

Riga Graduate School of Law Regulations on Academic Positions

1. General provisions

- 1.1. These Regulations stipulate the determination and holding office of academic positions, requirements of qualifications, tasks and order of elections at the Riga Graduate School of Law (hereinafter – higher education institution or RGSL).
- 1.2. These Regulations have been adopted on the basis of the Law of Higher Education Institutions, Law of Riga Graduate School of Law, Law on Scientific Activity, Law on Education, RGSL Constitution, Labour Law and other normative acts.
- 1.3. The academic personnel of the Riga Graduate School of Law carries out scientific research and participates in the study process in accordance with the Law of Higher Education Institutions and other external normative acts, RGSL Constitution, these Regulations and other internal normative documents of RGSL.

2. Order of determination and taking of posts in academic positions

- 2.1. The RGSL Senate upon the proposal of the RGSL rector and RGSL Board's agreement approves the number of posts of academic positions in accordance with the RGSL Strategy, financial possibilities and necessity for the realisation of appropriate study programmes.
- 2.2. Holding office in academic positions by way of elections:
- 2.2.1. Taking up an academic position takes place during an open competition.
 - 2.2.2. A person can be elected in only one professor's associate professor's, docent's, lecturer's or assistant's position and in only higher education institution in Latvia. A person elected in this academic post may carry out work in other higher education institution, being in the post of visiting professor, associate visiting professor, visiting docent, visiting lecturer or visiting assistant. A person elected in this post can simultaneously be elected also in the position of leading researcher, researcher or scientific assistant, but only in one scientific institution in Latvia.
 - 2.2.3. The RGSL Senate reviews and approves a motivated proposal of the RGSL rector together with work tasks of the position for the purposes of call for applications or revoking the call for applications to the vacant academic positions.
 - 2.2.4. A competition is announced and organised by the RGSL rector or its delegated person.

2.2.5. The rector concludes a work contract with a person elected in the academic position for all the period of election or, by mutually agreeing, for a shorter term.

2.3. Taking up a position without elections:

2.3.1. If there is a vacant or temporarily vacant academic position, the RGSL Senate upon the proposal of the RGSL rector may decide not to announce a competition. In this case the rector for the time period up to two years may hire visiting professor, associate visiting professor, visiting docent, visiting lecturer, visiting assistant, leading visiting researcher or researcher.

2.3.2. During absence, if it does not exceed two years, one can approve associate professor in a professor's position, docent – in associate professor's position, lecturer or an assistant with a doctoral degree – in a position of docent.

3. Qualification requirements, tasks and obligations for the academic positions

3.1. The main tasks for the academic positions are stipulated in the RGSL descriptions of academic positions, which are approved by the RGSL Senate and is compatible with the Law of Higher Education Institutions, Law on Scientific Activity.

3.2. It is an obligation of the academic personnel to ensure high-quality learning and study process within their competence. The academic personnel have an obligation to carry out scientific research, by observing principle of academic freedom, to publish its results as well as to represent the higher education institution in the academic events.

3.3. The academic personnel performs its obligations in accordance with the concluded work contract and job description. In its academic and scientific activity it is subjected to the RGSL rector.

3.4. The working hours of academic personnel is not rationed, it is organised in accordance with the study schedule.

3.5. The academic personnel carries out study, scientific and organisational work in accordance with the respective position and requirements of external normative acts.

3.6. Professors

3.6.1. One may put forward his/her candidacy for professor's position, if he/she has a doctoral degree and who is internationally recognised specialist in the respective field, who has scientific publications corresponding to the respective field, who carries out active work of scientific research and ensures high-quality studies in the respective field of science and who has at least three year academic record of service in the position of associate professor or professor.

3.6.2. Professor is elected in an open competition for six years by the professor's council of the respective field. On the basis of the decision of professor's council of the respective field, the RGSL rector concludes a work contract with him/her.

3.6.3. With the election in the professor's position, a professor obtains the right to supervise scientific research or process of artistic creativity and carry out educational work.

3.6.4. Main tasks of professors:

- highly qualified reading of lectures, supervision of studies, sessions and exams in its study course;
- leading of research in the scientific sub-branch;
- leading of doctoral studies and research works in the scientific sub-branch;
- participation in work and quality assessment of study programmes, work of higher education institution and its structural units;
- preparation of new generation of scientists and lecturers.

