

APPROVED

At the RISEBA Senate meeting on 13.10.2021.

Minutes No.21/1.1-7/6

REGULATIONS ON ELECTION OF ACADEMIC POSITIONS

1. *General provisions*

- 1.1. Being elected to an academic position demonstrates a person's compliance of academic and professional qualifications with the requirements of the scientific field both for study and research work at Biznesa mākslas un tehnoloģiju augstskola RISEBA (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 the Constitution of RISEBA.
- 1.3. Scientific and pedagogic qualifications of candidates for professor and associated professors positions are assessed and elected by the Council of Professors in line the with procedure prescribed by the Cabinet of Ministers.
- 1.4. For the purposes of implementing study programmes and carrying out scientific and research work, the RISEBA Senate, upon the recommendation of departments, elects an assistant professor, lecturer or assistant, as well as lead researcher or researcher for six years, in accordance with the criteria approved by the RISEBA Senate.
- 1.5. An open competition for a vacant academic position is announced at least a month before the election.

2. *Requirements for candidates for 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 under 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. The professor shall be elected in an open competition for a 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 right to conduct scientific research and to perform education work when he or she is elected to this position.

The main tasks of professors shall be:

- 1) the reading of highly qualified lecturers, 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 and at least three years of work experience as an assistant professor or associate professor may be elected to the position of associate professor of RISEBA. Associate professors shall be elected in an open competition for a 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 education 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 education work, especially management of higher study lectures and examinations at the respective study course, reading lectures;
- 4) educating and supporting the new generation of academics

• A person who has a Doctoral degree may be elected to the position of RISEBA docent. 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 period of six years and the 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 with at least 3 years of 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 period of six years and the 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 right to conduct scientific research independently and to perform education 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 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 right to conduct scientific research independently and to perform education 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 qualifications.

Persons with a doctorate degree at least 5 years of experience in scientific and research work can be elected to the position of RISEBA lead researchers.

The main tasks of a lead researcher are:

- 1) the organisation and management of scientific work in the respective area of research;
- 2) the attraction of research projects, their management and participation in fulfilment thereof.

Persons with a doctorate degree or master's degree and at least 3 years of experience in scientific and research work can be elected to the position of RISEBA researcher.

- 1) the performance of scientific and research work in the respective area of research;
- 2) the implementation of research projects.

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" and those elected to a docent position are entitled with the academic title "Docenf \ those elected to a senior researcher position are entitled with the academic title "Senior Researcher". Those elected to these positions are awarded the RISEBA diploma.

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

3.1. Human Resource Department follows the election terms and informs heads of the respective departments about those holders of academic positions whose election term ends at the respective semester.

3.2. Based on the suggestion of the head of the department, the Human Resource Department announces an open competition for academic positions that expire during the respective period, as well as for vacant academic positions.

3.3. Candidate of the open competition, not later than one month after the announcement of the competition, submits to RISEBA Human Resource Department the following documents:

application to the rector on participation in the competition;

duplicates or copies of documents verifying education, scientific degree or academic titles (duplicates/copies are verified at the workplace or, compared with the originals of the documents presented, at the 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 are 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 an 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;

other documents the candidate wants to add to the application to improve his or her qualification description;

if necessary, according to the Official Language Law, the document verifies knowledge of the official language.

3.4. Candidate can familiarize himself with tasks and other requirements for the position at RISEBA Human Resource Department.

3.5. RISEBA Human Resource Department registers the submitted documents and within three days after the end of the submission, the 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

- 3.6. Departments examine applications submitted by candidates, prepare a motivated opinion on each candidate for an academic position, as well as a proposal for the transfer of a particular candidate for consideration by the Senate, and submit it to the Compliance Committee.
- 3.7. The documents submitted by candidates are assessed by the constantly operating Compliance Committee established by a Rector's decree. The compliance of candidates is assessed in accordance with applicable laws and regulations, as well as RISEBA requirements set for the respective position candidates. Meetings of the Committee are recorded in minutes.
- 3.8. The decision of the Compliance Committee and the opinion of the respective department, as well as candidates' documents compliant with the requirements of the respective position, are further transferred for examination by the RISEBA Senate. In accordance with Article 33 of the Law on Higher Education Institutions of Latvia and the RISEBA Constitution, assistants, lecturers, researchers, lead researchers and assistant professors are elected by the RISEBA Senate, whereas candidates for the positions of associate professor and professor are transferred for election by the councils of sectoral professors by the decision of the Senate.
- 3.9. The opinions of the Compliance Committee and departments are advisory; a decision is adopted by the RISEBA Senate at closed voting, based on applicable laws and regulations, as well as RISEBA requirements.

