



# LIEPĀJAS UNIVERSITĀTE

## APPROVED

At the meeting of LiepU Senate on 14  
June 2021,  
Minutes No. 13

## REGULATION ON ELECTION TO ACADEMIC POSITIONS

Issued in accordance with Part 1, Clause 2.4 of the  
Constitution of Liepaja University

in Liepaja

### 1. General provisions

1. The Regulation of the University of Liepaja (hereinafter – LiepU) on Election to Academic Positions (hereinafter – the Regulation) determines the requirements, process and procedure for election to academic positions.
2. The Regulation has been issued in accordance with the Education Law of the Republic of Latvia (hereinafter – RL), the Law on Higher Education Institutions, the Law on Scientific Activity, the Labour Law, the LiepU Constitution, Cabinet Regulation No. 129 “Procedures for the Evaluation of the Scientific and Teaching Qualification or Artistic Creation of a Candidate for the Position of Professor or Associate Professor and Professor or Associate Professor holding the position” and other applicable normative/legal acts.
3. Academic positions at LiepU are:
  - 3.1. Teaching staff: professor, associate professor, docent, lecturer, assistant.
  - 3.2. Scientific staff: leading researcher, researcher, research assistant.

### 2. Procedure for creating academic positions

4. In accordance with the LiepU development strategy, the number of positions of a professor and associate professor in the respective science and art field/sub-field is approved by the Senate upon the proposal of the Faculty Council and the approval of the Council of Science.
5. The number of positions of assistant professors, lecturers and assistants according to need in the relevant science and art field/sub-field, for the implementation of appropriate study programmes and funding opportunities, is determined by the Rector upon the proposal of the Faculty Council.
6. The number and list of positions of leading researchers, researchers and research assistants in the relevant science field/sub-field shall be determined by the Rector upon the proposal of the Council of the Scientific Institute.

### 3. Qualification requirements and tasks of academic positions

#### 3.1. Teaching staff

7. The requirements and tasks for applicants for the positions of **professor and associate professor** are specified in the LiepU Regulations “Regulation on Election of Professors and Associate Professors, Evaluation Procedures and Councils of Professors at the University of Liepaja”.

8. Applicants for the position of a **docent**.

8.1. **An applicant for the docent position can be a person who has:**

- 8.1.1. doctoral degree;
- 8.1.2. academic and professional qualification corresponding to the field/sub-field of science in accordance with the requirements of LiepU (see Annex 1 to the Regulations “Form of evaluation of the scientific, teaching qualification and/or artistic creation work of the candidate for the position of a docent”);
- 8.1.3. total scientific and academic work experience is not less than 3 years, of which at least 1 year is academic work at the university;
- 8.1.4. knowledge of the state language and foreign languages in accordance with the requirements of regulatory enactments;
- 8.1.5. the ability to carry out studies, including study methodological, scientific research and/or artistic creation work corresponding to the scientific field/sub-field or art field, to manage students’ scientific/creative works;
- 8.1.6. willingness and ability to improve its academic and scientific qualifications.

Exceptionally, a person with higher education but without a scientific degree may apply for the position of assistant professor in the profile subjects of the professional study programme, if he or she has at least seven years of practical work experience in accordance with the study subject to be taught, as well as has developed scientific methodological works.

In art specialties, a person who has active and significant artistic creativity in the national culture can be elected as an assistant professor, which is confirmed by documents on participation in competitions, festivals, exhibitions, art shows, symposia, forums, etc. or publications in academic journals. The length of work experience in the relevant art field must be at least seven years.

Upon election to the position, the assistant professor acquires the right to manage scientific research or the process of artistic creation and to perform educational work in accordance with the title of the assistant professor’s position.

8.2. **The main tasks of the position of a docent are:**

- 8.2.1. to perform study methodological work – to prepare/develop study course (s) programme (s), study materials, methodological assets, etc.;
- 8.2.2. to perform study assignments – to give lectures, conduct seminars, practical classes, laboratory works, manage students’ work, etc., as well as to evaluate students' performance;
- 8.2.3. to perform scientific research and/or artistic creation work corresponding to the field/sub-field of science, to manage students' scientific/creative works;
- 8.2.4. to ensure the development and publication of teaching assets, research and other publications;
- 8.2.5. to improve its academic and scientific qualification;
- 8.2.6. to ensure a quality study process at LiepU and participate in its improvement.

9. Applicants for the position of **lecturer**.

9.1. **An applicant for the lecturer position can be a person who has:**

- 9.1.1. doctoral or master’s degree;
- 9.1.2. academic and professional qualification corresponding to the field/sub-field of science in accordance with the requirements of LiepU (see Annex 2 to the Regulations “Form of evaluation of the scientific, teaching qualification and/or artistic creation work of the candidate for the position of a lecturer”);
- 9.1.3. knowledge of the state language and foreign languages in accordance with the requirements of regulatory enactments;

9.1.4. the ability to carry out studies, including study methodological, scientific research and/or artistic creation work corresponding to the scientific field/sub-field or art field, to manage students' scientific/creative works.

Exceptionally, a person with higher education but without a scientific and academic degree may apply for the position of lecturer in the profile subjects of the professional study programme, if he or she has at least five years of practical work experience in accordance with the study subject to be taught.

