for the implementation of professional study programmes. A docent shall be elected in an open competition for a time period of six years and rector shall enter into a contract of employment with a docent. In accordance with the title of the position of the docent, the docent shall obtain the rights to conduct scientific research and to perform educating work when he or she is elected to a position.

The main tasks of docents shall be:

- 1) research work in the sub-field of science or artistic creation which conforms with the title of the position of the docent; and
- 2) reading of lectures, the conducting of classes, the organisation of examinations and tests in his or her study programme (course, field), especially in the basic courses thereof.

- A person who has a Doctoral degree or Master's or equal degree, with at least 3 years pedagogic experience may be elected to the position of RISEBA lecturer. Persons who have the corresponding higher education and at least 5 years of practical work experience in the relevant field may also hold the position of RISEBA lecturer for the implementation of professional study programmes. A lecturer shall be elected in an open competition for a time period of six years and rector shall enter into a contract of employment with a lecturer. In accordance with the title of the position of the lecturer, the lecturer shall obtain the rights to conduct scientific research independently and to perform educating work when he or she is elected to a position.

The main tasks of lecturers shall be:

- 1) research work in the sub-field of science or artistic creation which conforms with the title of the position of the lecturer;
- 2) reading of lectures, the conducting of classes;
- 3) working on study methodological work;
- 4) increasing professional, including pedagogic qualification.

- A person who has a Doctoral degree or Master's or equal degree may be elected to the position of RISEBA assistant. Persons who have the corresponding higher education and at least 5 years of practical work experience in the relevant field may also hold the position of RISEBA assistant for the implementation of professional study programmes. Assistants are elected for a time period of six years, and, if they do not have a Doctoral degree, they shall be elected not more than two times in succession. In accordance with the title of the position of the assistant, the assistant shall obtain the rights to conduct scientific research independently and to perform educating work when he or she is elected to a position.
- The main tasks of assistants shall be:



- 1) research work in the sub-field of science or artistic creation which conforms with the title of the position of the assistant;
- 2) conducting of classes;
- 3) increasing professional, including pedagogical qualification.

Faculties and departments can elect RISEBA senior researchers and researchers to perform scientific research, in line with the Law on Scientific Activities.

2.2. For those elected to a professor position are entitled with the academic title "Professor", those elected to an associated professor position are entitled with the academic title "Associated Professor", those elected to a docent position are entitled with the academic title "Docent", those elected to a senior researcher position are entitled with the academic title "Senior Researcher". Those elected to these positions are awarded with RISEBA diploma.

### ***3. Procedure how teachers are promoted for election to academic positions***

- 3.1. Directors of department and programme can recommend teachers for election to academic positions.
- 3.2. Human Resource Department follows the election terms and at least twice a year informs heads of the respective departments about those holders of academic positions whose election term ends at the respective semester.
- 3.3. Head of departments, on the basis of information provided by the Human Resource Department prepares draft order of the rector on announcement of a competition for the respective places of academic positions.
- 3.4. Based on the order of the rector, supplemented with tasks of the respective positions, the Human Resource Department announces a competition in the Latvian newspapers for academic positions whose election period ends at the respective semester, as well as full-time or part-time academic positions.
- 3.5. Candidate of the open competition, not later than within one month after announcement of competition, submits to RISEBA Human Resource Department the following documents:
  - application to the rector on participation at the competition;
  - duplicates or copies of documents verifying education, scientific degree or academic titles (duplicates / copies are verified at work place or, comparing with the originals of the documents presented, at RISEBA Human Resource Department);
  - if the higher education, academic or scientific degree is obtained abroad, a statement verifying to which academic degree or diploma awarded in Latvia the diploma obtained abroad complies with (expertise and equalisation of Bachelor's, Master's and professional degrees obtained abroad is performed by the Academic Information Centre. Nostrification of Doctoral degrees is performed by the Promotion Council in the relevant field);
  - Curriculum Vitae of a candidate for academic position in Europass form, in which it is indicated also experience in research, academic, administrative and organizational work, list of published works in the last 6 years and / or list of works of artistic creation (see Appendix 4));
  - other documents the candidate wants to add to application to improve his or her qualification description;
  - if necessary, according to the Official Language Law, document verifying knowledge of the official language.
- 3.6. Candidate can familiarize with tasks and other requirements for the position at RISEBA Human Resource Department.
- 3.7. RISEBA Human Resource Department registers the submitted documents and within three days after the end of submission term provides the documents submitted by candidates to the commission assessing the compliance with the academic positions (hereinafter "Compliance Committee") and heads of the relevant departments.



