

RIGA TECHNICAL COLLEGE
REGULATIONS
ON ELECTIONS TO ACADEMIC POSITIONS

Developed in accordance with the Law of Higher Education Institutions and Riga Technical College
Regulation

1 General terms

1.1. Election to an academic position confirms the compliance of a person's academic and professional qualification with the requirements of science and professional field for both study and research work at the Riga Technical College (hereinafter - RTC).

1.2. Academic occupations of the College is an assistant professor, lecturer and assistant.

1.3. The tasks of the academic staff are determined by the College Regulations on Academic Occupations

1.4. Both full-time and part-time citizens of the Republic of Latvia and foreign citizens who speak the state (Latvian) language may be elected in academic occupations of the College.

1.5. Academic occupations are elected through an open competition, where one person can apply for only one academic occupation.

1.6 Elections of assistant professors, lecturers and assistants are held by secret ballot in the College Council (hereinafter - the Council) according to the candidates nominated by the independent academic structural unit- department, division (hereinafter- structural unit) or by the applicant himself / herself. Elections shall be held no later than one month after the date of the announcement of the competition.

1.7. Assistant professors, lecturers and assistants are elected for six years.

1.8. Those elected to the position of assistant professor are simultaneously given the academic title "assistant professor".

1.9 Upon reaching the retirement age, the title of "honorary assistant professor" may be awarded to an assistant professor by a decision of the council regarding a special contribution to the development of higher education, in accordance with the Regulations on Assignment of the title.

1.10. With retired academic staff, guest associate professors and guest lecturers, the Director may, on the proposal of the department, enter into individual contracts for conducting scientific research, giving lectures, as well as organizing examinations and tests in his / her study program.

1.11. Guest assistant professors and guest lecturers have the same rights, obligations and remuneration as docents and lecturers, but they cannot participate in the work of the College elected institutions.

2. Election procedure

2.1. Requirements for applicants for academic positions are specified in the Regulations on Academic Occupations of the College.

2.2. The College shall announce open competitions in accordance with these Regulations for academic positions where

the term of office expires in the semester in question, as well as for vacant academic positions of full-time or part-time. The competition is announced at least one month before election, by creating a publication in the newspaper "Latvijas Vēstnesis". The applicant, no later than one month after publication in the newspaper, shall submit the following documents to the Personnel Department:

2.2.1. an application for participation in the competition;

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

- 2.2.3. if the higher education, academic or scientific degree has been obtained abroad, a statement regarding the academic degree or diploma awarded in Latvia corresponds to the diploma obtained abroad (the examination and assimilation of bachelor's and master's and professional diplomas obtained abroad shall be performed by the Academic Information Center. The notification of doctoral degrees is carried out by the branch promotion council);
- 2.2.4. resume (Curriculum Vitae) of the applicant for an academic position and an appendix, which also presents the experience of research, academic, administrative and organizational work;
- 2.2.5. a list of published works in the last 3 years.
- 2.2.6. other documents that the applicant wishes to attach to the application in order to more fully describe his or her qualification;
- 2.2.7. if necessary, in accordance with the State Language Law, also submit a document certifying proficiency in the state language.
- 2.3. The applicant can get acquainted with the duties and other conditions of the position at the relevant department.
- 2.4. The Personnel Department shall register the documents submitted by the candidates and within three days after the expiry of the submission term the documents of the candidates shall be handed over to the head of the relevant structural unit.
- 2.5. The Head of the structural unit shall make the list of applicants for the respective academic position, indicating the number of positions and vacancies, as well as the name and surname of the applicant, scientific degree, current position, total length of scientific and pedagogical work.
- 2.6. The Head of the structural unit proposes to the motivated staff of the branch or sub-branch structural unit to give a motivated opinion on each candidate for an academic position, in which there would be a recommendation to “elect” or “not to elect” a candidate for the position.
- 2.7. A meeting of the Council has the right to consider the issue of elections to academic positions if at least 10 members of the Council participate in it. The Chairman of the Council may invite candidates for academic positions to a meeting of the Council. At the meeting of the Council, the Head of the Personnel Department or structural unit shall report on each candidate for the position. There is a discussion. The proceedings shall be recorded in the minutes.
- 2.8. After reviewing the documents submitted by the candidates and possible discussions with the candidates for the respective position, the Council shall take a decision by secret ballot on the election and the awarding or non-awarding of the academic title.

3.Voting procedure

- 3.1. Before a secret ballot by a simple majority of the members of the Council present, a counting commission consisting of not less than 3 members shall be elected by open voting.
- 3.2. According to the information prepared by the Head of the structural unit and the Personnel Department, the vote counting commission shall enter the name and surname of the candidate for office in the ballot paper. All candidates shall be entered in a single bulletin in the alphabetical order of their surnames if they are applying for the same vacancy.
- 3.3. If a competition has been announced for several positions in a structural unit, the number of vacancies shall also be indicated in the bulletin.
- 3.4. When voting, the members of the Council 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 and surname of the candidate in the bulletin and leaving the number of candidates in the bulletin not exceeding the number of vacancies.
- 3.5. Bulletin that do not conform to a certain sample, torn, do not allow to determine the attitude of the voter towards all the candidates included in the ballot or in which more applicants have been voted for than there are vacancies.
- 3.6. An applicant who has received more than half of the votes of the present members of the Council shall be recognized as elected.

3.7. If two candidates are running for the same academic post and none of them has obtained more than half of the required votes, a second round of elections shall be held at the same sitting, in which the both candidates shall take part.

3.8. If three and more candidates are running for the same academic post and none of them has obtained more than half of the required votes, a second round of elections shall be held at the same sitting, in which the two candidates who have obtained the most votes or several candidates shall take part, if they have received the same number of votes.

3.9. The counting commission shall compile the election data, record them in the minutes for each candidate, determine the election results, sign the minutes and report to the Council.

3.10. The minutes of the counting commission regarding the results of the elections shall be approved by the Council by open voting by a simple majority of the votes of the members of the Council present.

4. Appeal procedure

4.1. An applicant or other interested person shall submit an appeal regarding violations of the election procedure

to the Director of the College not later than three working days after the announcement of the election results.

4.2. The appeal shall be reviewed within one month by a commission set up by order of the Director. If necessary, experts will be invited to provide a written conclusion.

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

4.4. With the entry into force of these Regulations, the Regulations on Elections to Academic Positions approved by the Director on June 4, 2003 shall become invalid.