



Accepted by the decision of  
Riga Graduate School of Law  
Senate  
19 February 2019  
No. 2019/01

## **Regulations of academic and administrative personnel positions of Riga Graduate School of Law**

### **1. General Terms and Conditions**

- 1.1. The Regulations regulate the creation and filling of academic and administrative positions, qualification requirements, tasks and obligations, and the election procedure at Riga Graduate School of Law (hereinafter - RGSL).
- 1.2. The Regulations are adopted pursuant to the Law On Institutions of Higher Education, Law on Riga Graduate School of Law, Law On Scientific Activity, Education Law, Constitution of RGSL, Employment Law and other rules and regulations.
- 1.3. The academic personnel of Riga Graduate School of Law (professors, associate professors, docents, lecturers, assistants) shall undertake scientific research projects and participate in the teaching of students pursuant to the Law On Institutions of Higher Education and other rules and regulations, Constitution of RGSL, these Regulations and other normative acts of RGSL.
- 1.4. The general personnel of RGSL supports achievement of RGSL aims and tasks. RGSL administrative personnel shall consist of Rector, Pro-rector, Director and other employees whose basic functions are administrative and performed pursuant to the internal rules and procedures of RGSL, as well as of the general personnel.

### **2. Creation and filling of academic positions**

- 2.1. The Senate of RGSL shall approve the number of academic personnel positions as proposed by the Board of RGSL, considering the strategy of RGSL, available financing and the need to implement respective study programmes.
- 2.2. Filling of positions by election:
  - 2.2.1. Academic positions shall be filled via an open competition.
  - 2.2.2. An individual may be elected only to one professor, associate professor, docent, lecturer or assistant position and only in one institution of higher education in Latvia. An individual elected to the above positions may engage in academic activities in other institutions of higher education only as a visiting professor, visiting docent or visiting lecturer. An individual elected to the above positions may be also elected to the position

of a lead research fellow, research fellow or a scientific assistant, but only in one scientific institution in Latvia;

- 2.2.3. The Senate of RGSL shall consider and approve a motivated proposal from the Rector of RGSL, accompanied by a job description, to announce/not to announce a competition for a vacant academic position;
  - 2.2.4. The competition shall be announced and organized by the Rector or Director of RGSL;
  - 2.2.5. The Rector shall enter into an employment contract with all individuals elected to academic positions either for the entire elected period or a shorter period of time, if the parties so agree.
- 2.3. Filling of positions without elections:
- 2.3.1. If there is a permanently or temporary vacant academic position available at RGSL, the Senate may decide not to announce a competition as proposed by Rector of RGSL. In this case the Rector shall have a right to hire a visiting professor, a visiting associate professor, a visiting docent, a visiting lecturer or a visiting assistant for a period of time of less than two years;
  - 2.3.2. A lead visiting research fellow or a visiting research fellow may be hired for a period of time that does not exceed two years;
  - 2.3.3. In case of absence, if it does not exceed two years, an associate professor may be appointed to professor's position, a docent to associate professor's position, a lecturer or an assistant with a PhD to docent's position.

### **3. Qualification requirements, tasks and obligations of academic personnel**

- 3.1. Pursuant to the Law On Institutions of Higher Education, the Law On Scientific Activity and requirements of RGSL, the primary tasks and obligations of academic personnel shall be established in their job descriptions which are accepted by the Senate.
- 3.2. The duties of academic personnel are to ensure a high-quality teaching and study process within their competency. Academic personnel have duty to perform scientific research, considering the principle of academic freedom, to publish the results of their studies as well as to represent RGSL in various academic events.
- 3.3. The academic personnel shall perform its duties according to the concluded employment contract and job description. As to their academic and scientific activity the faculty shall be subordinated to the Rector of RGSL.
- 3.4. The academic personnel shall prepare a programme, a calendar plan and methodological guidance for each study course considering its specifics and agreeing thereon with the programme director.
- 3.5. The working hours of academic personnel shall be unlimited, and their professional activities shall be organised depending on the schedule of classes.
- 3.6. The academic personnel shall perform academic, methodological, scientific and organisational activities that are relevant to their position and are completed pursuant to the Law On Institutions of Higher Education.

