

With amendments by 02.07.2018.

Amendments:

University of Latvia Senate Decision No. 174 of 28.11.2011.

University of Latvia Senate Decision No. 322 of 20.05.2013.

University of Latvia Senate Decision No. 142 of 03.07.2017.

University of Latvia Senate Decision No. 235 of 02.07.2018.

Regulatory Enactments on Academic and Administrative Positions at the University of Latvia

1. General terms

1. Terms used in the Regulations:

- 1.1. **Administrative position** - within the meaning of these Regulations, a position held by an official who manages an academic unit and takes decisions which are binding on the members of the staff of that unit. Officials who, in addition to the aforementioned position, perform supervisory and control functions or deal with UL property or finances in accordance with the procedure established by the UL, shall be public officials and shall be appointed by the UL order.
- 1.2. **Sabbatical leave** - a special form of work of the academic staff to pursue academic initiatives.
- 1.3. **Academic seniority or length of service** - a period during which a person has performed academic work as an assistant (junior lecturer), lecturer, assistant professor, associate professor, professor, or as a visiting assistant, visiting lecturer, visiting assistant professor, visiting associate professor or visiting professor within the framework of employment relationship.
- 1.4. **Academic work** - study work and study methodological work, research work, organizational work and professional development.
- 1.5. **Academic position** - a position in which academic work is performed.
- 1.6. **Position** - item in the UL establishment plan.
- 1.7. **Open competition** - the process of filling a position by publishing public calls for applications on the Internet and in the Journal *Latvijas Vēstnesis* and organizing elections where a candidate, who conforms to the specified requirements may apply for the position.
- 1.8. **UL competition** - the process of filling a position by organizing internal competition elections for the UL academic staff.
- 1.9. **Leave of absence** - within the meaning of these Regulations, the period when the employee does not perform work for justifiable reasons.
- 1.10. **Scientific seniority or length of service** - a period during which a person has performed research work in the framework of employment relationship as a research assistant, researcher, senior researcher, visiting researcher, visiting senior researcher or assistant, lecturer, assistant professor, associate professor, professor, visiting assistant, visiting lecturer, visiting assistant professor, visiting associate professor, visiting professor.
- 1.11. **Scientific activity** - a creative activity involving science, research and innovation.

(UL Senate Decision No. 322 of 20.05.2013)

1.1.Application of the Regulations

2. These Regulations govern the establishing and filling of academic and administrative positions, qualification requirements, tasks and election procedures, as well as the conditions for granting sabbatical leave and substitute/absence management at the University of Latvia.
3. These Regulations have been adopted on the basis of the Law on Higher Education Institutions, the Law on Scientific Activity, the Education Law, the Constitution of University of Latvia, the Labour Law and other regulatory enactments.
4. The provisions of these Regulations shall apply to the Dean's Office, unless otherwise provided in the Regulations on the Administration of the University of Latvia.
5. The administrative positions other than those mentioned in paragraph 7 of these Regulations shall be governed by the Regulations on the Administration of the University of Latvia.

(UL Senate Decision No. 174 of 28.11.2011)

1.2.Academic and administrative positions

6. Academic positions within the meaning of these Regulations shall be:
 - 6.1. professor, associate professor;
 - 6.2. assistant professor, leading researcher;
 - 6.3. lecturer, researcher;
 - 6.4. assistant, research assistant.
7. Administrative positions within the meaning of these Regulations shall be:
 - 7.1. Dean of the Faculty, Director of the UL Scientific Institute, Head of Department, Head of Chair;
 - 7.2. directors of other core academic structural units.

2. Procedure for establishing and filling an academic position

2.1.Establishing a position

8. The number of positions for professors and associate professors in accordance with the development strategy of the field or sub-field of science, financial capacity and necessity to implement the respective study programmes is approved by the Senate of the University of Latvia upon the decision of the Faculty Council and the proposal of the Rector or Vice-Rector
9. The number of positions for assistant professors, lecturers, assistants according to the needs of the faculty (implemented study programmes and number of students), financial capacity is determined by the Faculty Council upon the proposal of the Dean, and approved by the Chancellor of the University of Latvia upon the proposal of the Vice-Rector for the respective field of science.

(UL Senate Decision No. 235 of 02.07.2018)
10. The number of positions for senior researchers, researchers, research assistants in line with the basic and applied research needs and financial capacity of the structural units is determined by the Faculty Council on the proposal of the Dean or on the proposal of the Director - by the Research Institute Council and approved by the Chancellor of the University of Latvia on the proposal of the Vice-Rector for the respective field of science.

(UL Senate Decision No. 235 of 02.07.2018)
11. The academic positions referred to in Paragraph 10 of these Regulations in other core academic structural units are determined by the Council of the relevant Faculty or the Research Institute Council upon the proposal of the Director.

2.2.Filling of academic positions via open competition

12. The academic positions are filled by open competition.

13. A person may be elected to only one position as professor, associate professor, assistant professor, lecturer or assistant and to only one higher education institution. A person elected to such position may perform academic work at another higher education institution or college only in the capacity of a visiting professor, visiting assistant professor, or visiting lecturer. A person elected to this position may at the same time be elected as a senior researcher, researcher or research assistant. A person may only be elected to a single scientific institution for the position of senior researcher, researcher and research assistant.
14. The Faculty Council or the Research Institute Council considers and approves the reasoned proposal of the head of the structural unit or of the structural unit of the corresponding field of science, submitted together with the terms of reference to announce the call for applications for the openings in the respective field or field of science.
(UL Senate Decision No. 322 of 20.05.2013)
15. The Faculty Council submits the Dean's proposal, together with the approved terms of reference (Annex 1), to:
 - 15.1. Senate - for the position openings for professor or associate professor;
 - 15.2. Department of Human Resources - for the position openings for other academic positions.
(UL Senate Decision No. 235 of 02.07.2018)
16. The proposal of the Director of the Institute, together with the approved terms of reference (Annex 1), shall be submitted by the Research Institute Council to the Department of Human Resources.
(UL Senate Decision No. 235 of 02.07.2018)
17. Upon receipt of the decision of the UL Senate and the proposals of the faculties or institutes, the Department of Human Resources prepares a draft announcement to publicise the call for applications and submits it to the UL Governance. On the basis of the protocol decision of the UL management meeting, the Department of Human Resources announces an open competition for the vacant academic position by publishing a call for applications in the newspaper Latvijas Vestnesis, on the UL website, and following the proposal of the core structural unit in the newsgroup of respective field of science.
(UL Senate Decision No. 235 of 02.07.2018)
18. The Rector shall conclude an employment contract with the person elected for the full term or, by mutual agreement, for a shorter term.
19. The professor, associate professor, assistant professor and senior researcher, who is elected to the above position for the first time, after the conclusion of the employment contract shall be assigned the respective academic title by the order of the University of Latvia and shall be awarded the corresponding UL diploma.