- 3.8. Field or sub-field structural units (departments, divisions etc.) prepare a motivated opinion on each candidate of the academic position and submit it to the Compliance Committee.
- 3.9. The documents submitted by the candidates are assessed by a permanently operating Compliance Committee established on the basis of the rector's order. Compliance of the candidates (docent, associated professor and professor positions) is assessed in line with Regulation of the Cabinet of Ministers No. 391 of September 4, 2001 of the "On Assessment of Scientific and Pedagogic Qualification of a Candidate for Position of Professor and Associated Professor" and requirements of RISEBA for the respective candidates (Requirements for RISEBA Professors, Requirements for RISEBA Associated Professors, Requirements for RISEBA Docents). Meetings of the Committee are recorded.
- 3.10. According to decision of the Compliance Committee, documents of candidates who comply with the requirements of the respective position are further on given to the Senate or Council of Professors of the relevant field. According to Section 33 of the Law on Institutions of Higher Education and RISEBA Constitution, lecturers and docents are elected by the RISEBA Senate, the associated professors and professors - by the Council of Professors of the relevant field.
- 3.11. Decisions of the Compliance Committee and departments are of a recommending nature.
- 3.12. After receiving documents of candidates of professor or associated professor positions, Council of Professors of the relevant field take actions in line with the criteria included in Regulation of the Cabinet of Ministers No. 391 of September 4, 2001 (see Appendix 1).

#### **4. Election and voting procedure**

- 4.1. The RISEBA Senate is entitled to review a matter on election of academic positions, if the meeting is attended by not less than 2/3 of senators. After electing docents and senior researchers for academic positions, qualification of the Senate members having the right to vote shall comply with the requirements of the Promotion Council. If necessary, member of the relevant Promotion Council with rights to vote are invited to election. Chairman shall invite candidates to academic positions to meeting of the Senate. During the Senate meeting secretary of the Senate shall inform about each candidate. A discussion is held. Process of meeting is recorded.
- 4.2. After discussing each candidate at the RISEBA Senate meeting a decision is made at an open voting on including candidate in the voting card.
- 4.3. Commission of vote counting shall distribute closed voting cards. After voting chairman of the commission shall read the relevant minutes that are approved by the RISEBA Senate by an open voting.
- 4.4. Those voting cards shall be recognized valid in which one of voting options has been crossed out - "for" or "against".
- 4.5. Election is valid if 2/3 of the Senate members have participated in the voting. A person shall be elected if more than 2/3 of the senators voting have voted for a person.
- 4.6. If there are several candidates for one position and none has obtained more than a half of votes, a repeated voting is held. If none of three candidates has obtained 2/3 of votes, only two candidates who obtained the highest number of votes participate in the second voting.
- 4.7. Prior to secret voting, by majority vote of the Senate senators in an open voting vote counting commission is elected consisting of at least 3 members.
- 4.8. Name and surname of a candidate for position is written in the voting card (see Appendix 5). If candidates have applied for the same vacancy, surnames of all candidates are written in one voting card in an alphabetical order.
- 4.9. If at a structural unit a competition has been announced for several positions of the same academic position, number of vacant places shall be indicated in the voting card.
- 4.10. Vote counting commission shall receive the prepared voting cards from secretary of the Senate and for a signature in the registration sheet distribute those to senators.
- 4.11. When voting, senators shall express their opinion towards candidates crossing out one of the words in voting cards - "elect" or "not to elect" that are next to name and surname of candidate in the voting card and leaving the number of candidates in the voting card that complies with the number of vacant positions.
- 4.12. Voting cards shall be declared invalid if those do not comply with certain sample, are torn apart and it is not possible to detect the opinion towards all candidates included in the voting card or voting cards where it has been voted for more candidates than the number of vacant positions.
- 4.13. Candidate shall be declared elected if he or she has received more than a half of votes of the present



senators of the Senate.