3.7. Associate professors

3.7.1. One may put forward his/her candidacy for associate professor's position, if a person has a doctoral degree, respective publications in the field of science and who actively carries out scientific work.

3.7.2. Associate professor is elected in an open competition for six years by the professor's council of the respective field. In the basis of the decision of the professor's council of the respective field, the rector concludes a work contract with an associate professor.

3.7.3. Main tasks of an associate professor:

- carrying out research in the scientific sub-branch;
- supervision of research for the purposes of obtaining doctoral and master degree;
- ensuring and leading of study work.

3.8. Docents

3.8.1. One may put forward his/her candidacy for a docent's position, if a person has a doctoral degree, respective publications in the field of science and who can read lecture courses, conduct seminars and practical studies, carry out scientific research.

3.8.2. Docent is elected by an open competition for six years by the RGSL Senate.

3.8.3. Main tasks of a docent:

- research work in the scientific sub-branch;
- reading lectures, conducting studies, organising exams and assignments in its study programme (course, field), especially in its basis courses;
- supervises scientific work of students;
- develops study course programme;
- prepares study materials, tasks, drills, exam tickets;
- participates in the development of study programmes and their approbation;
- submits proposals for the development of methodological work of studies, implements new study methods.

3.9. Lecturers

3.9.1. One may put forward his/her candidacy for a lecturer, if a person has at least a master's degree, scientific publications in the respective science or published study

materials and who is capable to deliver lecture courses, conduct seminars and practical studies.

3.9.2. Lecturer is elected in an open competition for six years by the RGSL Senate.

3.9.3. Main tasks of a lecturer:

- to independently read lectures and supervise sessions prescribed by the course in accordance to his/her qualifications;
- to independently receive exams and assignments; consults students;
- to supervise scientific work of students;
- to develop study course programme;
- prepares study materials, assignments, drills, tickets of exams;
- participates in the development of study programmes and their approbation;
- submits proposals for the amelioration of methodological study work; implements new study methods.

3.10. Assistants

3.10.1. One may put forward his/her candidacy for an assistant and scientific assistant, if a person possess at least a master's degree in the respective field of science and who is capable to lead practical sessions, carry out individual scientific work. If a person does not possess the respective scientific degree, he/she can be elected in an assistant's or scientific assistant's position no more than two times in a row.

3.10.2. Assistants are elected in an open competition for six years by the RGSL Senate.

3.10.3. Main tasks of an assistant:

- organises students' practical sessions, seminars and other events;
- participates in the organisation of student internships;
- as an assistant participates in receiving tests and exams;
- involves students in scientific work;
- participates in the preparation of methodological literature and supplementary study materials;
- for the purposes of developing qualification reads lectures under leadership of a lecturer, docent or professor.

3.11. Leading researchers

3.12.1. One may put forward his/her candidacy for a leading research's position, if a person possesses a doctoral degree, who is an internationally recognised specialist in the respective field and who has scientific publications accepted by the respective field.

3.12.2. Leading researchers are elected in an open competition by the RGSL Senate.

3.12.3. Obligations and main tasks of a leading researcher are stipulated in the concluded work contract.

3.12. Researchers

3.13.1. One may put forward his/her candidacy for a researcher's position, if a person possesses at least a master's degree and has scientific publications in the respective field and who is capable to carry out individual scientific work.

3.13.2. Researchers are elected in an open competition by the RGSL Senate.

3.13.3. Obligations and main tasks of a researcher are stipulated in the concluded work contract.

3.13. Visiting professors, associate visiting professors, visiting docents, visiting lecturers, visiting leading researchers, visiting researchers, visiting assistants

3.13.1. If the RGSL has a vacant or temporarily vacant academic position, the Senate may decide not to announce a competition but up to the period of two years employ visiting professor, visiting associate professor, visiting docent, visiting lecturer, visiting leading researcher or visiting researcher or visiting assistant.

3.13.2. Visiting professors, associate visiting professors, visiting docents, visiting lecturers and visiting assistants have the same rights, obligations and remuneration as professors, associate professors, docents, lecturers and assistants, but they cannot participate in the work of the elected management institutions.

4. Assessment of scientific and pedagogical qualification

4.1. Scientific and pedagogical qualification of a candidates of professor or an associate professor are assessed by the professor's council of the respective field in accordance with the regulations adopted by the Cabinet of Ministers.

4.2. Scientific and pedagogical qualification of candidates of docent, lecturer, assistant, leading researcher or researcher are assessed by the RGSL Senate.