2.3. Filling of academic positions without elections

20. If the university has a vacant or temporarily vacant academic position, the UL Senate, upon the proposal of the Faculty Council, may decide not to announce the competition. In this case, the Rector may employ a visiting professor, a visiting associate professor, a visiting assistant professor, a visiting lecturer or a visiting assistant for a period not exceeding two years.
21. The visiting senior researcher or the visiting researcher may be recruited for a period not exceeding two years.
22. When the leave of absence does not exceed two years, an associate professor may be appointed to fill a professor's position, an assistant professor may be appointed to fill an associate professor's position, a lecturer or an assistant holding a Doctoral degree may be appointed to fill an assistant professor's position.
23. On the proposal of the Faculty Council or the Research Institute Council, the Rector shall be entitled to appoint for a period of one year persons who meet the requirements for the qualification of the academic position specified in these Regulations.
(UL Senate Decision No. 322 of 20.05.2013)
24. For the duration of the project, the Rector may employ, upon the proposal of the leader of the project and the Head of the core structural unit, persons who meet qualifications requirements for the

academic positions of senior researcher, researcher and research assistant as specified in these Regulations.

25. The procedure for the recruitment of the persons referred to in paragraphs 20, 21, 23 and 24 shall be determined by an order of the UL.

3. Procedure for establishing and filling of administrative positions

26. The basis for the establishment of the administrative position is the establishment or reorganization of the UL unit.

3.1. Filling of administrative position

27. The Dean of the Faculty shall be elected by the Faculty Council for a four-year term, and the Director of Research Institute shall be elected by an open competition for four years by the Research Institute Council. The opening for the position of the Director of Research institute shall be announced by the Research Institute at least two months before the expiry of the term of office of the current Director. The person may be elected as Dean or Director for a maximum of two consecutive terms. The Dean also conducts academic work.
28. The head of the Chair is elected by the UL competition by means of fixed-term six-year contracts renewable at most twice (if the person does not hold professor's title). The head of the department also conducts academic work.
29. On the proposal of the department, the Head of the Department is elected by the Faculty Council or Research Institute Council from professors, associate professors, assistant professors and senior researchers for a period of four years not exceeding two successive terms. The Head of Department also conducts academic work.
30. The directors of other core academic structural units shall be selected by open competition. The suitability of the candidate for the position shall be evaluated by a commission established by the Rector.
31. Upon approval of the applicant by the UL Senate, with the exception of the positions mentioned in paragraphs 28 and 29, the Rector concludes an employment contract with the Dean, the Director of Research Institute and the Director of another core academic unit of the University of Latvia
32. The executive position may be filled on a temporary basis by "acting" staff member appointed by order of the Rector of the University of Latvia for a period not exceeding one year.
33. A person may be employed in no more than two administrative positions at the same time in accordance with the procedure provided for in these Regulations, provided that there is no conflict of interest as defined by regulatory enactments.
34. Persons occupying administrative positions shall, in their absence not exceeding two years, be replaced by their deputies (if such positions are listed in the establishment plan) or other persons on the proposal of the head of the respective unit and appointed by an UL order.

4. Qualification requirements and terms of reference for the candidates to academic positions

35. The main terms of reference for the academic positions in accordance with the Law on Higher Education Institutions, the Law on Scientific Activity and the UL Establishment Plan are defined in the UL academic job descriptions.
36. A person holding a doctoral degree who is an internationally recognized specialist in their field, who has relevant scientific publications, textbooks or teaching aids, who is actively engaged in scientific work and leads or has led a scientific team, ensures high quality study process in a relevant field of science and has at least three years' academic experience as an Associate Professor or Professor is eligible for the position of Professor.

37. A person holding a doctoral degree and who has scientific publications appropriate to the discipline, textbooks or teaching aids and is actively engaged in scientific work is eligible for the position of Associate Professor.
- (UL Senate Decision No. 322 of 20.05.2013)*
38. A person holding a doctoral degree and who has publications relevant to the field of science and can deliver lectures, conduct seminars, workshops and laboratory works is eligible for the position of Assistant Professor.
39. A person holding a doctoral degree and who is an internationally recognized specialist in their field, has relevant scientific publications, is actively engaged in scientific work and is leading or has lead a research team (group of researchers) is eligible for the position of Senior Researcher.
40. A person who has at least a master's degree, field related scientific publications or published teaching aids and who is capable of delivering lectures, conducting seminars, workshops and laboratory work, may be elected to the position of Lecturer.
41. A researcher who has at least a master's degree, field-specific scientific publications and can conduct individual research is eligible for the position of Researcher.
42. A person who has at least a master's degree and can conduct practical classes is eligible for the Assistant position. A person with at least a master's degree or a student at the University of Latvia who is capable of conducting individual research is eligible for the position of Research Assistant. A person not holding a doctoral degree, may be elected as an assistant or research assistant no more than twice in succession.
- (UL Senate Decision No. 142 of 03.07.2017)*
43. Given the need to acquire practical skills and knowledge in the professional study courses of professional study programmes, a candidate for the position of Associate Professor and Assistant Professor can also be a person with the relevant higher education but not holding a doctoral degree, provided that they have sufficient practical experience in teaching the respective course/subject area, while a candidate for the position of Lecturer or Assistant can also be a person without an academic degree, if they have sufficient practical work experience.
- 43.1. the position of Associate Professor - a person without a scientific degree who has at least ten years of practical work experience in the relevant field;
- 43.2. the position of Assistant Professor - a person without a scientific degree, whose practical work experience in the respective field is not less than seven years;
- 43.3. the position of Lecturer or Assistant - a person without an academic degree, who has at least five years of practical work experience in the relevant field.
44. In order to elect the academic staff without a scientific or academic degree in the professional study programme, the Senate of the University of Latvia by its resolution approves the requirements for the applicants for such positions.
45. Requirements for all candidates for academic positions:
- 45.1. knowledge of the official language in accordance with the requirements of regulatory enactments;
- 45.2. knowledge of foreign languages to the extent required for the duties of the academic position (including language instruction in these languages) (Annex 2. Common European Framework of Reference for Languages);¹
- 45.3. continuous upskilling and enhancement of one's academic and research qualifications.

