



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA
RĪGAS TEHNISKĀ KOLEDŽA

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PROCEDURE FOR THE ANNUAL ASSESSMENT OF TEACHERS' WORK QUALITY

Riga

30.06.2020. No.1.1.-2/5

Issued in accordance with the
Section 72, part one,
paragraph 2 of the State Administration
Structure Law

I. General terms

1. The Procedure establishes the organization of the evaluation of the quality of teachers' work in the departments of Riga Technical College (hereinafter - the College) and the procedure for the establishment and operation of the teacher performance evaluation commission.
2. The annual assessment of teachers' work quality shall be carried out by the study program director and the teacher performance evaluation commission.

II. Organization for assessing the quality of teachers' work

3. During the academic year, each teacher shall have two classes observed and evaluated by the program director in the presence of the head of the department or a representative of the administration.
4. At least once during the academic year, the study program director, in the presence of the head of the department or a representative of the administration, shall conduct a student survey.
5. At the end of the academic year, but no later than 1st of July, each teacher shall submit to the study program director a self-evaluation of his/her performance and information on the success of the groups.
6. The evaluation of the teacher's work quality is carried out by the director of the study program through the following activities:
 - 6.1. Self-evaluation (Appendix 1);
 - 6.2. Student survey;
 - 6.3. Observation and evaluation of classes (Appendix 2).
7. At the end of each academic year, but not later than by 25th of August, the study program director shall summarize the qualitative results of the teachers' work (Appendix 3), submit them to the Head of the Study Department and publicly inform about them at a meeting of the Department.

8. The Director of the Study Program is entitled to submit to the Study Department his/her opinion or objections on the qualitative indicators of the work of any teacher.
9. The Study Department shall collect the submitted job descriptions of teachers and the proposals of study program directors for consideration by the Annual Teacher Performance Evaluation Commission (hereinafter - the Commission).

III. Annual Teacher Performance Evaluation Commission

10. The Commission is an evaluation and decision-making body, which aims to promote the development of the professional competences of teachers by increasing their responsibility for the results of the studies.
11. The five-member Commission shall be established by the Director of the College. The Committee shall be composed of the Head of the Study Department, one representative of the administration and three heads of departments. The Deputy Director in Study and Research Work shall participate in the work of the Commission as an observer.
12. The Chairman of the Commission shall be appointed by the Director of the College.
13. Members of the Commission shall be removed by order of the Director of the College if:
 - 13.1. A member of the Commission terminates his/her employment with the College;
 - 13.2. A member of the Commission is absent from meetings of the Commission without a valid excuse or is unable to fulfill his/her duties as a member of the Commission for any other reason;
 - 13.3. A member of the Commission submits a letter of resignation;
 - 13.4. Other cases and conditions provided for in laws and regulations.

IV. Chairman of the Commission

14. Responsibilities of the Chairman of the Commission:
 - 14.1. Plan and manage the Commission's work;
 - 14.2. Approve the agendas of the Commission's meetings, organize the consideration of the items to be discussed;
 - 14.3. Chair meetings of the Commission.
15. Rights of the Chairman of the Commission:
 - 15.1. Invite other persons to participate as observers in the work of the Commission;
 - 15.2. Bring in experts for the Commission's work;
 - 15.3. Request and receive the information, opinions, explanations and technical support necessary for the Commission's work;
 - 15.4. Sign the minutes of the Commission's meeting;
 - 15.5. Exercise any other rights conferred by this Procedure.
16. In the absence of the Chairman their duties shall be performed by a person appointed by the Director of the College.

V. Organization of the Commission's work

17. The meetings of the Commission shall be convened by the Chairman of the Commission, who shall determine the time, place, agenda and persons to be invited.

18. Meetings of the Commission shall be closed.
19. The members of the Commission and invited persons shall be notified of the place and time of the meeting at least five business days before the regular meeting. At the same time, the agenda and materials relating to the matters to be considered shall be sent (electronically or otherwise) to the members of the Commission.
20. The Commission shall have the quorum if at least 2/3 of its members are present.
21. If less than 2/3 of the members of the Commission are present at a meeting of the Commission, the Chairman of the Commission shall fix a date for a re-meeting. The Commission shall meet again within one week at the latest.
22. The Commission shall take its decisions in open voting by a simple majority of the members present. In the event of a tie, the Chairman of the Commission shall have the casting vote.
23. The Chairman of the Commission shall designate the Secretary of the Commission's meeting. The Secretary of the Commission's meeting shall not be a member of the Commission.
24. The secretary of the Commission's meeting shall prepare the documents submitted by the Commission for consideration, notify the members of the Commission of the place and time of the meetings, prepare the minutes of the meeting and, upon request, provide information on the decisions adopted at the Commission meeting.
25. The Commission's meetings shall be recorded in the minutes.
26. The minutes shall be signed by the chairman and the secretary.
27. A brief description of each teacher's work and a quality assessment with recommendations for further action, signed by all members of the Commission, shall be attached to the minutes of the Commission.
28. The Commission shall submit the list to the Director of the College for decision.

VI. Closing provisions

29. The minutes of the Commission and the lists of sub-project applications examined shall be kept for 5 years.
30. Declared invalid on 30.06.2020. "Procedure for the annual assessment of teachers' work quality".
31. The order comes into force from the moment of signing.

Agreed on _____. with director p.i. K. Rutinu _____

Head of Study Department _____ I.Klotiņa

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