5. Order of elections in academic positions

5.1. A candidate to an academic position submits the following documents to the RGSL rector or its delegated person within the prescribed dead-lines in an open competition:

5.1.1. application to the rector on the participation in a competition to the announced position vacancy in the respective field or sub-branch;

5.1.2. copies or copies of decision of the Academic Information Centre on the equalising of the obtained education that certify the necessary academic or scientific degrees;

5.1.3. if the higher education, academic or scientific degree has been obtained abroad – a reference to the fact to which degree or diploma issued by Latvia of the obtained diploma abroad corresponds to. The expertise of the diploma obtained abroad is carried out by the Academic Information Centre;

5.1.4. Curriculum Vitae and the list of scientific publications by the candidate of an academic position;

5.1.5. copies of documents, which certify professional qualification, development or other documents that affirm a compliance by a candidate to the requirements of qualification of academic and scientific work experience.

5.2. A candidate can acquaint himself/herself with the tasks of work prescribed by the announced academic position in the description of the vacancy in the RGSL internet homepage.

5.3. The RGSL verifies the existence of the documents prescribed in Point 5.1. of this Regulation and during five working days after the dead-line of the term of application hands them over to:

5.3.1. professor or associate professor candidate's submitted documents – to the professor's council of the respective field;

5.3.2. docent, lecturer, leading researcher, researcher or assistant candidate's submitted documents – to the RGSL Senate.

5.4. If the RGSL rector and/or the Administration identifies the non-compliance of the submitted documents with Point 5.1. of this Regulation, as well as other requirements pointed out in the vacancy announcement of the concrete academic position, they are not directed forward provided that the candidate receives a feedback.

5.5. The elections of a professor and associate professor take place by a secret ballot in the professor's council of the respective field, not later than within six months since the day of announcement of competition in accordance with normative acts regulating the operation of the respective professor's council.

5.6. The final decision of professor's council on the election of a professor or an associate professor is to be submitted to the RGSL rector. The decision should be accompanied by the minutes of the council and complete list of candidates, which comprises the assessment and characterisation of candidates.

5.7. The elections of a docent, lecturer, assistant, leading researcher and researcher take place by a secret ballot at the RGSL Senate, not later than within three months since the day of announcement of competition.

5.8. According to the RGSL Senate Regulations for the purposes of elections of academic personnel a ballot commission comprising three people is formed, whereas two are senators and one is the representative of the RGSL Administration.

5.9. The elections' commission prepares a ballot of elections by pointing out candidate(s) for position and by leaving space besides the surname of each candidate for the purposes of making a tick by the voter.

5.10. In the election ballot a voter can make a tick with a remark "+" or leave the ballot intact with respect to the surname of a candidate. A voter makes a tick with a remark "+" with respect to the surname of a candidate if he/she supports the election of the respective candidate.

5.11. A candidate, who has received more than a half of votes by the participating Senate members, who have the right to vote, is considered to be elected in the respective position.

5.12. If there are two candidates, who participate in elections for one academic position and no one has received more than a half of votes of the participating Senate members, who have the right to vote, a second round of repetitive voting for candidates takes place within the framework of the same Senate meeting, where both candidates participate. If none of the candidates gain more than

a half of votes of the participating Senate members, who have the right to vote, in the second round, the Senate consults with the RGSL rector on further action.

5.13. If three or more candidates participate in the elections to one academic position and none of whom receives more than a half of the necessary votes, a second round is conducted during the same Senate meeting, where two candidates who have gained the majority of votes, or several candidates who have gained the equal amount of votes, participate.

5.14. The ballot commission summarises the ballot results, ascertains the election results and records them minutes on each candidate, as well as signs the minutes. The ballot minutes are saved in accordance with the nomenclature of the RGSL.

5.15. A candidate, except a candidate for professor's and associate professor's position may submit an application to the rector on the infringements of election procedure within one month since the notification of election results.

5.16. A candidate for professor's or associate professor's position can submit an application on the decision of the professor's council within one month since its notification according to the regulation of the respective normative acts.

5.17. An application is reviewed within one month since its submission. For the purposes of the review of application the rector convenes the RGSL Academic Arbitration Panel, which delivers a written acknowledgement.

5.18. With the moment of submission of application the execution of election results is suspended until the decision of the rector or acknowledgement of the arbitration panel.