4.14. If two candidates are participating in election for the same academic or administrative position and none of them has obtained more than a half of votes of the present senators of the Senate, at the same meeting the second round of election is held.

4.15. If three and more candidates are participating in election for the same academic or administrative position and none of them has obtained more than a half of the necessary votes, at the same meeting the second round of election is held, in which those two candidates shall participate who have obtained the majority of votes or several candidates if they have obtained the same number of votes.

4.16. If election has been announced for several positions of the same academic positions and number of candidates in the voting card is higher than the number of the position but as a result of election the necessary number of candidates has not obtained the necessary majority vote to be elected to all vacant positions indicated in the voting card, the second round of election is held. Those candidates who have obtained the necessary majority vote do not participate at the election. Those candidates who have obtained the majority vote participate at the second round of election for the remaining vacancies, moreover, at the second round of election there is one candidate more than there are vacant positions, if the number of candidates exceeds the number of the remaining vacancies.

4.17. The vote counting commission shall summarize election data, register in the minutes on each candidate (see Appendix 6), determine election results, sign minutes and notify the Senate.

4.18. Minutes of the vote counting commission about election results are approved by the Senate in an open voting by a simple majority vote of the present senators of the Senate. Results of competition are communicated to candidates by secretary of the Senate.

### **5. Appeal procedure**

5.1. Candidate or other interested party may submit appeals for violations of election procedure to the rector of RISEBA not later than 10 days after the election.

5.2. Appeal is reviewed by a commission established under order of the rector within one month after receipt of application (claim). If necessary, other experts are invited who provide a written conclusion.

5.3. Conclusion of commission is final. Decision of the rector is communicated in writing to the appellant not later than within three days after conclusion of commission.

### **6. Procedure of registering election results**

6.1. Within 3 working days after election for positions of professor or associated professor secretary of the Council of Professors shall submit to RISEBA Human Resource Department:

- Copy of meeting minutes;
- Final decision of meeting;
- Approved minutes of vote counting;
- Complete list of candidates for the respective positions with a motivated assessment of each candidate. If voting was carried out for less than three candidates, it has to be particularly justified;
- Set of documents characterizing candidate.

6.2. Within 3 working days after election for academic positions secretary of the Senate shall submit to the Human Resource Department:

- Final decision of meeting;
- Approved minutes of vote counting;
- Set of documents characterizing candidate.

6.3. If within 10 days no appeals have been submitted, the Human Resource Department prepare contract of employment and provides it to the rector for signing.

6.4. If appeals are submitted, contract of employment is prepared and provided for signing within 5 days after the Human Resource Department receives positive appellation decision of a commission.

6.5. If as a result of election the working term of employee in office expires, the change shall be implemented at the end of semester of academic year.

### **7. Election of the head of department**

7.1. The head of department is an administrative elective office of an academic structural unit. Position of the head of department can be taken by a person elected in an open competition with a Doctoral degree. Head of department is elected for a time period of five years. Candidate for the position of the head of department shall have skills of organizing study and scientific work of a highly qualified collective.



7.2. The head of department shall obtain rights and obligations to promote study, research and scientific work when he or she is elected to a position.

7.3. The main tasks of the head of department shall be:

- 1) organizing and supervising educating work, study, courses and examination procedure pursuant to the modern levels and requirements;
- 2) ensuring and coordinating active research and / or artistic creative work at department;
- 3) educating and supporting of the new generation of academics;
- 4) providing tasks to employees of department and information and materials necessary to fulfil those tasks;
- 5) facilitating rational use and development of intellectual potential and material resources of department.

7.4. Candidates for the position of the head of department, within one month after announcement of open competition in the newspapers, shall submit relevant documents to the Secretary of the Senate (see Clause 3.5). Assessment of documents verifying scientific and pedagogic qualification is performed by the Compliance Committee. Head of department is elected by the Senate at a secret voting. Voting procedure is the same as the previously described.