4. Procedures for Election and Voting

- 4.1. The RISEBA Senate has the right to examine the matter concerning the election to academic positions if at least a half of the senators participate therein. The chairman invites candidates for academic positions to a meeting of the Senate. At the meeting of the Senate, the head of the respective department reports on each candidate for the respective position. The Senate is familiarised also with the decision of the Compliance Committee. A discussion takes place. The progress of the meeting is recorded in minutes.
- 4.2. If meetings of the Senate take place remotely, a vote counting committee is not established and instead the Document Management System *Namejs* is used for both open and closed voting.
- 4.3. When voting in person, the RISEBA Senate, after discussing the respective candidate, adopts a decision by open voting on the inclusion of the candidate in a ballot paper.
- 4.4. Before the closed voting by the majority of votes of the senators present, by voting openly, a vote counting committee is elected, consisting of at least 3 members.
- 4.5. The established vote counting committee receives the ballot papers prepared by the Senate secretary and distributes them among senators against the signature on Senate's senator registration sheet.
- 4.6. After the voting, the chairman of the election committee reads out the appropriate minutes approved by the RISEBA Senate by voting openly.
- 4.7. Ballot papers, wherein one of the voting options, i.e. 'elect' or 'not elect', 'propose' or 'not propose' has been crossed out, are recognised as valid. Ballot papers, which do not comply with the set sample or are torn, or prohibit from establishing the voter's attitude towards all candidates included in the ballot paper, or in which it is voted for the number of candidates that exceeds the number of vacant positions, are recognised as invalid.
- 4.8. Election is valid if at least a half of Senate members participate in the voting. A person is elected if more than half of the senators present have voted for him/her.
- 4.9. If several candidates participate in the election for one position and none of them has received more than half of the votes, repeated voting shall take place at the same meeting. If none of the several candidates has received more than half of the votes, the two candidates who have received the largest number of votes or several candidates who have obtained the equal number of votes shall participate in the next stage of voting.

- 4.10. The name and surname of the position candidate are recorded on the ballot paper. If they apply for the same vacancy, the surnames of all candidates for the position shall be recorded on the ballot paper in alphabetical order.
- 4.11. If a structural unit announced a competition for several places in one academic position, the number of vacant places shall be specified on the ballot paper.
- 4.12. When voting at the Senate, senators express their attitude towards the election of a candidate for a position by crossing out one of the words in the ballot paper — ‘elect’ or ‘not elect’, ‘propose’ or ‘not propose’, which are specified next to the candidate’s name and surname and leaving the number of candidates, which does not exceed the number of vacant places.
- 4.13. If election is announced for several places of the same academic position and the number of candidates on a ballot paper exceeds this number, but the necessary number of candidates has not received the required majority of votes for election to all the vacancies specified in the ballot paper, the second stage of election shall take place. The candidates, who have not received the required majority of votes, do not participate in the said stage. The candidates, who have received the greatest number of votes, participate in the second stage of the election for the remaining vacancies, provided that the number of candidates participating in the second stage of the election exceeds the number of remaining vacancies by one of the numbers of candidates exceeds the number of remaining vacancies.
- 4.14. The vote counting committee summarises election data, records them in the minutes of each candidate for a position, establishes the results of the election, signs the minutes, and reports to the Senate.
- 4.15. The minutes of the vote counting committee on the results of the election is approved by the Senate by voting openly, by the simple majority of votes of those senators present. The Senate secretary reports on the results of the competition to candidates.

5. Appeal Procedure

- 5.1. An appeal on the violation of the election procedure is submitted by a candidate or other interested person to the RISEBA Rector no later than 10 days following the election.
- 5.2. An appeal is examined within one month following the receipt of an application (complaint) by the committee established by a Rector’s decree. If necessary, experts are invited to provide a written opinion.
- 5.3. The opinion of the committee is final. The submitter of an appeal is notified of the Rector’s decision in writing no later than three business days following the committee’s opinion.

6. Procedure for Drawing up the Results of Election

- 6.1. The composition of the committee, the chairman of the committee and his/her deputy are approved by the Rector’s decree, which includes representatives of the University’s administration and management. The committee consists of a total of 5 (five) representatives;
- 6.2. The Senate secretary submits the following to the Human Resources Department within 3 business days following the election to academic positions:
 - the drafted final decision of the meeting;
 - the approved vote counting minutes;
 - the package of documents characterising candidates.
- 6.3. If no appeals are submitted within 10 days, the Human Resources Department draws up an employment contract and transfers it to the Rector for signing.

- 6.4. If appeals have been submitted, an employment contract is drawn up and transferred for signing within 5 days following the receipt of the positive decision of the Appeals Committee at the Human Resources Department.

7. Adoption of the Regulation and Its Amendments

- 7.1. This Regulation enters into force as of the day of its approval at the RISEBA Constitutional Council.
- 7.2. The draft Regulation is approved and may be amended by RISEBA Senate.