¹ In line with the Common European Framework of Reference for Languages drawn up by the Council of Europe

5. Qualification requirements and terms of reference for administrative positions

46. The terms of reference for the candidates for the position of the Dean of the Faculty and the Director of Research Institute are specified in the Regulations on Administration and the job description.
(UL Senate Decision No. 322 of 20.05.2013)

47. The candidates for the positions of directors of other basic core academic units shall have their job responsibilities defined in the regulations and job descriptions of the structural units.
(UL Senate Decision No. 322 of 20.05.2013)

6. Procedures for electing into academic positions

6.1. Organisation of elections

48. An applicant shall submit the following documents to the Department of Human Resources no later than one month following the announcement of the open competition for an academic position:

- 48.1. an application on participation in the competition for the announced opening in the respective field or sub-field of science addressed to the Rector;
- 48.2. a copy of the document certifying the required academic or scientific degree or a copy of the decision of the Academic Information Centre regarding the recognition of previously acquired education;
- 48.3. if a higher education, academic or scientific degree has been obtained abroad - a statement regarding which academic degree or diploma granted in Latvia corresponds to the diploma obtained abroad. Examination of diplomas obtained abroad is performed by the Academic Information Centre (issuing a certificate);
- 48.4. *Curriculum Vitae* of the applicant for the academic position in a format approved by the UL (Annex 3);
- 48.5. copies of the professional qualification, upskilling and professional development documents and other documents confirming the compliance of the applicant with the qualification requirements for academic and research experience;
- 48.6. a copy of the official language proficiency certificate (if necessary);
- 48.7. certification of compliance with the requirements of the Education Law (Annex 10).

(UL Senate Decision No. 322 of 20.05.2013)

49. In addition to the documents referred to in paragraph 48, the applicant for the academic position may submit a list of all scientific publications.

(Removed by amending UL Senate Decision No. 322 of 20.05.2013)

50. *(Removed by amending UL Senate Decision No. 322 of 20.05.2013)*

51. The HR department shall verify the existence of the documents referred to in Paragraph 48 of these Regulations, shall register the submitted documents and shall, within three working days, hand over:

- 51.1. documents submitted by the candidates for the position of professor or associate professor - to the chairman of the UL Professors' Council or to the respective branch or the Department of Studies, if the elections are planned in the Professors' Council of another higher education institution. The HR department shall at the same time inform the chairman of the Faculty Council about the candidates for the position of professor or associate professor;
- 51.2. documents submitted by the candidates for the position of assistant professor, senior researcher, lecturer, researcher, assistant, research assistant - to the chairman of the Faculty Council;
- 51.3. documents submitted by the candidates for the position of senior researcher, researcher, research assistant - to the Chair of the Research Institute Council.

(UL Senate Decision No. 322 of 20 May 2013); (UL Senate Decision No. 235 of 02.07.2018)

52. If the HR department finds that the documents submitted by the candidate do not comply with the requirements of paragraph 48, the HR department shall not proceed further with these documents and return them to the candidate with an explanatory letter.

(UL Senate Decision No. 322 of 20 May 2013); (UL Senate Decision No. 235 of 02.07.2018)

6.2.Election of Professors and Associate Professors

52. The election of the Professor and Associate Professor shall be by secret ballot in the respective Professors' Council not later than three months following the announcement of the call for applications. The specified term does not apply to the re-election procedure.
53. The Chair of the Professors' Council, in preparation for the election of Professors and Associate Professors:
- 53.1. appoints two experts from among the members of the Professors' Council to examine the documents of the professor or associate professor. The experts shall become acquainted with the indicators of international activities and scientific, pedagogical and organizational qualification of the professor candidate, with the scientific, pedagogical and organizational qualification indicators of the candidates for the associate professor position and observe the open lecture or scientific seminar of the candidate. The experts shall prepare a written opinion regarding the qualification of the candidate and its compliance with the requirements for the position of professor, associate professor;
 - 53.2. organizes a public lecture or a scientific seminar to be delivered by the academic candidate not later than within two months from the day of announcing the competition. An open lecture or a scientific seminar may take the form of a videoconference. It shall be attended by two seconded experts, who may make the audio recording subject to prior notice to all present;
 - 53.3. proposes that the academic staff of the chair or department concerned submit a proposal for each candidate;
 - 53.4. organizes the independent international evaluation of the professor's candidate;
 - 53.5. instructs each member of the Professors' Council to assess the scientific and pedagogical qualifications of a professor or associate professor candidate in accordance with the criteria specified in the Cabinet of Ministers regulations. The evaluation and a brief justification of the evaluation shall be recorded on the individual evaluation sheet (Annex 4).
- (UL Senate Decision No. 322 of 20.05.2013)*
54. A meeting of the Professors' Council shall take place no later than three months following the date of the announcement of the call for applications. It shall have a quorum if more than half of the members of the Council with the right to vote and at least one expert appointed by the Council are present, including by videoconference. The Council Secretary shall invite all candidates for the position to attend the meeting. The absence of the candidate is not an obstacle to the election.
- (UL Senate Decision No. 322 of 20.05.2013)*
55. Foreign members of the Professors' Council may vote if they have sent their opinion ("elect" or "not elect") regarding each candidate in a closed envelope by election day.
56. The Secretary of the Professors' Council shall ensure the preparation of the following documents for the session of the Professors' Council and shall report at the meeting on:
- 56.1. the proposal of the academic staff of the chair or department concerning each candidate;
 - 56.2. the opinions of independent international experts (for professors) and seconded experts;
 - 56.3. the individual assessments provided by Council members.
- (UL Senate Decision No. 322 of 20.05.2013)*
57. The session of the Professors' Council consists of an open and closed section. All applicants present shall take part in the open section of the meeting. The individual examination of applicants in the form of debates, the adoption of a motivated decision and the voting take place in the closed section of the meeting. The Secretary of the Council shall keep minutes of the proceedings.
58. At the public section of the meeting, the candidate present at the meeting shall be given floor to speak. The Professors' Council evaluates how the candidate understands the terms of reference for the position in the scientific, pedagogical and academic field (projects, grants, applied research, international cooperation, doctoral studies, linking of scientific and academic work, professor's (methodological) group work, study courses, term papers, graduation theses, internships, etc.).
59. On the basis of the minutes of the session of the Professors' Council, which shall contain the individual evaluation grids completed by the members of the Council, the Professors' Council shall

decide by open vote during the closed section of the meeting on the scientific and pedagogical qualifications of the professor or associate professor candidate (Annex 5). If the Professors' Council decides that the scientific and pedagogical qualifications of the candidate for the position of professor or associate professor do not meet the requirements for the position, the applicant's candidature shall not be promoted to the next election.