5.19. The candidate is notified of the rector's or arbitration panel's decision in writing immediately, but not later than seven working days since the day of adoption of the decision.

6. Responsibility of academic personnel

6.1. The academic personnel is responsible for compliance with the external normative acts and RGSL internal normative documents (including the RGSL Code of Ethics, Senate decisions, rector's orders, RGSL regulations, rules, orders).

6.2. The academic personnel is personally responsible for the execution of the stipulated obligations. If the academic personnel has not complied with the prescribed amount of methodological or scientific work due to subjective reasons, the rector can prolong the dead-line for work execution until the beginning of the next academic year, or with prior notice can initiate:

6.2.1. to apply a respective administrative punishment to the academic personnel;

6.2.2. to change the rate of the salary.

6.3. Not being present in lectures, being delayed or arbitrary change of lecture schedule are to be considered as disciplinary offence of the academic personnel.

6.4. The academic personnel is responsible for qualitative delivery of lectures.

6.5. The academic personnel does not disseminate information that damage the prestige of the RGSL outside the higher education institution.

7. Academic leave of the academic personnel

7.1. Academic leaves are granted to the RGSL academic personnel in accordance with the Law of Higher Education Institutions.

7.2. The academic personnel has the right to a paid academic leave that does not exceed six months once in six years.

7.3. The plan for an academic leave for a three year period for the academic personnel is compiled by the rector, ensuring the substitute of the employee during his/her academic leave.

7.4. At the end of each academic year employees, who in accordance with the plan of academic leave pretend to an academic leave, submit the work programme to the rector, who reviews and approves it.

7.5. An employee who has been on an academic leave submits a report of the completed work to the rector with two months since the end of it.

8. Assessment of the work performance of the academic personnel

8.1. The RGSL conducts individual assessment negotiations with the academic personnel in February each year, evaluating the performance of the academic personnel in the previous calendar year as well as to talk over the future possibilities of professional development and work plans for the next academic year. To assess the performance of the academic personnel, the RGSL rector can invite also the Programme Directors or other representatives of the Administration.

8.2. To prepare for the annual assessment the academic personnel prepares and sends to the RGSL rector the information on his/her performance in the previous calendar year at least 10 days before the in-person assessment negotiations (assessment table is accessible in Annex 1).

8.3. During the assessment negotiations the RGSL talks over the academic personnel's performance in scientific, pedagogical and organisational competence criteria, as well as plans for their accomplishment in the next calendar year.

8.4. After the assessment negotiations the RGSL rector supplements the assessment table with his/her commentaries and proposals for the improvement of performance for the next academic year. After being approved by the academic personnel, the assessment table is signed and is stored in the file of the academic personnel.

8.5. In case if the rector simultaneously represents also the academic personnel, his/her assessment of conducted by a commission, which consists of delegated representative of the RGSL Senate, delegated representative of the RGSL Constitutional Assembly and the delegated representative of the RGSL Board. The rector's annual assessment (also in cases, then rector simultaneously represents also the academic personnel) takes places, when the RGSL Constitutional Assembly in accordance with Article 14, Point 4 have listened to the annual report on the operation of the higher education institution prepared by the rector.

9. Work results assessment of professor or associate professor in office

9.1. The assessment of a professor or associate professor in office is conducted once in six years in accordance with the Law of Higher Education Institutions, regulation established by the Cabinet of Ministers and this Regulation.

9.2. When assessing a professor or associate professor in office, which has a work contract concluded for a definite time, at least eight months before the end of professor's or associate professor's work contract or before the end of evaluation dead-line, the rector ascertains if the respective professor or associate profession wishes to continue work in the respective post after the end of the term of work contract. Professor or associate professor informs the rector in writing on his/her wish to continue or discontinue work relations with the RGSL. If professor or associate professor wishes to discontinue the work relations after the end of work contract, the RGSL does not conduct the assessment.

9.3. If professor or associate professor wishes to continue work relations with the RGSL, the rector or its delegated person organises the assessment of the work results in the professor's council in the respective field, ensuring the submission of the necessary documentation to the professor's council at least six months before the end of the work contract or dead-line of assessment of professor or associate professor.

9.4. The professor's council of the respective field carries out the assessment of scientific and pedagogical qualification results of professor or associate professor in office in the time frame of two months since the day of receiving the application. The assessment is conducted in accordance with the approved regulation of the professor's council of the respective field.