## **8.       *Adoption and amendments to regulations***

8.1. The regulations become effective as at the date of adoption.

8.2. The regulations are approved and can be amended only by the RISEBA Senate.

Head of Study Quality

I. Doveika

Pro-rector for study work

I. Kreituss

RISEBA

Applicant for position of **Professor** ..... results of Scientific Qualification, Pedagogical Qualification and Managerial Competence for last six years  
and  
RISEBA  
Evaluation committee **decision**

<i><b>Criteria</b></i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i><b>Comments</b></i>
<b>1. Scientific Qualification</b> (minimum of the criteria to be fulfilled – 3)				
1.1. Publication in the peer-reviewed scientific editions recognized by the Latvian Council of Science (min 5)				
1.2. Reports in international Scientific conferences (min 5 referāti)				
1.3. Management and participation in research projects and programmes organized by the Latvian Council of Science and other countries				
1.4. Management of internationally financed research projects or participation in implementation				
1.5. Management of scientific contract works or participation in implementation				
1.6. Expert's work at LSC and in international projects and programmes				
1.7. Management of international creative work projects, participation in exhibitions and competitions				
1.8. Patents and licenses gained				
<b>Total:</b>				

<i><b>Criteria</b></i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i><b>Comments</b></i>
<b>2. Pedagogical Qualification</b> (minimum of the criteria to be fulfilled – 5)				
2.1. Supervision of doctoral thesis				
2.2. Supervision of master thesis				
2.4. Lectures and seminars				
2.5. Developing new course programmes				
2.6. Developing and managing new study programme				
2.7. Participation in academic conferences with presentation				
2.8. Preparing and publication of textbooks and study materials				
2.9. Further qualification at higher education institutions abroad and in Latvia or at scientific research institutions.				
2.10. Lectures at foreign higher education institutions				
<b>Total:</b>				



<i>Criteria</i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i>Qualitative evaluation (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i>Comments</i>
<b>3. Managerial Competence</b> (minimum of the criteria to be fulfilled – 3)				
3.1. Leadership of academic commissions or collegial institutions or participation in its work				
3.2. Leadership of commissions of international scientific conferences or participation at its work				
3.3. Leadership of editorial board of scientific publications or participation in its work				
3.4. Leadership of higher education institution, department, institute, professor's group, laboratory				
3.5. Leadership of scientific, or academic alliances or participation at its work				
3.6. Consultant of enterprises founded by government, self-government or other juridical or physical persons				
3.7. Other criteria of organizational competence *				
<b>Total:</b>				

\*Expert in study direction evaluation commissions, reviewing published article etc.

### Decision:

Based on the observed results of Scientific Qualification, Pedagogical Qualification and Managerial Competence, applicant..... is suitable/not suitable for position of Professor.

Evaluation committee members:

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RISEBA

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RISEBA

Applicant for position of **Associated Professor** ..... results of Scientific Qualification, Pedagogical Qualification and Managerial Competence for last six years  
and  
RISEBA  
Evaluation committee **decision**

<i><b>Criteria</b></i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i><b>Comments</b></i>
<b>1. Scientific Qualification</b> (minimum of the criteria to be fulfilled – 2)				
1.1. Publication in the peer-reviewed scientific editions recognized by the Latvian Council of Science (min 3)				
1.2. Reports in international Scientific conferences (min 3 referāti)				
1.3. Management and participation in research projects and programmes organized by the Latvian Council of Science and other countries				
1.4. Management of internationally financed research projects or participation in implementation				
1.5. Management of scientific contract works or participation in implementation				
1.6. Expert's work at LSC and in international projects and programmes				
1.7. Management of international creative work projects, participation in exhibitions and competitions				
1.8. Patents and licenses gained				
<b>Total:</b>				