UL Senate Decision No. 322 of 20.05.2013)

6.3.Election of assistant professor, senior researcher, researcher, lecturer, assistant and research assistant

60. Election of Assistant Professor, Senior Researcher, Researcher, Lecturer, Assistant and Research Assistant shall be by secret ballot held at Faculty Councils not later than three months from the date of announcement of the competition. The specified term does not apply to the re-election procedure.
61. The election of the Senior Researcher, the Researcher and the Research Assistant shall be by secret ballot held at the Research Council of Research Institute not later than two months after the date of announcement of the competition.
62. The chairman of the Faculty Council shall forward the documents received from the Department of Human Resources to the Head of the department corresponding to the respective field or sub-field of science with the task:
 - 62.1. to appoint at least two experts from among those holding doctoral degree in the structural unit within one week and instruct the candidate for the academic position to deliver a lecture (except assistant) or to conduct an open seminar or other class with students, or to conduct a scientific seminar by determining place and time. The topics of lectures, seminars or other classes should correspond to the terms of reference for the academic position. These classes may take the form of videoconferencing. The experts seconded shall draw up a written opinion on the results of the activities;
 - 62.2. to convene a meeting of the academic staff of the structural unit not later than three working days before the meeting of the Faculty Council, inviting all candidates for the position. The proceedings of the meeting shall be recorded in minutes;
 - 62.3. taking into account the information provided by each candidate on the scientific, pedagogical and organizational work to date, as well as evaluating the list of publications submitted and the opinion of the assigned experts, to make a proposal on each candidate. Applicants for re-election to the academic position must also declare their qualifications for the period following the previous election. The applicant who is a member of the unit shall not vote. If the applicant is a head of chair or department, the meeting shall be chaired by the dean or vice-dean of the faculty or the vice-rector for the relevant field of science, who shall take part in the meeting without decision-making powers;
 - 62.4. materials submitted by the candidates for the position (including the written opinion of experts) to the head of the department together with the minutes of the academic staff meeting with the proposal on each candidate shall be forwarded to the secretary of the Faculty Council.

(UL Senate Decision No. 322 of 20 May 2013); (UL Senate Decision No. 235 of 02.07.2018)
63. The Director of Research Institute shall forward the documents received from the Department of Human Resources to the Chair of the Research Council, with the task to decide not later than within one week on the research seminar to be conducted by the candidate for the academic position, defining its subject, place and time and appointing at least two experts holding doctoral degree from the respective field of science, who shall provide a written opinion on each candidate. The research seminar may take the form of a videoconference.

(UL Senate Decision No. 322 of 20 May 2013); (UL Senate Decision No. 235 of 02.07.2018)
64. The list of candidates shall be made public by the secretary of the Faculty Council or Research Council not later than one week before the meeting of the Faculty Council or Research Institute. The list shall contain the name of the department, the number of positions and openings, as well as the name of the candidate, the scientific or academic degree and title, and the total length of academic and research work.
65. The Faculty Council or Research Institute Council shall have a quorum to consider elections to academic positions at their sitting at least two thirds of the members of the Faculty Council or Research Institute Council with the right to vote are present. Associate professors and senior researchers are elected by the Faculty Council or Research Institute Council, provided that the

scientific potential of its academic staff meets the requirements of the Promotion Council. Otherwise, members of the relevant UL Promotion Council are invited to vote. Applicants for academic positions shall be invited to the meeting of the Faculty Council or Research Institute Council. At the meeting of the Faculty Council or Research Institute Council, the secretary of the Faculty Council or Research Institute Council shall report on each candidate. The Secretary introduces the members of the Faculty Council or Research Institute Council with the materials submitted by the candidate, expert opinions, the proposal adopted at the meeting of the chair or department academic staff. The proceedings shall be recorded in the minutes.

(UL Senate Decision No. 322 of 20.05.2013)

66. Elections to the faculties take place not later than six weeks before the end of the semester. After examination of the documents and hearing of the candidates for the respective position, the Faculty Council or Research Institute Council shall decide by secret ballot whether or not to be elect the candidates.

(UL Senate Decision No. 322 of 20.05.2013)

6.4.Voting procedure

67. Prior to voting by secret ballot, simple majority of present members of the Professors' Council, Faculty Council or Research Institute Council in open voting elect the Counting Commission of not less than 3 (three) members.
68. A single bulletin shall list, in alphabetical order of their surnames, the names of the candidates, provided that they all apply for the same vacancy in the given field. The bulletin shall show the number of openings per academic position in the given field (Annexes 6a and 6b).
69. The Counting Commission receives ballots prepared by the secretary of the Professors' Council, the Faculty Council or the Research Council and distributes them to the members of the Professors' Council, the Faculty Council or the Research Council upon signed acknowledgement.
70. When voting, members of the Professors' Council, the Faculty Council or the Research Institute Council shall express their attitude towards the candidate by deleting one of the words "elect" or "not elect", which appear in the ballot next to the candidate's name, and leaving no more candidates, than the announced openings.
71. Torn ballot papers, ballot papers preventing understanding of the voter's attitude to all candidates included in the ballot paper or ballot papers with votes for the number of candidates exceeding the number of openings, are deemed void
72. The candidate, who has obtained more than a half of votes of the members of the Professors' Council, the Faculty Council or the Research Institute Council who are entitled to vote and are present at the voting, is deemed elected into the position. Members of the Professors' Council from abroad participating in the elections referred to in paragraph 56 of these Regulations shall be assimilated to those present if they have, in writing (by secret ballot) before the election day, sent their opinion ("elect" or "not elect") regarding each candidate.
73. If two candidates for the same academic position in a given sub-field participate and neither of them has obtained more than half of the votes of the members of the Professors' Council, the Faculty Council or the Research Institute Council present at the voting, the second session shall be held where both candidates participate.
74. If three or more than three candidates take part in elections for the same academic position and none of them has obtained more than a half of the required votes, then at the same meeting the second round of elections takes place with those two candidates, who have received most votes, or more candidates, if they received equal number of votes.
75. If, in the cases referred to in paragraphs 74 and 75, candidates in the second round of elections have not obtained the required number of votes for election to the relevant academic position, the Professors' Council, the Faculty Council or the Research Institute Council shall decide on further action and inform the Rector.
76. The Counting Commission collects the voting results, establishes the election results, records them for each candidate (Annexes 7a and 7b), signs the minutes and reports to the Professors' Council, the Faculty Council or the Research Institute Council.

