

APPROVED
Latvian College of Culture at the Latvian
Academy of Culture
Board meeting
6 June, 2012

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Latvian Academy of Culture
Senate meeting No. 6
Decision No. 1
10 September, 2012

REGULATIONS FOR ACADEMIC AND ADMINISTRATIVE POSITIONS

Issued in accordance with Section 10¹, Paragraph 5 of the Law on Higher Education; Sub-paragraphs 5.7.9, 6.6 of the Statutes of the Latvian College of Culture

1. General rules

- 1.1. The academic staff at College is:
 - 1.1.1. associate professor;
 - 1.1.2. lecturer;
 - 1.1.3. assistant.
- 1.2. The number of positions of academic staff at the Latvian College of Culture at the Latvian Academy of Culture (hereinafter – College) shall be determined in order to ensure the requirements of the Law on Higher Education, taking into account the amount of State funding granted by the Ministry of Culture.
- 1.3. Administrative positions within the meaning of these regulations shall be elected department managers, managers of College departments for the performance of education and research work. These managers shall implement a related profile in the departments of the first-level vocational higher education study programme. The role of the department is to implement study programmes, to carry out studies, to cooperate with other College departments, educational institutions, employers and non-governmental organisations.
- 1.4. Persons shall be elected to academic and administrative positions in an open competition.
- 1.5. Elections for academic staff shall take place by secret ballot at the next College Board meeting, which shall take place after the expiry of a period of one month from the date of the announcement of the competition. Academic staff shall be elected for a period of six years.

- 1.6. If there is a free or temporarily free academic place at College, the College Board may decide not to issue a competition but to recruit a guest-professor or guest-lecturer for a period of up to two years.
- 1.7. Guest-professors and guest-lecturers shall have the same rights, duties and rewards as professors and lecturers in accordance with the regulations for the remuneration of teachers specified by the Cabinet and the pay arrangements for academic hours at College.
- 1.8. The department manager shall be an elected administrative person, who chairs an appropriate department which implements programmes for vocational higher education studies of a related profile, and carry out researches in cooperation with other college departments, educational institutions, employers and non-governmental organisations.
- 1.9. The nomination of the department manager may be raised by the College management and individually by the person himself.

2. Requirements for applicants for academic and administrative positions

- 2.1. A person holding a doctorate, publications relevant to the science sub-sector, who is able to manage scientific studies or the process of artistic creation and to perform educational activities according to the title of the associate professor, may apply for the position of associate professor. In arts specialties, persons who regularly (at least once a year) perform artistic creative work in the corresponding field of the title of professor may be elected to the position of associate professor. The tasks for the associate professor shall be determined by related department.
- 2.2. In order to elect a person who does not have a scientific degree as a professor of the subject of the profile, that person needs a period of at least seven years of practical work, publications corresponding to the subsector of science, significant achievements in artistic creation, the person shall participate in research, project and organisational work.
- 2.3. A person holding a master's or doctorate, scientific publications relevant to the science sector or has published teaching materials, who is able to independently read lecture courses, manage seminars, practices, may apply for the position of a lecturer. In arts specialties, in the position of a lecturer may be elected persons who perform the appropriate artistic creation in the sector. The tasks of the lecturer shall be determined by related department.
- 2.4. A person with a master's or doctorate who is able to conduct practices and perform individual scientific work may be eligible for the position of assistant. The tasks of an assistant shall be determined by related department.

- 2.5. Lecturers and assistants who do not have a scientific and academic degree need a five-year period of practical service corresponding to the subject.
- 2.6. A person holding a master's or doctorate, scientific publications relevant to the scientific sector or published teaching materials, or who has participated in conferences or projects may be eligible for the manager position of department. An advantage is considered to be the contribution to the realisation of the College strategic plan, the improvement of quality of the College's work and public activities, the achievements of artistic creativity.

3. Election procedures for academic and administrative positions

- 3.1. On a proposal from the Deputy Director, the Staff department shall open a competition for academic positions for which the term of election expires in the relevant semester, as well as for vacant academic positions (full or part-time). The competition shall be announced at least one month before the elections by publishing a statement in the newspaper "Latvijas Vēstnesis" and on the website of the College on the Internet.
- 3.2. A candidate for an open competition shall submit the following documents to the College staff department not later than within one month after the date of the announcement of the competition in the newspaper "Latvijas Vēstnesis":
- 3.2.1. an application for participation in the competition;
 - 3.2.2. copies of documents (presenting originals) certifying the required academic and scientific degrees;
 - 3.2.3. curriculum vitae, which also includes research, academic, administrative and organisational experience, a list of works published over the last 6 years, other documents which the applicant wishes to attach to the application in order to give a more complete description of his qualifications;
 - 3.2.4. experience of seven years of practical work; publications corresponding to the scientific sub-sector; remarkable achievements of artistic creation; participation in research, project and organisational work.
 - 3.2.5. if necessary, in accordance with the Official Language Law, a document certifying the proficiency of the State language skills shall also be submitted.
 - 3.2.6. for candidates for elected managers of departments – a vision for the development of the relevant department.
- 3.3. The documents submitted are registered in the College Staff Department and then forwarded to the President of the College Board.
- 3.4. The College Board shall have the right to examine the issue of elections in academic and administrative positions if it is decisive. The President shall invite candidates for academic and administrative positions to the Board meeting. The Secretary of the Board shall report on each of the candidates. The proceedings of the meeting are recorded.

- 3.5. After getting acquainted with the documents and after consulting all candidates for a particular position, the Board, voting by secret ballot, shall take a decision on the election and giving of the academic name.

4. Procedures for appeal

- 4.1. The candidate shall submit a complaint regarding the results of the elections to the Director of the College no later than five working days from the date of notification of the election results.
- 4.2. The complaint shall be examined within one month from the time it was received by a commission established by the Director of the College. Experts shall be invited if necessary.
- 4.3. Further presentation of the results of the elections shall be suspended at the time the complaint is submitted.
- 4.4. Director's decision shall be notified in writing to the complainant not later than five working days following the adoption of the commission conclusion.

5. Procedures for drawing up election results

- 5.1. The President of the Board shall, within five working days following the election in academic positions, submit to the Staff Department:
 - 5.1.1. the final decisions of the meeting;
 - 5.1.2. approved vote counting report;
 - 5.1.3. package of documents describing candidates.
- 5.2. If complaints have not been submitted within five working days, the Staff manager shall prepare employment contract and shall forward them to the Director for signature.
- 5.3. If complaints have been submitted, the employment contracts shall be prepared and submitted for signature within five working days after receiving a positive Appeals Commission decision.