### 3.7. Professors:

- 3.7.1. An individual with a PhD degree, who is an internationally recognized expert and has scientific publications in his/her area of specialisation, who is actively engaged in scientific research or artistic creation and delivers high-quality studies in the respective area and has at least three years of experience in a professor's or associate professor's position may stand for the professor's vacancy;
- 3.7.2. A professor shall be elected by the respective Council of Professors in an open competition for a period of six years. On the basis of decision of the said council the Rector of RGSL shall enter into an employment contract with the professor;
- 3.7.3. After the election to professor's position a Professor shall duly acquire a right to lead scientific research projects or an artistic creation process, and to engage in educational activities.
- 3.7.4. Professor's primary tasks shall be as follows:
  - Delivery of high-quality lectures, supervision of studies, classes and tests in his/her academic course;
  - Leading of research activities in his/her area of specialization or management of artistic creation that is pertinent to his/her position;
  - Supervision of doctoral studies and research activities in his/her area of specialization or management of artistic creation that is pertinent to his/her academic position;
  - Participation in the assessment of performance and quality of study programmes, universities and their structural units;
  - Training of the new generation of scientists, artists and docents.

### 3.8. Associate Professors:

- 3.8.1. An individual with a PhD degree, who has scientific publications in his/her area of specialisation, and who is actively engaged in scientific research may stand for the associate professor's vacancy;
- 3.8.2. An associate professor shall be elected by the respective Council of Professors in an open competition for a period of six years. On the basis of decision of the said council the Rector shall enter into an employment contract with the associate professor.
- 3.8.3. Associate Professor's primary tasks shall be as follows:
  - Performance of research activities or artistic creation in areas that are pertinent to his/her position;
  - Supervision of a doctoral or master's theses;
  - Ensuring and management of academic activities.

### 3.9. Docents:

- 3.9.1. An individual with a PhD degree, who has scientific publications in his/her area of specialisation, and who is able to read lecture courses, manage seminars or practical activities, and conduct scientific research activities, may stand for the docent's vacancy;
- 3.9.2. A docent shall be elected by the Senate of RGSL in an open competition for a period of six years.

3.9.3. Docent's primary tasks shall be as follows:

- Performance of research activities or artistic creation in areas that are pertinent to his/her position;
- Delivery of lectures, be in charge of study classes, examinations and tests in his/her study programme (course, area), especially in case of its obligatory courses.

3.10. Lecturers:

3.10.1. An individual, who has at least a master's degree and scientific publications in his/her area of specialization or published teaching aids, and who is able to deliver lecture courses, be in charge of seminars and practical activities may stand for the position of a lecturer;

3.10.2. A lecturer shall be elected by the Senate of RGSL in an open competition for a period of six years.

3.10.3. A Lecturer shall:

- Independently read lectures and be in charge of classes planned for the study course according to his/her degree of qualification;
- Independently hold exams and tests, and advise students;
- Supervise student's scientific activities;
- Prepare the programme of a study course;
- Prepare teaching aids, tasks, exercises, examination questions;
- Participate in the development and approbation of study programmes;
- Submit proposals for the improvement of academic methodology and introduce new learning methods.

3.11. Assistants:

3.11.1. An individual who has at least a master's degree in his/her area of specialization and who is able to direct practical training and engage in individual scientific activities may stand for the position of an assistant or a scientific assistant. If the respective individual has no scientific degree, he/she may be elected to the position of an assistant or a scientific assistant no more than for two consecutive terms;

3.11.2. An assistant shall be elected by the Senate of RGSL in an open competition for a period of six years.

3.11.3. An assistant shall:

- Organize practical training sessions, seminars, etc. for students;
- Participate in the organization of students' internships;
- Participate in tests and examinations as an assistant;
- Engage students in scientific activities;
- Participate in drafting of methodological guidance and supplementary study documents;
- In order to improve his/her qualifications, shall deliver lectures under the guidance of a lecturer, a docent or a professor.