77. The Counting Commission shall submit the ballot papers together with the minutes to the secretary of the Professors' Council, the Faculty Council or the Research Institute Council for records keeping according to the UL nomenclature.
78. On the basis of the minutes of the debates and the minutes of the Counting Commission, the decision of the Professors' Council to elect or not to elect the professor or associate professor shall be drawn up in accordance with Annex 11. The decision of the Professors' Council shall be communicated to the candidates in writing by the Secretary of the Council.
(UL Senate Decision No. 322 of 20.05.2013)
79. The secretary of the Faculty Council or the Research Institute Council informs the candidates about the results of the competition, as confirmed by the candidate's signature in a separate journal. The secretary shall notify non-present candidates of the competition results in writing, by registered letter with acknowledgment of receipt, within three working days of the public announcement of the competition results.
80. Candidates are entitled to inspect the minutes of the Counting Commission at the secretary's of the Professors' Council, Faculty Council or Research Institute Council.

7. Procedure for electing into administrative positions

7.1. Organisation of election

81. After the announcement of the open competition or following the Rector's order announcing the UL competition, the applicant shall submit the following documents to the Department of Human Resources within the specified deadline:
- 81.1. application to the Rector to participate in the competition;
 - 81.2. curriculum vitae (CV) (Appendix 3);
 - 81.3. copies of documents certifying the required academic or scientific degree;
 - 81.4. evaluation of the unit performance (for the UL competition) and the programme of its development and future management.
- (UL Senate Decision No 235 of 02.07.2018)*
82. The Department of Human Resources shall check the existence of the documents listed in paragraph 82 of the Regulations, shall register the submitted documents, and within five working days after the deadline for the submission shall forward them to the Chair of the Faculty Council or Research Institute Council. If the Department of Human Resources determines that the documents submitted by the applicant do not comply with the requirements as stated in paragraph 82, the Department of Human Resources shall not forward the documents and shall send them to the applicant with an accompanying reasoned letter.
(UL Senate Decision No 322 of 20.05.2013); (UL Senate Decision No 235 of 02.07.2018)
83. The Chair of the Faculty Council or Research Institute Council shall ensure that the candidates for the positions of Dean, Director of the Research Institute, or Head of the Department are discussed at a meeting of the respective Faculty Council or Research Institute Council within one month after the end of the term of application. If the Chair of the respective Faculty Council or Research Institute Council applies for the administrative position themselves, the meeting shall be chaired by the deputy Chair of the Faculty Council or Research Institute Council or by a representative approved by a vote of the Faculty Council or Research Institute Council.
(UL Senate Decision No 174 of 28.11.2011)
84. The Secretary of the Faculty Council or Research Institute Council shall inform all members of the respective Faculty Council or Research Institute Council about the list of the candidates participating in the competition for a certain administrative position at least one week before the meeting of the Faculty Council or Research Institute Council where the elections is to take place. The list shall include the names of the applicants, their degrees, their academic and research experience. Candidates for the position shall be invited to the meeting of the Faculty Council or Research Institute Council by the Secretary.

85. The Faculty Council or Research Institute Council has the right to consider the issue of electing the Dean, Director of the Research Institute, or Head of Department at a meeting attended by at least two thirds of the members of the Faculty Council or Research Institute Council. If the respective Faculty Council or Research Institute Council does not have a quorum due to the number of its members, the Faculty Council or Research Institute Council shall consider the issue of electing the Dean, Director of the Research Institute, or Head of Department not later than two weeks after the previous meeting of the Faculty Council or Research Institute Council. At the meeting of the Faculty Council or Research Institute Council, the Secretary of the Faculty Council or Research Institute Council shall report on each candidate. The candidate shall report on the programme of development and future management of the Faculty (Research Institute, Department).

(UL Senate Decision No 174 of 28.11.2011)

7.2.Voting procedure

86. All present members of the Faculty Council or Research Institute Council with the right to vote shall participate in voting. Before the secret ballot by a majority, the Counting Commission consisting of not less than three persons shall be elected by open ballot.
87. All candidates for one position must be listed on the same bulletin in the alphabetical order of their surnames (Appendix 6c). The Counting Commission shall receive standardised bulletins prepared by the secretary of the Faculty Council or Research Institute Council and distribute them to the members of the Faculty Council or Research Institute Council against their signature on the registration sheet.
88. When voting, members of the Faculty Council or Research Institute Council shall express their attitude towards the candidate for the position by striking off one of the words - "elect" or "do not elect" – located next to the candidate's name and surname in the bulletin, and leaving as many candidates as the number of vacancies. Invalid bulletins that do not conform to the specified form, do not allow to determine the voter's attitude to all candidates in the bulletin, or with votes in favour of more candidates than the number of vacancies, shall be torn.
89. A candidate who has received more than a half of the votes of the present members of the Faculty Council or Research Institute Council with the right to vote, shall be considered elected.
90. If two candidates compete against each other and they win the same number of votes or less than a half of the votes of the present voters, then the second ballot must be cast. If in the second round no one is elected for the position, the Faculty Council or Research Institute Council shall take the decision on further action and shall notify the Rector about it.
91. If in the election there are at least three candidates, and no one receives more than a half of the votes of the present voters, the second ballot for the two candidates who received the most votes must be cast.
92. The Counting Commission shall summarise the voting results, establish the results of the elections, make a record about each applicant in the minutes (Appendix 7a) and report them to the Faculty Council or Research Institute Council.

8. Electoral disputes

93. The candidate, except for the position of Professor and Associate Professor, may address the Rector a petition on the violation of the electoral procedure within one month from the announcement of the election results.

(UL Senate Decision No 322 of 20.05.2013)

94. The candidate for the position of Associate Professor and Professor may submit a petition regarding the decision of the Board of Professors (on the violation of the electoral procedure) within one month from its announcement. The candidate for the position of Associate Professor and Professor shall address the petition to

- 94.1. the UL Academic Court of Arbitration, if at the time of the election the Applicant is a member of the academic staff;

94.2. the Rector, if at the time of the election the candidate is not a member of the academic staff.

(UL Senate Decision No 322 of 20.05.2013)

95. The candidate shall submit the petition to the Legal Department. The petition must indicate any infringement in the electoral procedure and must be accompanied by documents or other evidence relevant to the assessment of the facts set out in the petition.

(UL Senate Decision No 322 of 20.05.2013); (UL Senate Decision No 235 of 02.07.2018)

96. The petition shall be examined within one month of its submission. The Rector shall form a commission for consideration of the petition, which shall submit a written opinion to the Rector. The commission may invite experts for preparing its opinion.

(UL Senate Decision No 322 of 20.05.2013)

97. Further processing of the election results shall be suspended from the moment of the petition submission until the decision of the Rector or Academic Court of Arbitration.

