



APPROVED

Joint Professorial Council of RISEBA, SSE Riga and VeA
in economics and business, including management sciences
at the meeting on 14 April 2026,
Minutes No. 2026/10-4.3/1

Procedure for the Election and Evaluation of Candidates for the Positions of Professor and Associate Professor

I. General provisions

1. The Joint Council of Professors of Economics and Business, including management sciences (hereinafter – the Council of Professors) operates in accordance with the regulatory enactments of the Republic of Latvia, which establish the procedure for the evaluation of the scientific and pedagogical qualifications and organisational competence of candidates for the positions of professor and associate professor.

2. The procedure for the election and assessment of candidates for the posts of professor and associate professor (hereinafter – the procedure) sets out the procedure for the election and assessment of the scientific and pedagogical qualifications and organisational competence of candidates for the posts of professor and associate professor and of incumbent professors and associate professors (hereinafter – candidates) including management sciences.

II. Submission of candidates for evaluation

3. The higher education institution shall submit an application to the Council of Professors, together with the documents submitted by the candidate for evaluation. The application shall specify whether a competition has been announced for the relevant post or whether the candidate's suitability for the post is being assessed, as well as any additional evaluation criteria set by the higher education institution.

4. In addition to the application referred to in point 3 of this procedure, the university shall submit the following documents to the Professorial Council:

4.1. the candidate's application for participation in the competition for the vacant post of professor or associate professor (if applicable);

4.2. the candidate's curriculum vitae;

4.3. copies of the document certifying the award of a doctoral degree and the document certifying the candidate's election to a previous academic post (if applicable), with the originals of these documents being presented;

4.4. an extract from the minutes of the meeting of the relevant higher education institution's decision-making body confirming the decision to nominate the candidate for election or to assess their suitability for the post, if applicable;

4.5. a copy of the confirmation of the publication of the vacancy, if applicable;

4.6. an assessment by the relevant higher education institution of the candidate's academic work and teaching skills;

4.7. a completed form reflecting the applicant's scientific and teaching qualifications and organisational competence in accordance with the requirements of the post, in accordance with the form set out in Annex 1 to these Regulations;

4.8. copies of documents confirming the information provided by the candidate in the form referred to in sub-clause 4.7 of the procedure regarding their scientific and pedagogical qualifications and organisational competence.

5. The candidate or the higher education institution shall submit the documents referred to in point 4 of the procedure to the Professorial Council's registry in paper or electronic form.

4. Procedure for the evaluation of the candidate

6. Upon receipt of the higher education institution's application, the Professorial Council shall:

6.1. shall organise an evaluation meeting within two months of receiving the application;

6.2. appoint experts to assess the candidate, in accordance with point 11 of the procedure;

6.3. organise an international evaluation for the election of professors and associate professors.

7. The Council of Professors shall evaluate the candidate for the post in accordance with the Cabinet of Ministers' Regulation No. 129 of 25 February 2021 "Procedure for the evaluation of the scientific and pedagogical qualifications or the results of artistic creative work of candidates for the position of professor or associate professor and of incumbent professors or associate professors", and the additional evaluation criteria established by the university.

8. The Council of Professors has the right to request additional information from a candidate until the end of the evaluation procedure, setting a longer deadline for the submission of documents if necessary and organising a separate meeting.

9. Foreign professors may participate in the Professors' Council remotely, by familiarising themselves with the documents and evaluation criteria, and by submitting their opinion in writing (anonymously) on all candidates, including which candidate they vote 'for' or 'against'.

10. The Scientific Secretary of the Professors' Council shall assess whether all the documents referred to in paragraph 4 of these Rules have been submitted. The Scientific Secretary shall be entitled to request the higher education institution or, where necessary, the candidate to submit any missing documents, setting a deadline for their submission.

11. If the higher education institution has submitted all the necessary documents referred to in paragraph 4 of the procedure, the Council of Professors shall appoint three experts from among its members, including one lead expert who chairs the discussion on the candidate's evaluation during the meeting, makes proposals for the assessment of the post criteria, so that, on the basis of the documents submitted, the candidate's scientific and pedagogical qualifications and organisational competence may be assessed for compliance with the requirements of the post.

12. At the meeting of the Council of Professors at which a decision is made on the election or evaluation of a candidate, the Chair of the Council of Professors presents the candidate's CV to the members of the Council of Professors.

13. Following the presentation of the candidate's CV, an assessment is carried out to determine whether the submitted documents meet the criteria for the post. The experts referred to in paragraph 11 of these procedures shall report on the compliance of the submitted documents with the established criteria for the post of professor or associate professor. Members of the Professorial Council provide individual assessments by completing the form set out in Annex 2 to the procedure and agree on an overall assessment of the candidate by completing the form set out in Annex 3.

14. Following the assessment referred to in paragraph 13 of the procedure, a discussion shall take place between the candidate and the members of the Professorial Council regarding the results of the assessment of the candidate's scientific and pedagogical qualifications and organisational competence.

15. The discussion shall be followed by a 10–15-minute presentation by the candidate, in which the candidate shall outline their future plans for enhancing their scientific and pedagogical qualifications and organisational competence in the coming period.

16. The decision on the candidate's appointment to the vacant post or their suitability for the specified post, following review of the documents and an interview with the candidate, is taken by the Council of Professors by open ballot, by a simple majority of those present and those voting in writing.

17. The candidate shall attend those parts of the Faculty Council meeting during which discussions with the candidate take place and a report on their future plans is presented.

18. Following the vote, the Chair of the Faculty Council shall announce the results of the vote to the candidate.

19. Within ten working days of the meeting of the Council of Professors, the Secretary of the Council of Professors shall issue to the university and the candidate an extract from the minutes and the decision on election or suitability for the post, the form of which is set out in Annex 4 to these Regulations.

5. Financial settlements

20. No fee is charged for the assessment of candidates from higher education institutions that form part of the Academic Council.

21. A fee is charged for the assessment of candidates from outside (other higher education institutions) in accordance with the decision of the Council of Professors.

22. Payment is guaranteed and made by the candidate personally or by the candidate's higher education institution, which has submitted a request for the organisation of the assessment. Payment is made to the higher education institution that organises and administers the work of the Council of Professors.

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