

## Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

### REGULATIONS FOR ACADEMIC AND ADMINISTRATIVE POSITIONS

*Issued in accordance with  
Chapter IV of the Law on Higher Education;  
Statutes of the Latvian College of Culture*

#### 1. General terms

1.1. The Regulation on Academic and Administrative Positions (hereinafter – Regulation) prescribes the determination and occupation of academic and administrative positions, qualification requirements, tasks and election procedures, as well as the granting of academic leave in the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture" (hereinafter – College ).

#### 2. Academic and administrative positions

2.1. Elected academic positions in the College:

2.1.1. Docent;

2.1.2. Lecturer.

2.2. The number of full-time academic staff positions in the College is determined in order to ensure the requirements of the Law on Higher Education, respecting the amount of state funding allocated by the Ministry of Culture.

2.3. The administrative staff of the college is the Director, Deputy Directors, heads of structural units and other officials whose basic function is administrative work.

#### 3. Requirements for applicants for the elected Academic positions

3.1. Requirements for applicants for the elected Academic and Administrative positions:

Position	Requirements for applicants
Docent	<ul style="list-style-type: none"><li>• Doctoral degree or master's degree and at least seven years of practical seniority, significant achievements of artistic creativity;</li><li>• Publications relevant to the field of science;</li><li>• Ability to conduct scientific research or the process of artistic creation and to carry out educational work;</li><li>• Persons who regularly (at least once a year) carry out artistic creative work can be elected to the position of docent in art specialties;</li><li>• Knowledge of the national language in accordance with the requirements of regulatory acts;</li><li>• Knowledge of foreign languages at the level necessary for fulfilling the duties of an academic position.</li></ul>
Lecturer	<ul style="list-style-type: none"><li>• Master's or Bachelor's degree and five years of practical seniority corresponding to the study course being taught;</li><li>• Scientific publications or published teaching aids relevant to the field of science;</li><li>• Ability to independently read lecture courses, conduct seminars, practical classes;</li><li>• In art specialties, persons who perform artistic creativity relevant to the industry can be elected to the position of lecturer;</li><li>• Knowledge of the national language in accordance with the requirements of</li></ul>

	regulatory acts; • Knowledge of foreign languages at the level necessary for fulfilling the duties of an academic position.
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#### **4. Procedure for election to academic posts**

- 4.1. At the suggestion of the College's Council of the Study Programs, the College's Secretariat announces a competition for academic positions for which the term of election expires in the relevant semester, as well as for vacant full-time or part-time academic positions. The competition is announced at least one month before the elections, by publishing it on the website of the College.
- 4.2. The applicant of an open competition submits the following documents to the College's Personnel Department within the deadline announced in the competition:
- 4.2.1. application for participation in the competition;
  - 4.2.2. copies of documents (presenting the originals) certifying the required academic and scientific degrees;
  - 4.2.3. the life and work course of the applicant for an academic position (Curriculum Vitae), which also includes research, academic, administrative and organizational work experience, a list of published works in the last 6 years, other documents that the applicant wishes to add to the application in order to more fully describe his/her qualifications;
  - 4.2.4. certificates of practical work experience, publications corresponding to the sub-sector of science, significant achievements of artistic creativity, participation in research, projects, as well as organizational work;
  - 4.2.5. if necessary, in accordance with the Law on the State Language, a document certifying proficiency in the state language is also submitted;
- 4.3. The submitted documents are registered in the Secretariat and handed over to the Chairman of the College Board.
- 4.4. The meeting of the College Board has the right to consider the issue of elections in the academic and elected positions of heads of departments, if it is decisive. The chairman invites applicants for academic positions to the Board meeting. The proceedings of the meeting are recorded.
- 4.5. After getting acquainted with the documents and after discussions with all the applicants for the respective position, the members of the Board, by open voting, make a decision on the election and awarding of the academic title or not by simple majority of votes.

#### **5. Appeal procedure**

- 5.1. The applicant submits a complaint about the election results to the Director of the College no later than within five working days from the moment of notification.
- 5.2. The complaint is examined within one month from the moment of its receipt by a commission established by the order of the Director of the College.
- 5.3. With the submission of the complaint, the further preparation of the election results is suspended.
- 5.4. The complainant is notified of the Commission's decision in writing no later than five working days after the commission's decision.

#### **6. Procedure for presenting election results**

- 6.1. Within five working days after the election in academic positions, the chairman of the College Board submits the final decision of the meeting drawn up in the Personnel section.
- 6.2. If complaints are not submitted within five working days, then the College's Personnel Department prepares employment agreements and hands them over to the Director for signature.
- 6.3. If complaints have been submitted, employment agreements are prepared and handed over for signature within five working days after the applicant receives a positive decision of the appeal commission in the College Personnel Department.