3.12. Lead research fellows or research fellows:

- 3.12.1. An individual who has PhD degree and scientific publications in his/her area of specialization, and who is able to engage in individual scientific activities may stand for the position of a research fellow;
  - 3.12.2. Research fellows shall be elected by the Senate of RGSL in an open competition;
  - 3.12.3. Duties and primary obligations of a research fellow shall be outlined in the concluded employment contract.
  - 3.12.4. Lead research fellows or research fellows may be hired without being elected. In this case the employment contract shall be concluded for a period of time that does not exceed two years.
- 3.13. Faculty of professional study programmes:
- 3.13.1. As it is necessary to acquire practical skills and knowledge, in subjects of professional study programmes the position of docents, lecturers or assistants may be filled by individuals with higher education, but no scientific degree, if they have an adequate professional experience in the respective area;
  - 3.13.2. To elect an individual without a scientific degree to docent's position, he/she shall have at least seven years of professional experience in the relevant area. The Senate of RGSL shall approve requirements that apply to the above candidates. Lecturers and assistants, who have no scientific or academic degree, shall have at least five years of professional experience in the relevant area.
- 3.14. Visiting professors, visiting docents and visiting lecturers:
- 3.14.1. If the RGSL has a permanently or temporary vacant academic position, the Senate may decide not announce a competition, but can hire a visiting professor, a visiting docent or a visiting lecturer for a period of time that does not exceed two years;
  - 3.14.2. Visiting professors, visiting docents and visiting lecturers shall have the same rights, obligations and remuneration as professors, docents and lecturers, but they have no right to participate in the activities of elected bodies of governance.

#### **4. Assessment of scientific and pedagogic quality**

- 4.1. Scientific and pedagogic qualification of potential professors and associate professors shall be assessed by the respective Council of Professors pursuant to Regulations of the Cabinet of Ministers.
- 4.2. Scientific and pedagogic qualification of potential docents, lecturers, assistants or research fellows shall be assessed by the Senate of RGSL.

## 5. Elections to academic positions

- 5.1. If an open competition is organised for an academic position, a candidate shall submit the following documentation to the Rector or Director of RGSŁ in the term stated in position`s announcement:
  - 5.1.1. An application to the Rector about participation in the competition for the vacancy in the respective scientific discipline;
  - 5.1.2. Copies of documents that confirm the required academic or scientific degree, or a copy of a decision of the Academic Information Centre about the equivalence of degrees received earlier;
  - 5.1.3. If the respective education, or an academic or scientific degree was acquired abroad, a statement informing about an equivalent Latvian degree or diploma. The Academic Information Centre shall evaluate foreign diplomas;
  - 5.1.4. Curriculum Vitae of the candidate and the list of scientific publications;
  - 5.1.5. Copies of documents confirming professional qualification and development, as well as other documents confirming candidate`s compliance with academic and scientific qualification requirements;
  - 5.1.6. Confirmation about compliance with the Education law (Annex 1).
- 5.2. Information about the tasks and obligations of the vacant academic positions shall be made available to candidates on the RGSŁ homepage or from the administration.
- 5.3. The administration of RGSŁ shall verify compliance with Paragraph 5.1. and within 5 business days shall transfer:
  - 5.3.1. Documents submitted by professor or associate professor candidates to the respective Council of Professors;
  - 5.3.2. Documents submitted by docent, lecturer or assistant candidates to the Senate of RGSŁ.
- 5.4. If the administration of RGSŁ establishes that the submitted documents do not meet Paragraph 5.1, they shall not be forwarded, but sent back to the candidate with a motivated cover letter.
- 5.5. Professor and associate professor elections shall be held by means of a secret ballot in the respective Council of Professors no later than six months from the competition announcement and pursuant to the normative acts applicable to the said council.
- 5.6. The final decision of Council of Professors on election of professor or associate professor shall be submitted to RGSŁ Rector. The decision shall be accompanied by the minutes of the respective council meeting and a complete list of all candidates, including council`s evaluation and their description.
- 5.7. Docents, lecturers, assistants and research fellows shall be elected by means of a secret ballot at the Senate of RGSŁ no later than three months from the date of competition announcement.
- 5.8. Pursuant to Paragraph 5.10. of the Regulations of RGSŁ Senate, an election commission consisting of three members (two senators and one representative from the administration of RGSŁ) shall be set up for the purposes of electing academic personnel.

