

European Social Fund project “Development and evaluation of management system of SIA “Juridiskā koledža”, compliant with the standards of excellence management, improvement of management staff competences and skills, and improvement of the quality of the study programme “Computer System, Computer Network Administration and Programming”, project No.8.2.3./18/A.006.



NACIONĀLAIS
ATTĪSTĪBAS
PLĀNS 2020



EIROPAS SAVIENĪBA
Eiropas Sociālais
fonds

I E G U L D Ī J U M S T A V Ā N Ā K O T N Ē

REGULATION ON ACADEMIC AND ADMINISTRATIVE POSITIONS

APPROVED: at the meeting of the Council of the College of Law on 31 March 2005, Minutes No. 4 (amendments to the meeting of the Council of the College of Law on 22 September 2005, Minutes No. 7, 7 September 2006, Minutes No. 5), amendments to the meeting of the Council of the College of Law on 2 March 2017, No. 3-01/46.

Issued in accordance with

Section 26 of the Law on Higher Education Institutions and
Chapter VI of the Regulation of the College of Law

1. General provisions

1.1. The staff of the College of Law (hereinafter the CL) consists of:

- 1.1.1. academic staff;
- 1.1.2. general staff;
- 1.1.3. students.

1.2. The staff has the right to use the College's premises, equipment, inventory, libraries and other facilities in accordance with the College's rules of procedure.

1.3. The staff has a responsibility to promote the CL activities and support openness in its management. The staff has the right to participate in decision-making as well as to submit proposals.

2. Academic staff

2.1. The academic staff consists of:

- 2.1.1. assistant professors;
- 2.1.2. lecturers;
- 2.1.3. assistants.

2.2. The academic staff shall be elected in accordance with Paragraph 5 of this Regulation. The requirements of the Regulation for the education and qualification of the academic staff are

determined in accordance with the Law on Higher Education Institutions and other regulatory enactments regulating first level higher professional education.

2.3. The responsibilities of the academic staff are:

2.3.1. to participate creatively and responsibly in the implementation of educational programmes;

2.3.2. to constantly improve their professional qualification;

2.3.3. to observe the rules of professional conduct;

2.3.4. to be responsible for their activities and results;

2.3.5. to provide opportunities for students to exercise their rights at the CL.

2.4. The rights of the academic staff are:

2.4.1. within the framework of the educational programs to be implemented – in accordance with the regulations and rules of the CL, to determine the content, forms and methods of the educational programmes and examinations;

2.4.2. carrying out research activities, to choose research methods, evaluate and publish research results;

2.4.3. to submit proposals for the organisation of events according to the goal of the CL activities;

2.4.4. to propose new educational programmes and suggest to start implementing new educational programmes;

2.4.5. to make proposals for the development of the College, ensuring its proper operation;

2.4.6. to be elected to the representative, governing and decision-making bodies of the CL.

2.5. Election to an academic position confirms the compliance of a person's academic and professional qualification with the requirements of the field of science and art for both study and research activities at the CL.

2.6. The number and list of academic positions are determined taking into account the number of students and funding.

2.6.1. Citizens of the Republic of Latvia, as well as foreign citizens and apatrides who speak the state (Latvian) language can be elected to full-time and part-time academic positions at the CL.

2.6.2. Candidates are elected to academic positions in an open competition, they can simultaneously apply and submit documents for only one academic position.

2.6.3. Elections of assistant professors, lecturers and assistants shall be held by secret ballot at a meeting of the Council no later than within three months from the date of the announcement of the competition.

2.6.4. The academic staff shall be elected for a period of six years.

2.6.5. The academic staff may have one place of election and one academic position.

3. Requirements for candidates for academic positions

3.1. The position of lecturer and assistant is open to a person who has a Master or Doctoral degree, scientific publications corresponding to the field of science or teaching aids and who is able to independently deliver study courses, conduct seminars, practical classes and laboratory work. A person without an academic degree with at least 5 years of practical work experience in the relevant field may be elected as a lecturer or assistant. The tasks of lecturer and assistant are stipulated in accordance with the job description and employment agreement.