(UL Senate Decision No 322 of 20.05.2013)

98. The Department of Human Resources shall verify the petition on the violation of the election procedure.

(UL Senate Decision No 322 of 20.05.2013)

99. The Academic Court of Arbitration or the Rector shall communicate the decision in writing and without delay, but not later than within seven working days from the day of its adoption, to the candidate, the Department of Human Resources and the Head of the unit.

(UL Senate Decision No 322 of 20.05.2013); (UL Senate Decision No 235 of 02.07.2018)

9. Presentation of election results

100. Within five working days after the election, the Secretary of the Board of Professors submit to

100.1. the Department of Human Resources for each elected Professor or Associate Professor

100.1.1. a copy of the decision of the Board of Professors;

100.1.2. the package of the documents submitted by the candidates (elected and non-elected);

100.2. the Study Department for each elected Professor or Associate Professor

100.2.1. a copy of the decision of the Board of Professors;

100.2.2. a copy of the minutes of the Board of Professors' meeting;

100.2.3. a copy of the protocol of the Counting Commission.

(UL Senate Decision No 322 of 20.05.2013)

101. Within five working days after the election to the academic positions, the Secretary of the Faculty Council or Research Institute Council shall submit to the Department of Human Resources

101.1. a prepared copy of the meeting decision;

101.2. the package of the documents submitted by the candidates (elected and non-elected).

(UL Senate Decision No 322 of 20.05.2013); (UL Senate Decision No 235 of 02.07.2018)

102. Election documents, incl. the bulletin, shall be kept by the Board of Professors, the Faculty Council or Research Institute Council in accordance with the UL nomenclature.

103. The Faculty or Research Institute shall prepare draft employment contracts for the personnel elected to the academic positions and shall submit the drafts to the Department of Human Resources not later than by the beginning of the next semester's registration week.

(UL Senate Decision No 235 of 02.07.2018)

104. The Head of the unit shall ensure the preparation of draft employment contracts for the personnel elected to the academic positions (for the elected Dean and Director - after their approval by the Senate).

10. Academic leave for academic personnel

105. The sabbatical leave for the UL academic personnel shall be granted in accordance with external regulatory enactments.

106. The academic staff - professors, associate professors, assistant professors, lecturers, assistants, leading researchers, researchers and research assistants - are entitled to six calendar months of the paid sabbatical leave.
107. The plan of academic staff's sabbaticals for a three-year period shall be drawn up by the Head of the unit (department) and approved by the Dean of the Faculty or the Director of the Research Institute, with the provision for replacing a staff member during their sabbatical leave. The Head of the structural unit shall submit copies of the sabbatical leave plan to the Study Department and the Department of Human Resources.
- (UL Senate Decision No 235 of 02.07.2018)*
108. At the end of each academic year, personnel who according to the plan of the sabbaticals for the next year are to go on sabbatical leaves, submit their activity programmes to the Head of their respective unit. Proposed at the unit meeting, the activity programme and the sabbatical period shall be considered and approved by the Dean or the Director of the Research Institute and shall be submitted to the Department of Human Resources
- (UL Senate Decision No 235 of 02.07.2018)*
109. The employee who has been on sabbatical shall submit the Head of the unit a report on the performed work within two months after the end thereof (Appendix 8). The report shall be evaluated at a unit meeting and a copy of the report shall be submitted to the Department of Human Resources for attaching to the employee's personal file.
- (UL Senate Decision No 235 of 02.07.2018)*

11. Closing provisions

110. The provisions of Chapters 4-9 of this Regulation shall not apply until the end of their election term to
- 110.1. employees who at the time of the entry into force of the given Regulations have already been elected to academic and administrative positions in compliance with the Regulations on the Elections to Academic Positions at the University of Latvia and the Regulations on the Elections to Administrative Positions at the University of Latvia;
 - 110.2. persons who at the time of the entry into force of the given Regulations have already applied for academic or administrative positions in compliance with the Regulations on the Elections to Academic Positions at the University of Latvia and the Regulations on the Elections to Administrative Positions at the University of Latvia.
111. The Regulations on the Elections to Academic Positions at the University of Latvia, approved by the decision No 262 of the Senate of the University of Latvia of 29.01.2001, and the Regulations on the Elections to Administrative Positions at the University of Latvia, approved by the decision No 96 of the Senate of the University of Latvia of 23.12.1996, shall be declared null and void, effective from January 1, 2012.
- (UL Senate Decision No 174 of 28.11.2011)*
112. The list of branches of sciences (Appendix 9) shall be determined in accordance with paragraph 4.6 of the UL Constitution LU 4.6.
113. The list of sub-branches of sciences shall be determined by the order of the University of Latvia in accordance with the list of branches of science approved in paragraph 113 of the Regulations.
114. These Regulations shall enter into force on 1 January 2012.

APPROVED

The Faculty Council or the Research Institute
Council,

Minutes No. ____ of __. __.20__.

_____ UNIVERSITY OF LATVIA

(core structural unit / position)

Terms of reference

The field of science corresponding to the academic position

1. Planned research work and ability to raise resources for project implementation.
2. Planned work in the educational programme group² _____ in the Bachelor's, Master's and Doctoral study programmes.
3. Scientific publications.
4. Other tasks.
5. Language skills required for performing professional duties (lectures and research) in accordance with the programme / course / research topic _____:
 - 5.1. official language _____;
 - 5.2. other official languages of EU countries _____;
 - 5.3. other languages _____.

Dean of the Faculty or Director of the Research Institute: _____

Date

By my signature, I acknowledge that I have read _____

signature/ name, surname

Date

² The group of education programmes shall be determined in accordance with the Cabinet of Ministers Regulations of 02.12.2008. Regulation No. 990 "Regulations on Classification of Education in Latvia"

European language proficiency levels

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages relating to matters in areas of immediate needs. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

CURRICULUM VITAE OF A CANDIDATE
(CV)**I. GENERAL INFORMATION**

Name and surname

Personal code

Place of birth

Address (record and place of residence), phones, email, *Skype* username, *web* page

Knowledge of foreign languages (according to European language proficiency classification), mother tongue

Education

Academic degree, scientific degree, academic titles

Current occupation, work experience

Academic / scientific seniority (years)