<i><b>Criteria</b></i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i><b>Comments</b></i>
<b>2. Pedagogical Qualification</b> (minimum of the criteria to be fulfilled – 4)				
2.1. Supervision of doctoral thesis				
2.2. Supervision of master thesis				
2.3. Lectures and seminars				
2.4. Developing new course programmes				
2.5. Developing and managing new study programme				
2.6. Participation in academic conferences with presentation				
2.7. Preparing and publication of textbooks and study materials				
2.8. Further qualification at higher education institutions abroad and in Latvia or at scientific research institutions.				
2.9. Lectures at foreign higher education institutions				
<b>Total:</b>				

<i>Criteria</i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i>Qualitative evaluation (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i>Comments</i>
<b>3. Managerial Competence</b> (minimum of the criteria to be fulfilled – 1)				
3.1. Leadership of academic commissions or collegial institutions or participation in its work				
3.2. Leadership of commissions of international scientific conferences or participation at its work				
3.3. Leadership of editorial board of scientific publications or participation in its work				
3.4. Leadership of higher education institution, department, institute, professor's group, laboratory				
3.5. Leadership of scientific, or academic alliances or participation at its work				
3.6. Consultant of enterprises founded by government, self-government or other juridical or physical persons				
3.7. Other criteria of organizational competence *				
<b>Total:</b>				

\*Expert in study direction evaluation commissions, reviewing published article etc.

**Decision:**

Based on the observed results of Scientific Qualification, Pedagogical Qualification and Managerial Competence, applicant..... is suitable/not suitable for position of Associated Professor.

Evaluation committee members:

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RISEBA

Applicant for position of **Assistant Professor** ..... results of Scientific Qualification, Pedagogical Qualification and  
Managerial Competence for last six years  
and  
RISEBA  
Evaluation committee **decision**

<i><b>Criteria</b></i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i><b>Comments</b></i>
<b>1. Scientific Qualification</b> (minimum of the criteria to be fulfilled – 2)				
1.1. Publication in the peer-reviewed scientific editions recognized by the Latvian Council of Science (min. 2)				
1.2. Reports in international Scientific conferences (min 2 reports)				
1.3. Management and participation in research projects and programmes organized by the Latvian Council of Science and other countries				
1.4. Management of internationally financed research projects or participation in implementation				
1.5. Management of scientific contract works or participation in implementation				
1.6. Expert's work at LSC and in international projects and programmes				
1.7. Management of international creative work projects, participation in exhibitions and competitions				
1.8. Patents and licenses gained				
<b>Total:</b>				

<i><b>Criteria</b></i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i><b>Comments</b></i>
<b>2. Pedagogical Qualification</b> (minimum of the criteria to be fulfilled – 4)				
2.1. Supervision of doctoral thesis				
2.2. Supervision of master thesis				
2.3. Supervision of bachelor thesis				
2.4. Lectures and seminars				
2.5. Developing new course programmes				
2.6. Developing and managing new study programme				
2.7. Participation in academic conferences with presentation				
2.8. Preparing and publication of textbooks and study materials				
2.9. Further qualification at higher education institutions abroad and in Latvia or at scientific research institutions.				
2.10. Lectures at foreign higher education institutions				
<b>Total:</b>				



<i><b>Criteria</b></i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i><b>Comments</b></i>
<b>3. Managerial Competence</b> (minimum of the criteria to be fulfilled – 1)				
3.1. Leadership of academic commissions or collegial institutions or participation in its work				
3.2. Leadership of commissions of international scientific conferences or participation at its work				
3.3. Leadership of editorial board of scientific publications or participation in its work				
3.4. Leadership of higher education institution, department, institute, professor's group, laboratory				
3.5. Leadership of scientific, or academic alliances or participation at its work				
3.6. Consultant of enterprises founded by government, self-government or other juridical or physical persons				
3.7. Other criteria of organizational competence *				
<b>Total:</b>				

\*Expert in study direction evaluation commissions, reviewing published article etc.