3.2. A person who has a Doctoral degree, publications corresponding to a respective sub-field of science, as well as teaching aids with a total length of scientific and academic work of not less than 3 years, of which at least one academic year at a higher education institution or an equivalent amount of academic work, may apply for the position of assistant professor. A person without a scientific degree who has at least 7 years of practical work experience in the relevant field may be elected to the position of assistant professor. The tasks of assistant professor are stipulated in accordance with the job description and employment agreement.

3.3. If there is a vacancy or temporary vacancy at the CL, a guest assistant professor, guest lecturer or guest assistant may be employed without competition for a period of up to two years (once).

4. General staff of the CL

4.1. General staff of the CL includes administration, teaching support staff, technical, operations and other staff, excluding academic staff and students of the CL.

4.2. Administration of the CL

4.2.1. The administration of the CL ensures the functioning of the CL in accordance with the requirements of the laws and regulations of the Republic of Latvia, developing, improving and implementing the CL internal standards, controlling their implementation, coordinating management and providing services to staff, structural units, affiliations of the CL and companies, performing the common tasks specified in the regulatory enactments as a single organisation and/or the CL has chosen to perform as a single organisation.

4.2.2. Senior officials of the College of Law are a director, a deputy director, a deputy director of academic affairs and a deputy director for administrative work.

4.2.3. Officials are heads of departments and other officials who, on a permanent or temporary basis, carry out duties at the CL, have the power to make decisions that are binding on other staff members of the CL, have the power to exercise supervisory and control functions or deal with the CL property or finances in accordance with the CL procedures.

4.2.4. Officials of the CL work to ensure that the goals, objectives, development as well as the efficient, legitimate and competitive operations of the CL are met. Officials of the CL are personally responsible for the quality and timeliness of the performance of their duties, as well as for the consequences of their wilful or unintentional act or omission.

4.2.5. The CL director, deputy director of academic affairs, program director, heads of study departments are academic administrative officials who have to participate in academic activities.

4.2.6. The CL staff shall carry out their duties in accordance with the job descriptions approved by the CL director.

5. Procedure for the election of academic staff

5.1. If there is a vacancy for the position of assistant professor, lecturer or assistant, the CL director, after coordination with the Board, decides to announce an open competition for the vacancy.

5.2. The Personnel Department announces an open competition in the Latvian press or an internal competition for academic positions that expire in the respective year, as well as for vacant full-time or part-time academic positions.

5.3. The candidate shall submit the following documents to the Personnel Department no later than one month after the day of announcement of the competition:

5.3.1. an application for participation in the competition;

5.3.2. copies of documents certifying the necessary academic and scientific degrees (copies shall be approved at the workplace or by the Personnel Department after comparison with the original documents presented);

5.3.3. if higher education, academic or scientific degree were obtained abroad, a statement as to which academic degree or diploma awarded in Latvia corresponds the diploma obtained abroad (expertise and equivalence of Bachelor, Master and professional diplomas obtained abroad are performed by the Academic Information Centre. The nostrification of Doctoral degrees is carried out by the promotion council of a respective field);

5.3.4. candidate's curriculum vitae, which also indicates research, academic, administrative and organisational work experience, list of articles published in the past six years, other documents that the candidate is willing to enclose to the application in order to demonstrate his/her qualification;

5.3.5. if necessary, in accordance with the Official Language Law, a document certifying proficiency in the state language.

5.4. The candidate can get acquainted with job descriptions and other conditions at the Personnel Department.

5.5. The submitted documents shall be registered by the staff of the Personnel Department and handed over to the Chair of the Council within three days after the expiry of the submission term.

5.6. The Chair of the Council shall make public the list of candidates for the respective academic position, indicating the number of positions and vacancies, as well as the name and surname of the candidate, scientific degree and current position, total length of scientific and pedagogical work.

5.7. The Deputy Director of Academic Affairs organises an open lecture, class or scientific seminar of the candidate for the academic position (according to the position for which the candidate is applying). A representative of the administration and at least two members of the Council participate in the event, take minutes and give a motivated opinion to the academic staff, in which there is a recommendation to “elect” or “not to elect” the candidate.