9.5. The professor's council sends the rector the decision of the assessment of work results of professor or associate professor in office, minutes of the meeting and application of professor's council. Upon receiving these documents, the rector:

9.5.1. continues work relations with professor or associate professor, if the scientific and pedagogical qualification of professor or associate professor has been evaluated as appropriate to the requirements of the Law of Higher Education institutions, by concluding the second consecutive work contract for definite time or by concluding work contract for indefinite time, by observing the fact that one can only conclude work contracts with professor or associate professor for a definite period of time no more than two times in a row;

9.5.2. discontinues work relationship with professor or associate professor or proposes him/her work in another position, if the scientific and pedagogical qualification of professor or associate professor is assessed as inadequate to the requirements of the Law of Higher Education Institutions.

10. Provision of qualification and work quality by the academic personnel

10.1. The academic personnel shall make every effort to increase his/her professional knowledge and qualification to ensure performance of high quality, be flexible and can adapt to the changes in work environment, technologies and/or work environment.

10.2. To ensure his/her development of qualification, the academic personnel regularly participates in research and academic events, as well as training. The higher education institution within its limits of possibility ensures financial support to the academic personnel, covering the participation

fee in scientific conferences, as well as supporting the inclusion of his/her scientific work in internationally recognised and cited publications.

10.3. To ensure up to date, interactive use of study methods in the study work, the higher education institution regularly organises seminars and training for the academic personnel, thereby, ensuring the qualification of academic personnel.

10.4. The quality assessment of the academic personnel is carried by regular questionnaires of students. The academic personnel and programme directors have an obligation to acquaint themselves with student evaluations on study courses and study programme, carrying out dynamic action for solving problems identified in evaluations.

Assessment table of work performance by the academic personnel

Categories of assessment	Evaluation criteria	Performance (to be filled in by the employee before negotiations)	Assessment (to be filled in by the chief) EXCELLENT (5), VERY GOOD (4), GOOD (3), SATISFACTORY (2), DISSATISFACTORY (1)
1. Scientific activity	1.1. Publications and citations 1.1.1. Number of total publications, which have been anonymously reviewed in a scientific journal or edition of conference reports indexed in SCOPUS, Web of Science or ERIH+ 1.1.2. Reviewed scientific monography 1.1.3. Other publications 1.1.4. Hirsch index		
	1.2. Attraction and leadership in scientific projects, attraction of external funding		
	1.3. Supervision of doctoral thesis and review of works of promotion (to be filled in, if doctoral thesis/theses has/have been supervised or reviewed)		
	1.4. Participation in scientific conferences		
2. Pedagogical work	2.1. Heading study process 2.1.1. Heading of study programme/programmes 2.1.2. Supervision of master theses		

	2.1.3. Number of defended master theses 2.1.4. Supervision of bachelor theses 2.1.5. Number of defended bachelor theses 2.1.6. Conducting lectures in foreign higher education institutions		
	2.2. Development of study process 2.2.1. Development or improvement of study programmes 2.2.2. Development or improvement of study courses 2.2.3. Implementation of innovations in study process, including methods, materials 2.2.4. Involvement of realisation of courses of life-long learning (prepared/implemented courses of life-long learning) 2.2.5. Prepared study resources, including their delivery for publication		
3. Organisational activity	3.1. Participation in decision-making institutions of the higher education institution		
	3.2. Involvement in RGSL activities, including events of student attraction, their organisation		
	3.3. Expertise in public space 3.3.1. Leadership of organisational committee of international conferences or participation in the organisation of international scientific conferences 3.3.2. Leadership in editorial board of scientific publications or anonymously reviewed scientific publication in a scientific journal or edition of conference reports, review of scientific articles		

	<p>3.3.3. Leadership in or participation in the activity of international scientific, academic or artistic associations</p> <p>3.3.4. Leadership in or participation in organisational committee in national and international scientific, academic or artistic competitions, festivals and other events of similar importance</p> <p>3.3.5. Expert rights of the Council of Science of Latvia</p> <p>3.3.6. Visibility in society (in media, forums and other), opinion leadership</p>		
4. Professional development	4.1. Mobility		
	4.2. Professional development and training activities		

Section to be filled in after the negotiations

Head's (rector's) commentaries and proposals for the improvement of performance of the next year	
Commentaries of an employee	

Signatures

Name, surname of the Head	
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Name, surname of an employee	
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