RISEBA

<i>Criteria</i>	<i>Applicant Comments</i>	<i>Accomplished (Filled by RISEBA)</i>	<b><i>Qualitative evaluation</i></b> <i>(excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i>Comments</i>
<b>4. Other Criteria</b>				
4.1. Doctoral degree (or fill in doctoral thesis and year of defence in column <i>Applicant comments</i> )				
4.2. Master's degree (fill in information about earned master's degree in column <i>Applicant comments</i> )				
4.3. Teaching experience (indicate years)				
4.4. Ability to give lectures in English				
<b>Total:</b>				

**Decision:**

Based on the observed results of Scientific Qualification, Pedagogical Qualification and Managerial Competence, applicant..... is suitable/not suitable for position of Assistant Professor.

Evaluation committee members:

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RISEBA

Applicant for position of **Lecturer** ..... results of Scientific Qualification, Pedagogical Qualification and Managerial Competence for last six years  
and  
RISEBA  
Evaluation committee **decision**

<i><b>Criteria</b></i>	Accomplished (Filled by applicant)	Accomplished (Filled by RISEBA)	<i><b>Qualitative evaluation</b></i> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation	<i><b>Comments</b></i>
<b>1. Scientific Qualification</b> (minimum of the criteria to be fulfilled – 2)				
1.1. Publication in the peer-reviewed scientific editions recognized by the Latvian Council of Science (min 1)				
1.2. Reports in international Scientific conferences (min 2 reports)				
1.3. Management and participation in research projects and programmes organized by the Latvian Council of Science and other countries				
1.4. Management of internationally financed research projects or participation in implementation				
1.5. Management of scientific contract works or participation in implementation				
1.6. Expert's work at LSC and in international projects and programmes				
1.7. Management of international creative work projects, participation in exhibitions and competitions				
1.8. Patents and licenses gained				
<b>Total:</b>				

<i><b>Criteria</b></i>	<i>Accomplished (Filled by applicant)</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i><b>Comments</b></i>
<b>2. Pedagogical Qualification</b> (minimum of the criteria to be fulfilled – 3)				
2.1. Supervision of doctoral thesis				
2.2. Supervision of master thesis				
2.3. Supervision of bachelor thesis				
2.4. Lectures and seminars				
2.5. Developing new course programmes				
2.6. Developing and managing new study programme				
2.7. Participation in academic conferences with presentation				
2.8. Preparing and publication of textbooks and study materials				
2.9. Further qualification at higher education institutions abroad and in Latvia or at scientific research institutions.				
2.10. Lectures at foreign higher education institutions				
<b>Total:</b>				



<b>Criteria</b>	<b>Accomplished (Filled by applicant)</b>	<b>Accomplished (Filled by RISEBA)</b>	<b><i>Qualitative evaluation</i> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</b>	<b>Comments</b>
<b>3. Managerial Competence</b> (minimum of the criteria to be fulfilled – 0)				
3.1. Leadership of academic commissions or collegial institutions or participation in its work				
3.2. Leadership of commissions of international scientific conferences or participation at its work				
3.3. Leadership of editorial board of scientific publications or participation in its work				
3.4. Leadership of higher education institution, department, institute, professor's group, laboratory				
3.5. Leadership of scientific, or academic alliances or participation at its work				
3.6. Consultant of enterprises founded by government, self-government or other juridical or physical persons				
3.7. Other criteria of organizational competence *				
<b>Total:</b>				

\*Expert in study direction evaluation commissions, reviewing published article etc.

RISEBA

<i>Criteria</i>	<i>Applicant Comments</i>	<i>Accomplished (Filled by RISEBA)</i>	<i><b>Qualitative evaluation</b> (excellent, very good, good, satisfactory, unsatisfactory), evaluation argumentation</i>	<i>Comments</i>
<b>4. Other Criteria</b>				
4.1. Doctoral degree (or fill in doctoral thesis and year of defence in column <i>Applicant comments</i> )				
4.2. Master's degree (fill in information about earned master's degree in column <i>Applicant comments</i> )				
4.3. Teaching experience (indicate years)				
4.4. Ability to give lectures in English				
<b>Total:</b>				

**Decision:**

Based on the observed results of Scientific Qualification, Pedagogical Qualification and Managerial Competence, applicant..... is suitable/not suitable for position of Lecturer.

Evaluation committee members:

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