- 5.9. The Election Commission shall prepare ballots, indicating the candidate(s) and leaving an empty space by each name for the voters to inform about their choice.
- 5.10. A voter may make one mark the field next to the candidate's name with a "+" or leave it empty. The "+" sign shall be entered, if the respective voter supports the candidate.
- 5.11. A candidate that was supported by more than a half of the present Senate members shall be considered elected.
- 5.12. If two candidates stand for the same academic position and none of them has been supported by more than a half of the present senators, who have a voting right, a second round shall be organized during the same Senate meeting with both candidates still standing.
- 5.13. If three or more candidates stand for the same academic position and none of them has been supported by more than a half of the present senators, who have a voting right, a second round shall be organized during the same Senate meeting with two candidates, who have received the most votes (or more candidates, if they received an equal number of votes) still standing.
- 5.14. The Election Commission shall count and determine election results with regards to each candidate, and shall record them in minutes; the minutes shall be signed by the members of the Election Commission. The election minutes shall be maintained pursuant to the record-keeping policy of RGSL.
- 5.15. If a candidate stands for re-election to an academic position, he/she shall inform about upgrade in his/her qualifications since the previous elections.
- 5.16. Within one month from the disclosure of election results, any candidate, except professor or associate professor candidates, may submit a written complaint to the Rector about violations of the election procedure.
- 5.17. A candidate professor or associate professor may submit an application about the decision of Professors' Council within one month from its disclosure in accordance with the respective normative documents.
- 5.18. The application shall be reviewed within one month from its submission. To review the application, the Rector shall convene the Academic Arbitration Panel, which shall provide their written opinion.
- 5.19. The formalisation of election results shall be suspended from the submission of the application until the decision of Rector or the Academic Arbitration Panel.
- 5.20. The candidate shall be promptly (but no later than within seven business days from its adoption) notified in writing about the decision of the Rector or the Academic Arbitration Panel.

## **6. Responsibilities of the academic personnel**

- 6.1. The academic personnel shall be responsible for compliance with the Law On Institutions of Higher Education and the normative documents of RGSL (including decisions of the Senate, Rector's orders, RGSL regulations, rules and procedures).
- 6.2. The academic personnel shall bear personal responsibility for the assigned tasks. Should the faculty unjustifiably fail to implement the planned methodological and scientific activities, the Rector may

extend the respective deadline until the beginning of the next academic year or may propose the following by giving an advance notice:

- 6.2.1. Impose respective administrative penalties onto the academic personnel;
  - 6.2.2. Change the pay rate;
  - 6.2.3. Terminate the employment.
- 6.3. Any changes in the pay rate shall be made pursuant to the employment contract and depending on the performance of the respective individual.
  - 6.4. Failure to come to classes, being late for classes, arbitrary changes in the timing of classes shall be considered a disciplinary violation by academic personnel.
  - 6.5. The academic personnel shall be responsible for the quality of classes.
  - 6.6. The academic personnel shall not disseminate or disclose any information beyond the RGSL that undermines its reputation.

