

## **REGULATIONS ON THE ELECTION PROCEDURE OF ACADEMIC STAFF**

### **1. GENERAL TERMS AND CONDITIONS**

1.1 These Regulations prescribe the procedure for election to the academic positions of the JSC “Transport and Telecommunication Institute” (hereinafter - TSI) - professor, associate professor, assistant professor, lecturer, assistant. The academic staff of TSI is selected through an open competition among the applicants who best meet the conditions of the competition. In the regulations regarding vacancies, a vacancy shall be deemed as the position the competition has been called for.

1.2 Persons elected to academic positions during the year may only be elected within the limits of the established list of vacancies and budget approved by the Department. Unintended changes may only be made with the written consent of the TSI Board. When planning changes to the established plan of the academic staff for the following budget year, the Heads of Department must determine the number of academic staff to be elected during the year, specifying their position and the period of their election, and justifying the need for this election. These changes must be agreed with the Dean of the faculty concerned.

1.3 The Senate, the Senate Competition Commission and the Administration are responsible for organising and conducting the competition for election to academic positions. The technical support of the competition procedure and the communication with the applicants are carried out by the Personnel Department.

1.4 The aim of the competition is to select and elect the academic staff that meets the qualification, work experience requirements of the respective academic position, has the required level of competence and is more competitive compared to other applicants.

1.5 Tasks of the competition:

- to ensure that the electoral process is transparent so that all eligible candidates are able to participate,
- to offer all applicants equal opportunities to demonstrate their qualifications and competences;
- to ensure that applicants are objectively and impartially assessed.

1.6. Requirements for the tenderer to participate in the competition:

- general requirements for academic staff laid down in the Republic of Latvia Law on Education, Law on Higher Education Institutions and the Constitution of TSI,
- the qualifications and competences of the academic staff as defined in the relevant job descriptions,
- additional requirements imposed by the organisers of the competition.

1.7 Election of the professor and associate professor for academic positions shall take place on the Board of Professors in the relevant field. Election in the academic positions of assistant professor, lecturer, assistant is organised and realised by TSI.

1.8 TSI shall enter into an employment agreement with the person elected for the term of office - 6 (six) years.

## **2. PROCEDURES FOR THE ORGANISATION AND SELECTION OF ACADEMIC STAFF IN ACADEMIC POSTS**

2.1 The election procedure for academic positions includes:

- 2.1.1. submission of an application prepared by the Head of Department and agreed with the Dean of the Faculty, Vice-Rector for Academic Affairs and the Rector on the need to organise a competition for the academic position;
- 2.1.2. announcement of competition for academic staff;
- 2.1.3. acceptance of application documents from candidates;
- 2.1.4. Initial evaluation of the compliance of the applicant's documents with the established requirements in the Personnel Department;
- 2.1.5. assessment of applicants' pedagogical skills in the Faculty - conducting an open class, after which the Dean, the Head of the Department gives an opinion, a recommendation;
- 2.1.6. evaluation of the information and professional abilities of the applicants in the Senate Competition Commission;
- 2.1.7. Voting of the members of the Senate Competition Commission and recommendation to the Senate regarding the election/non-election of the candidate to the academic position.

2.2 The competition shall be announced for vacant posts for permanent academic staff or for posts which will be vacant within two to three months due to the expiration of the term for the election of the academic staff, according to the posts and budget approved by the relevant department.

2.3. The decision to announce the competition is made by the TSI Rector.

2.4 The Personnel Department publishes a vacancy notice on the vacancies section of the TSI website in the working languages of the website and the recruitment portal that TSI has entered into an agreement with. The notice of competition must state the title of the academic position to which the competition is being advertised, a full description of the requirements for the applicant for the academic position, subject to the requirements of the faculty and legislation, the list of documents to be submitted and the closing date. The time limit for the submission of documents shall be no less than 30 days from the date of publication of the notice of the invitation to participate in the competition.

Applicants wishing to take part in the competition shall submit the following documents to the Personnel Department:

- 2.5.1. An application addressed to the Rector of TSI;
- 2.5.2. curriculum vitae (CV) in Latvian and English;
- 2.5.3. copies of documents - higher education diploma, scientific degree and scientific title diploma (if requested in accordance with competition rules), presenting originals and copies of scientific publications for the last 6 (six) years. Documents obtained abroad must be certified by the AIC. The PhD must be approved by the industry's Doctorate Council;
- 2.5.4. a copy of the certificate of proficiency in the official language (for applicants who have not received education in the official language), presenting the original;
- 2.5.5. self-assessment of the scientific and pedagogical qualification of the candidate for the academic position in accordance with the "Recommendations on the Procedure for the Election of Professors and Associated Professors and the Criteria for the Assessment of

the Qualification of Applicants” approved by the Higher Education Council (Annex 1). Applicants for the post of Assistant Professor or Lecturer should also submit the same form of self-assessment by completing the appropriate fields for the position in question.