5.8. An open meeting of the Council shall take place no later than two months after the announcement of the competition. The Council has the right to consider the issue of elections to academic positions if at least $\frac{2}{3}$ of the members of the Council participate in the meeting. The Chair invites candidates for academic positions to the meeting of the Council. At the meeting of the Council, the Secretary of the Council shall report on each candidate for the position. Discussion is held.

5.9. After examining the documents and discussing them with all the candidates for the position in question, the Council shall decide by secret ballot on the election and the award of the academic title or non-election. The decision on candidate’s election into a respective position is made by a majority of the members of the Council voting in a secret ballot.

5.10. Voting procedure

5.10.1. The name and surname of the candidate for the position shall be entered in the ballot paper. All candidates’ names are entered in alphabetical order in one ballot paper if they are applying for the same vacancy. Other candidates may not be arbitrarily entered in the ballot paper.

5.10.2. If a competition for more than one academic position has been announced in a structural unit, the number of vacancies shall also be indicated in the ballot paper.

5.10.3. When voting, the members of the Council shall express their attitude towards the election of a candidate by deleting one of the words “to elect” or “not to vote” next to the name of the candidate in the ballot paper and leaving the number of candidates in the ballot paper not exceeding the number of vacancies.

5.10.4. Ballot papers that do not conform to a certain sample, torn ones, do not allow determining the attitude of the voter towards all the candidates included in the ballot paper or in which more candidates were voted than there were vacancies.

5.10.5. A candidate who has received more than half of the votes of the present members of the Council entitled to vote shall be recognised as elected.

5.10.6. If several candidates are applying for the same academic or administrative position and none of them has received more than half of the votes of the present members of the Council entitled to vote, a second round of elections shall be held at the same meeting with the two candidates who have received the most votes or several candidates, if they have received the same number of votes.

5.10.7. If three or more candidates are applying for the same academic or administrative position and none of them has obtained more than half of the required votes, a second round of elections shall be held at the same meeting, with the two candidates who have received the most votes or several candidates if they have received the same number of votes.

5.10.8. If elections are announced for several vacancies of the same academic position and the number of candidates in the ballot paper exceeds this number, but the number of candidates required for the election has not obtained the required majority of votes for all vacancies indicated in the ballot paper, the second round of elections takes place. Candidates who have received the required majority of votes shall no longer take part in it. In the second round of elections, the candidates who have received the largest number of votes participate in the election to the remaining vacancies; moreover, in the second round of elections, one candidate more than the number of vacancies participates, if the number of candidates exceeds the number of remaining vacancies.

5.10.9. The Vote Counting Commission consisting of 3 (three) people is elected by the Council, which nominates its chair.

5.10.10. The Secretary of the Council shall record the election data in the minutes, for each candidate for the position, shall establish the results of the elections, sign the minutes and report to the Council.

5.10.11. The Secretary of the Council shall notify the candidates of the results of the competition after the meeting of the Council.

5.11. Appeal procedure

5.11.1. An appeal against a breach of the electoral procedure shall be submitted by the candidate or other interested party to the CL Director no later than 10 days after the election.

5.11.2. An appeal shall be examined within one month by a Commission established by the order of the Director. If necessary, experts are invited to give a written assessment.

5.11.3. The Commission's assessment is final. The appellant shall be notified in writing of the Director's decision no later than three working days after the Commission's assessment.

5.12. Procedure for drawing up election results

5.12.1. Within three working days after the election to academic and administrative positions, the Secretary of the Council shall submit the following documents to the Personnel Department:

5.12.1.1. the final decision of the meeting (minutes of the meeting);

5.12.1.2. the approved minutes of vote counting;

5.12.1.3. the package of documents characterising the applicants referred to in Paragraph 5.3.

5.12.2. If no appeal is submitted within 10 days, the Personnel Department shall draw up an employment agreement within 3 days and submit it to the Director for signature.

5.12.3. If appeals are submitted, the employment agreement shall be drawn up and handed over for signature within 5 days of receipt of a candidate's positive decision by the Director in the Personnel Department.