## **7. Administrative personnel**

- 7.1. The administrative staff of RGSL shall ensure academic and scientific work in accordance with RGSL aims and tasks as well as perform their contractual duties.
- 7.2. Rights and obligations of the Rector shall be governed by the Law On Institutions of Higher Education, Law on Riga Graduate School of Law, Constitution of RGSL, other normative acts and regulations and his/her employment contract.
- 7.3. The Board of RGSL shall consider candidates for the Rector's position. The Rector shall be elected and approved pursuant to the Constitution of RGSL and the Regulations of the Constitutional Assembly.
- 7.4. Rector:
  - 7.4.1. Shall perform supervision of academic and scientific activities of RGSL, and according to his/her mandate represent RGSL without any additional authorization thereto in all academic and scientific matters;
  - 7.4.2. Shall ensure the quality of scientific activities of RGSL academic personnel;
  - 7.4.3. Shall be responsible for the compliance of RGSL issued education documents' compliance with respective quality requirements;
  - 7.4.4. Shall be responsible for the compliance of RGSL with with the Law On Institutions of Higher Education and other rules and regulations;
  - 7.4.5. Supports the development of RGSL personnel and ensures the academic freedom of academic personnel and students;
  - 7.4.6. Shall consider requests and applications from persons who are not employed by the RGSL and who are challenging its administrative acts or conduct;
  - 7.4.7. Shall perform other duties of a Rector pursuant to the applicable laws and regulations.

- 7.5. In making his/her decisions and orders, entering into contracts and performing any other acts on behalf of RGSL, the Rector shall take into account the RGSL budget approved by the Board and the Statute of RGSL.

## **8. Rights of the administrative personnel**

- 8.1. Participate in the election of self-governance bodies of RGSL and be elected in them.
- 8.2. Pursuant to the Constitution of RGSL, participate in the drafting of management and self-governance decisions of the RGSL and its internal rules and procedures, and in making decisions that affect personnel interests, as well as participate in the meetings of collegiate administrative bodies of RGSL and be heard.
- 8.3. Challenge the administrative acts or conduct of RGSL in its Academic Arbitration Panel. Administrative personnel of RGSL shall have a right to appeal decisions of the Academic Arbitration Panel in the court of law pursuant to the Administrative Procedure Law.

## **9. Academic leave of the academic personnel**

- 9.1. Any academic leave shall be granted to the RGSL academic personnel pursuant to the Law On Institutions of Higher Education.
- 9.2. The academic personnel shall have a right for academic leave once per six years for a time period not exceeding six months.
- 9.3. The Rector shall prepare a three-year plan of academic leaves granted to the academic personnel, ensuring that the respective member of faculty is substituted during his/her academic leave.
- 9.4. At the end of each academic year employees who according to the plan of academic leaves are to have an academic leave during the next year shall submit an action programme to the Rector for his/her review and approval.
- 9.5. Within two months after the completion of an academic leave the respective employee shall submit a progress report to the Rector.

Pretendenta uz \_\_\_\_\_ amatu  
(profesora, asociētā profesora, docenta, lektora, asistenta)

### APLIECINĀJUMS

Es, \_\_\_\_\_, p.k. \_\_\_\_\_ - \_\_\_\_\_,  
(vārds, uzvārds)

iepazīnies ar Izglītības likuma 50. panta pirmo, otro un ceturto punktu, kuros noteikts, ka par pedagogu nedrīkst strādāt persona:

- 1) kas sodīta par tīša noziedzīga nodarījuma izdarīšanu (neatkarīgi no sodāmības dzēšanas vai noņemšanas), izņemot gadījumu, kad pēc sodāmības dzēšanas vai noņemšanas Ministru kabineta noteikta institūcija, izvērtējusi, vai tas nekaitē izglītojamo interesēm, ir atļāvusi strādāt par pedagogu personai, kas bijusi sodīta par tīšu kriminālpārkāpumu vai mazāk smagu noziegumu. Ministru kabinets nosaka kārtību, kādā tiek izvērtēts, vai atļauja šādai personai strādāt par pedagogu nekaitēs izglītojamo interesēm;
- 2) kuras rīcībspēja ierobežota normatīvajos aktos noteiktajā kārtībā;
- 3) kurai ar tiesas lēmumu atņemtas aizgādības tiesības, apliecinu, ka varu pretendēt uz minētā amata vakanci un strādāt par pedagogu.

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(datums)

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(paraksts)