Other

II. RESEARCH AND PUBLICATIONS (last 6 years)

- Membership or leadership of a project or a programme of the Latvian Council of Science and other publicly funded research projects, programmes
- Membership or leadership in an international research project or programme
- Membership or leadership of a project
- Membership or leadership of an expert committee established by the European Union, Latvian Council of Science or another committee
- Publications in the relevant scientific field (indicate full title, co-authors, year of publication, place, and number of pages, including papers accepted for publication)
 - o articles in peer-reviewed publications
 - o monographs
 - o textbooks
 - o teaching aids (issued by registered suppliers)
 - o popular science publications
- Other publications
- Obtained patents and licences
- Contributions at international scientific conferences and congresses (specify the venue and time of the event, title of the paper, co-authors, publication of the theses, place, year, pp.)
- Contributions at other conferences
- Other

III. PEDAGOGICAL ACTIVITIES (last 6 years)

Supervised doctoral theses (indicating authors and titles of defended theses);

Supervised master theses (number);

Supervised bachelor and qualification theses (number)

Study courses taught by the candidate (title of the course, volume in credit points)

Work in the study programme council (title)

Elaborated study courses (to be indicated if implemented in the programme, where)

Elaborated study programmes (to be submitted if approved by the UL Senate or accredited)

Prepared teaching aids (also a digital version)

Lectures, schools, etc. at foreign universities and research institutions

Other

IV. ORGANIZATIONAL WORK (last 6 years)

Leadership or membership at UL, Latvian or international scientific and academic commissions or collegiate institutions

Leadership or membership at international and Latvian conference organizing committees

Leadership or membership at the editorial board, reviewer

Founder or head of a university, faculty, institute, group of professors, department, laboratory, centre, etc.

Leadership and membership at of international or Latvian scientific, academic or artistic associations, unions

Consultancy services provided to public, municipal or international institutions, companies established by private individuals or legal persons, or social organisations, or to scientific and academic expert commissions

Other

V. PROFESSIONAL DEVELOPMENT (last 6 years)

Certificate attesting pedagogical skills, higher education didactics courses, etc.

Enhancement of professional qualification and upskilling in foreign or Latvian higher education institutions and research institutions

Candidate's signature

Date

Candidate's for the professor (associate professor) _____ scientific and pedagogical qualification evaluation grid

Criteria (in accordance with Cabinet Regulation No. 391 of 04.09.2001)	Quantitative assessment		Quality assessment (excellent, very good, good, satisfactory or unsatisfactory)	Justification
	minimum	actual		
4.1. Scientific qualification	3(2;0)*			
4.1.1. Scientific publications in international scientific periodicals	5(3;0)		x	
4.1.2. Participation in international scientific conferences (with reports) in Latvia and abroad	5(3;0)		x	
4.1.3. Management or participation in projects and programmes of the Latvian Council of Science and other national research projects	x		x	
4.1.4. Management or participation in internationally funded research projects	x		x	
4.1.5. Management or participation in research contract work	x		x	
4.1.6. Expert activity in Latvian Science Council and international projects and programmes	x		x	
4.1.7. Management or participation in international artistic and sports projects and participation in exhibitions and competitions	x		x	
4.1.8. Obtained patents and licences	x		x	
4.2. Pedagogical qualification	5(4;2)*			
4.2.1. Supervision of doctoral theses	x		x	
4.2.2. Supervision of master theses	x		x	
4.2.3. Lecturing and conducting of seminars	x		x	
4.2.4. Development of study course programmes	x		x	
4.2.5. Development and supervision of study programmes	x		x	
4.2.6. Participation with papers in academic conferences	x		x	
4.2.7. Preparation of textbooks and teaching aids and their publication			x	
4.2.8. In-service training at foreign and Latvian higher education institutions or research institutions			x	
4.2.9. Lecturing in foreign universities			x	
4.3. Organizational competence	3(1;1)*			
4.3.1. Management of scientific and academic committees or collegial institutions or participation in their operation	x		x	
4.3.2. Management or participation in the work of the International Conference Organizing Committees	x		x	
4.3.3. Management of editorial board of scientific publications or participation in its operation	x		x	
4.3.4. Management of a university, faculty, institute, professor group, department, laboratory				
4.3.5. Management or participation in international scientific, academic or artistic associations	x		x	
4.3.6. Officially approved consultancy to companies established by the state, municipalities and other legal or natural persons	x		x	

* The total minimum criteria by which the professor (associate professor, assistant professor in the professional study programmes) is assessed to determine the candidate's compliance with the criteria of scientific qualification, pedagogical qualification and organizational competence.

Member of the Professors' Council _____

(name, signature)

(date)

Riga

No. _____

(name and surname of candidate)**Professors' Council of the University of Latvia** _____**decision**on _____ scientific and pedagogical qualification of the candidate
(professor or associate professor)

UNIVERSITY OF LATVIA

Council

(Professors' Council reviewing the candidate's documents)

according to the Minutes No. __ of __. ____20__, reviewed _____

(name and surname)

documents attesting scientific and pedagogical qualifications and organizational competence, as required of professor / associate professor in

(field of science)

and determined that, in accordance with the Cabinet of Ministers Regulation No. 391

co	not
m	co
pli	mp
an	lia
t	nt

(name of candidate)

1. Scientific qualification in the relevant field of science.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

2. Pedagogical qualification.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

3. Organizational competence.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

On the basis of the first paragraph of Article 34 of the Law on Higher Education Institutions and the above, the scientific qualification, pedagogical qualification and organizational competence of

(name of candidate for position)

correspond to the requirements set for professor / associate professor at the University of Latvia.

(yes or no)

A statement of the reasons referred to in paragraphs 1 to 3 in the event of a negative decision.

Pursuant to Section 33, Paragraph two of the Law on Higher Education Institutions, this decision may be appealed within one month from the date of notification of the decision:

- to the UL Academic Court of Arbitration if the person at the time of the election, is a staff member of a university;
- to the Rector, if the person at the time of the election is a non-university staff.

Chair of the Council:

Members:

Ballot Paper

for elections of _____

(assistant professor, lecturer, assistant, senior researcher, researcher or research assistant) (field or sub-field of science)

to the number of vacancies announced - _____

(name of Faculty or Research Institute)

In the Council / Research Council _____. _____. of _____

No	Candidate's name, surname	Voting	
1.		elect	not elect
2.		elect	not elect
3.		elect	not elect

The voter expresses their attitude towards the candidate as follows:

- 1) elect - delete " not elect";
- 2) not elect - delete "elect".

Ballot Paper

for elections of Professor (Associate Professor) _____

(field or sub-field of science)

to the number of vacancies announced - _____

(name of Faculty or Research Institute)

_____ at the University of Latvia Professors' Council

_____. _____. of _____

No	Candidate's name, surname	Voting	
1.		elect	not elect
2.		elect	not elect
3.		elect	not elect

The voter expresses their attitude towards the candidate as follows:

- 1) elect - delete " not elect";
- 2) not elect - delete "elect".