In addition to the abovementioned documents, the applicant may attach other evidence of competence (copies thereof) of his/her choice (certificates, licences, recommendations, etc.).

2.6 If necessary, the Personnel Department provides the applicants with the opportunity to get acquainted with the working conditions of the vacant academic position, as well as informs the applicants about the date and time of the Senate Competition Commission.

2.7 Within three working days of receipt of the documents from the Applicant, the Personnel Department, in consultation with the Head of the relevant department, shall assess their completeness, reliability and compliance of the information provided with the competition requirements and submit the Applicant's documents to the Chairman of the Senate Competition Commission. The Chairman of the Senate Competition Commission shall determine the date of the meeting of the Competition Commission.

2.8 Upon receipt of the documents, the Chairman of the Senate Competition Commission shall forward the information about the applicant to the head of the department holding the vacant academic position and instruct it to organise the examination of the competence of the applicants.

2.9 The Chairman of the Senate Competition Commission shall designate 1 (one) expert from the TSI academic staff who is competent in the respective field to evaluate the documents submitted by the applicants in more detail.

2.10 The meeting of the Senate Competition Commission shall be organised within the time period set by the Chairman of the Senate Competition Commission, but not earlier than 2 (two) weeks after the deadline for submission of the competition documents. The following are invited to the Competition Commission meeting:

- Heads of departments and Deans of the faculties at which vacant posts are advertised,
- Rector, Vice-Rector for Academic Affairs,
- Experts who have examined the documents submitted by the applicants,
- Applicants,
- Representative of Personnel Department.

2.11 The Senate Competition Commission, at its meeting, evaluates the compliance of the applicant's scientific, pedagogical and organisational competence with the published requirements of the competition, hears the evaluation of experts and department heads, and conducts personal interviews with the applicant. If necessary, the Senate Competition Commission may request additional information about the Applicant. The Senate Competition Commission shall be responsible to the Senate for the reasonableness of the decision of the Commission, which confirms the compliance of the submitted information with the requirements of the competition.

2.12 The Senate Competition Commission shall, by its decision, nominate the most suitable candidates for the academic position by submitting the Senate a reasoned opinion (in the form of a list starting with the most appropriate) of all the candidates or approach the Rector with the recommendation to organise repeated competition due to a lack of appropriate candidates.

2.13 The Senate Competition Commission shall decide by a majority of votes on each applicant individually, provided that more than half of its members are present at the meeting.

2.14 The decisions of the Senate Competition Commission shall be recorded in the minutes. The documents of the candidate (s) nominated by the Competition Commission shall be submitted to

the Chairman of the Senate for inclusion in the agenda of the next Senate meeting on the issue of election to the academic position.

2.15 Based on the decision of the Senate Competition Commission, the Senate Secretary prepares a separate bulletin for each academic position determined by secret voting. Where elections are announced in the same department for more than one academic post, a single bulletin shall be drawn up indicating the number of vacancies (Annex 2). The number of bulletins must be equal to the number of senators.

2.16 The decision on the appointment of Professor and Associate Professor shall be taken by the Board of Professors in the relevant field, in accordance with the procedures in force on that Board. The Senate, on the basis of the decision of the Senate Competition Commission, as well as the documents submitted by the Applicant, discussions with the Applicant by open majority vote of the Senators present decides whether to recommend or not-recommend the Applicant for the position of Professor or Associate Professor in the Professor's Council of the respective field. The Secretary of the Senate shall, within three working days after the Senate meeting, prepare a transcript of the minutes of the Senate sitting with a decision regarding recommendation of the respective candidate to be elected in the Professor's Council of the respective field and submit it to the Personnel Department.

2.17 The decision on the election of the candidate for the academic position of an Assistant Professor, Lecturer or Assistant shall be taken by a secret vote in the Senate Sitting.