Ballot Paper

for election of _____
 (Head of Chair / Department, Dean / Director of Research Institute)
 to the number of vacancies announced - _____

 (name of Faculty or Research Institute)

University of Latvia _____ Council / Research Council
 _____. ____ of _____

No	Candidate's name, surname	Voting	
		elect	not elect
1.		elect	not elect
2.		elect	not elect
3.		elect	not elect

The voter expresses their attitude towards the candidate as follows:

- 1) elect - delete " not elect";
- 2) not elect - delete "elect".

UNIVERSITY OF LATVIA
Minutes of the Counting Commission
of

 (Faculty / Research Institute)

Council / Research Council meeting of ____ . ____ . ____

on the election into the position of _____
 (assistant professor, lecturer, assistant, senior researcher, researcher, research assistant or dean, director of research institute, head of chair, head of department)

at _____
 (name of the unit)

The Council / Research Council consists of ____ members, with ____ members of the Council / Research Council participating in the meeting.

The Commission has distributed _____ ballot papers to the members of the Council. _____ ballot papers remained undistributed.

Election Details:

Candidate's name and surname	The number of ballot papers found in the ballot box	The number of void ballot papers found in the ballot box	Number of votes	
			to elect	not to elect

Election results:

The Commission determines that _____
 (name, surname)

is elected into the position of _____ at _____
 (name of unit)

for the period of _____ years,
 (4 or 6)

_____,
 since he/she has received the required number of votes exceeding half of present members of the Council with voting rights

is not elected into the position of _____ at _____,

since he/ she has not received the required number of votes.

Chair of the Commission:

 (signature)

 (name and surname)

The Secretary:

(signature)

(name and surname)

Members:

(signature)

(name and surname)

The results of the Counting Commission have been communicated to the Council or Research Council on _____._____.20____.

UNIVERSITY OF LATVIA
Minutes of the Counting Commission

of the Professors' Council in _____
(field)

on election of **Professor (Associate Professor)** _____

(field, subfield of science; name of core unit)

The Professors' Council consists of _____ members with _____ members attending the meeting of the Professors' Council.

The Commission distributed _____ ballot papers to its members for each position. _____ ballot papers remained undistributed.

Election Details:

Candidate's name and surname	The number of ballot papers found in the ballot box	The number of void ballot papers found in the ballot box	Number of votes	
			to elect	not to elect

Election results:

The Commission determines that _____

is elected into the position of Professor (Associate Professor) in

(field, sub-field and unit)

for the period of 6 years,

because he/she has obtained the required number of votes, which is more than half the number of members of the Professors' Council with the right to vote.

is not elected into the position of Professor (Associate Professor) in

(field, sub-field and unit)

because he/she has not obtained the required number of votes.

The Chair of the Commission:

 (signature) (name, surname)

The Secretary:

 (signature) (name, surname)

Members:

 (signature) (name, surname)

The results of the Counting Commission have been communicated to the Council or the Research Council on

____.____.____.

REPORT ON SABBATICAL LEAVE

1. Name, surname (personal code) _____

2. Degree/academic degree _____

3. Position _____

4. Name of unit _____

5. Time and place of the sabbatical _____

6. Results of the sabbatical

7. Decision of the Department meeting of academic staff, the Research Institute Council meeting regarding the evaluation of the results of work on the sabbatical

Enclosed: Chair/ Department Meeting Minutes, Research Institute Council Meeting Minutes on ___ pages

Employee: _____ (signature) _____ (date)

Head of the Unit: _____ (signature) _____ (date)

UL List of Fields of Science

1. Architecture
2. Anthropology
3. Astronomy
4. Biology
5. Civil Engineering
6. Computer Science and Information Technology
7. Demography
8. Economics
9. Electronics and Telecommunication
10. Electrical engineering
11. Energy
12. Pharmacy
13. Philosophy
14. Physics
15. Folkloristics
16. Geography
17. Geology
18. Hydro-engineering
19. Law
20. Cognitive sciences
21. Chemistry
22. Chemical Engineering
23. Communication science
24. Agricultural science
25. Literary studies
26. Mechanical Engineering
27. Materials Science
28. Mathematics
29. Art
30. Mechanics
31. Medicine
32. Forest science
33. Military Science
34. Food Science
35. Pedagogy
36. Political Science (Politology)
37. Psychology
38. Sociology
39. Sports science
40. Theology and Science of Religions
41. Transport and Traffic
42. Management Science
43. Linguistics
44. History
45. Veterinary Medicine
46. Environmental Science

Candidate's for the position of _____
(professor, associate professor, assistant professor, lecturer, assistant)

CERTIFICATION

I, _____, personal code _____ - _____,
(name, surname)

having read the first, second and fourth paragraphs of Article 50 of the Education Law, which state that a person may not work as a teacher:

- 1) who has been convicted of an intentional criminal offense (irrespective of the cancellation or removal of a criminal record), except where, after the cancellation or removal of a criminal record, an institution designated by the Cabinet of Ministers, after assessing whether it does not harm learner interests, has authorized the work of a person who has been convicted of an intentional criminal offense or a less serious crime. The Cabinet of Ministers shall determine the procedure by which it is assessed whether the permission for such a person to work as a teacher will not harm learner interests;
- 2) whose legal capacity has been restricted in accordance with the procedures prescribed by regulatory enactments;
- 3) has been deprived of the right of custody by a court decision,

certify that I can apply for the vacant position and work as a pedagogue.

(date)

(signature)

Riga

No.

(name of candidate)

Professors' Council in _____ at the University of Latvia
title

DECISION

On the election of _____ in _____
(professor or associate professor) (field, sub-field of science)

Based on the Minutes No ____ of the debate held at the Professors' Council in _____ at
the University of Latvia on ____ . ____ . ____ on the election of _____
(date) (professor or associate professor)

and the Minutes of the Counting Commission No ____ of ____ . ____ . ____
(date)

(name of candidate) (name of unit)

_____ elected for 6 (six) years in the position of _____
(is / is not) (professor or associate professor)

in _____
(field, sub-field of science)

Statement of reasons in case of a negative decision

Pursuant to Section 33, Paragraph two of the Law on Higher Education Institutions, this decision may be appealed within one month from the date of notification of the decision:

- to the UL Academic Court of Arbitration if the person at the time of the election, is a university staff member;
- to the Rector, if the person at the time of the election is a non-university staff.

Chair of the Council _____
(signature, name, surname)

Council Secretary _____
(signature, name, surname)