Senate Session secret voting procedure:

- 2.18.1 before the beginning of the voting, the Senate, by a simple majority vote, openly elects the Vote Counting Committee from the senators present, consisting of 3 people and its chairman;
- 2.18.2 The Vote Counting Committee shall verify the accuracy of the ballot papers prepared by the Secretary of the Senate and determine their number, taking into account the number of Senate members present. Surplus ballot papers are destroyed;
- 2.18.3 The Vote Counting Committee shall publicly inspect the ballot box and seal it before the beginning of the secret voting. The Senate Secretary distributes bulletins to members of the Senate;
- 2.18.4. Members of the Senate vote by marking in the box of the bulletin opposite each candidate "for" or "against";
- 2.18.5. at the end of the voting process, the Vote Counting Committee shall remove the ballot papers from the ballot box, add up the total number of ballot papers in the ballot box and the number of votes in favour or against for each applicant individually. If the number of votes in favour of any of the applicants does not exceed 50%, a second ballot shall take place, to which the 2 (two) applicants having obtained the largest number of votes in favour shall be nominated. The results of the counting of votes for each round of voting shall be recorded (Annex 3);
- 2.18.6. The chairman of the Vote Counting Committee reads the minutes to the Senate. The Senate approves the minutes by a simple majority vote;
- 2.18.7. The minutes of the Vote Counting Committee shall be appended to the minutes of the Senate Sitting minutes;
- 2.18.8. Applicant with the number of votes in favour exceeding the number of votes against shall be considered elected in the academic position;
- 2.18.9. If the votes cast for the candidate are equal to the number of votes cast against, the vote shall be taken again by secret voting. If, in the event of a re-vote, the number of votes

in favour does not exceed the number of votes cast against, the candidate shall be considered unelected in the academic position.

2.19 Within three working days after the Senate meeting, the Secretary of the Senate shall submit the Personnel Department an extract from the minutes of the Senate Sitting regarding the results of the competition for election to academic positions. The Personnel Department shall keep the documents submitted by the Applicants.

2.20 Within three working days of receipt of the transcript of the Senate Sitting, the Personnel Department shall notify the Applicant regarding the Senate Sitting decision and within 5 (five) working days shall prepare the necessary amendments to the agreements or conclude employment agreements. In the case of the election of a professor or associate professor, the documents shall be handed over to the applicant for submission to the appropriate Professors' Council.

2.21 In the case of complaints about the violation of the electoral procedure, the Applicant may submit a written complaint to the Chairman of the Senate of TSI within 5 working days after the election. The Chairman of the Senate sets up a commission for reviewing it and sets a deadline for reviewing the complaint - not more than 1 month. A reply signed by the Chairman of the Senate is sent to the complainant in writing.

## Self-assessment of scientific and pedagogical qualification of TSI academic position applicant

Applicant's name, surname, degree: \_\_\_\_\_

Criterion	Years 20 __— 20__ (6 years)		Notice
	Quantity	List of specific results	
<b>1. In the evaluation of scientific qualification:</b>			
1.1 Scientific articles in publications included in the list of peer-reviewed scientific publications approved by the Latvian Council of Science (five for professors, three for associate professors)			
1.2 Participation in international scientific conferences (with any report) in Latvia and abroad (five conferences for professors, three conferences for associate professors)			
1.3 Management of the Latvian Council of Science and other national research projects or participation in their implementation			

1.4 Management or participation in internationally funded research projects			
1.5 Management or participation in scientific contract work			
1.6. Expert activity in the Latvian Council of Science and international projects and programmes			
1.7 Management or participation in international artistic and sports projects and participation in exhibitions and competitions			
1.8 Patents and licences received			
<b>2. Evaluation of scientific qualification:</b>			
2.1 Doctoral thesis management			
2.2 Master's thesis management			
2.3. Lecture and seminar management			
2.4 Development of study course (subject) programmes			
2.5 Development and management of study programmes			
2.6 Participation with papers in academic conferences			

2.7 Preparation of textbooks and teaching aids and their publication or published works			
2.8 In-service training in foreign and Latvian higher education institutions or research institutions			
2.9 Lecturing in foreign universities			
<b>3. Evaluation of organisational competence (related to academic and social activities):</b>			
3.1. Managing or participating in the work of scientific and academic commissions or collegiate bodies;			
3.2 Managing or participating in the work of the International Conference Organisation Commission;			
3.3 Managing or participating in the editorial board of a scientific publication;			
3.4 University, faculty, institute, professor group, department, laboratory management;			
3.5 Managing or participating in international scientific, academic or artistic associations;			
3.6 Officially approved consultant to companies established by the state, municipalities and other legal or natural persons.			

\_\_\_\_\_ 20\_\_

\_\_\_\_\_ (Name and surname)  
Signature

---

*(Senate Session date)*

**ELECTION SECRET VOTING BULLETIN**

---

*[Position Title]*

<b>Number of vacancies announced</b>	<b>Name, surname of the candidate</b>	<b>for</b>	<b>against</b>

*The voter expresses his/her attitude towards the applicant by placing a cross in the "for" or "against" box.*

*A bulletin shall be considered valid if the number of votes in favour is equal to or less than the number of vacant posts.*