9.2. **The main tasks of the position of lecturer are:**

9.2.1. to perform study methodological work – to prepare/develop study course (s) programme (s), study materials, methodological assets, etc.;

9.2.2. to perform study assignments – to give lectures, lead seminars, practical classes, laboratory works, students' work, etc., as well as to evaluate students' performance;

9.2.3. to perform scientific research and/or artistic creation work corresponding to the field/sub-field of science, to manage students' scientific/creative works;

9.2.4. to ensure the development and publication of teaching assets, research and other publications;

9.2.5. to improve its academic and scientific qualification;

9.2.6. to ensure a quality study process at LiepU and participate in its improvement.

**10. Applicants for the position of assistant.**

10.1. **An applicant for the assistant position can be a person who has:**

10.1.1. doctoral or master's degree;

10.1.2. academic and professional qualification corresponding to the field/sub-field of science in accordance with the requirements of LiepU (see Annex 3 to the Regulations "Form of evaluation of the scientific, teaching qualification and/or artistic creation work of the candidate for the position of assistant");

10.1.3. knowledge of the state language and foreign languages in accordance with the requirements of regulatory enactments;

10.1.4. the ability to carry out studies, including study methodological, scientific research and/or artistic creation work corresponding to the scientific field/sub-field or art field, to manage students' scientific/creative works.

Exceptionally, a person with higher education but without a scientific and academic degree may apply for the position of assistant in the profile subjects of the professional study programme, if he or she has at least five years of practical work experience in accordance with the study subject to be taught.

10.2. **The main tasks of the assistant position are:**

10.2.1. to perform study methodological work – to prepare/develop study course (s) programme (s), study materials, methodological assets, etc.;

10.2.2. to perform study assignments – to give lectures, lead seminars, practical classes, laboratory works, students' work, etc., as well as to evaluate students' performance;

10.2.3. to perform scientific research and/or artistic creation work corresponding to the field/sub-field of science, to manage students' scientific/creative works;

10.2.4. to ensure the development and publication of teaching assets, research and other publications;

10.2.5. to improve its academic and scientific qualification;

10.2.6. to ensure a quality study process at LiepU and participate in its improvement.

### **3.2. For scientific staff**

**11. Applicants for the position of leading researcher.**

11.1. **An applicant for the leading researcher position can be a person who has:**

11.1.1. doctoral degree;

11.1.2. is an internationally recognised specialist in his/her field who actively performs scientific work and leads/has led a scientific team (group of scientists);

11.1.3. at least 5 years of scientific experience;

11.1.4. Publications corresponding to the requirements of the status of an expert of the Latvian Council of Science in the field/sub-field of the position of leading researcher;

11.1.5. knowledge of the state language and foreign languages in accordance with the requirements of regulatory enactments.

**11.2. The main tasks of the leading researcher are:**

11.2.1. to plan, conduct and manage national and internationally funded research, including projects, in the relevant scientific field/sub-field/interdisciplinary;

11.2.2. to develop and publish internationally cited scientific publications;

11.2.3. to participate in the training of young scientists;

11.2.4. to inform the public about the results of scientific research, to promote the introduction of innovations in the field in the national economy, to popularise scientific achievements and findings;

11.2.5. to improve its scientific qualification;

11.2.6. to ensure high-quality scientific activity in LiepU and participate in its improvement.

**12. Applicants for the position of researcher.**

**12.1. An applicant for the researcher position can be a person who has:**

12.1.1. doctoral or master's degree;

12.1.2. scientific publications relevant to the science field/sub-field in scientific journals or editions, including, during the last 6 years, in at least one internationally peer-reviewed edition included in the database of Web of Science, Scopus, humanities and social sciences and also ERIH+;

12.1.3. ability to independently plan and perform scientific activities in the relevant field/sub-field of science;

12.1.4. knowledge of the state language and foreign languages in accordance with the requirements of regulatory enactments;

**12.2. The main tasks of the researcher are:**

12.2.1. to independently plan and conduct scientific research, as well as to be involved in the work of project groups in the relevant field/sub-field of science;

12.2.2. to develop and publish internationally cited scientific publications;

12.2.3. to inform the public about the results of own scientific research, to promote the introduction of innovations in the field in the national economy, to popularise scientific achievements and findings;

12.2.4. to improve its scientific qualification;

12.2.5. to ensure high-quality scientific activity in LiepU and participate in its improvement.

**13. Applicants for the position of research assistant.**

**13.1. An applicant for the research assistant position can be a person who has:**

13.1.1. doctoral or master's degree;

13.1.2. scientific publications relevant to the science field/sub-field;

13.1.3. ability to carry out scientific activity in the relevant scientific field/sub-field,

13.1.4. knowledge of the state language and foreign languages in accordance with the requirements of regulatory enactments.

**13.2. The main tasks of the research assistant are:**

13.2.1. to conduct scientific research, as well as be involved in the work of project groups in the relevant field/sub-field of science;

13.2.2. Publication of the research results;

13.2.3. to inform the public about the results of own scientific research, to promote the introduction of innovations in the field in the national economy, to popularise scientific achievements and findings;

13.2.4. to improve its scientific qualification;

13.2.5. to ensure high-quality scientific activity in LiepU and participate in its improvement.

## **4. Procedure for election to academic positions**

### **4.1. General organisation of elections**

- 14.** Election to an academic position confirms the compliance of a person's academic and professional qualification with the requirements of the field of science and art in both study and research work.
- 15.** Residents of both the Republic of Latvia and foreign countries can be elected to academic positions.
- 16.** Elections to academic positions are made by open competition by open voting:
  - 16.1.** For an indefinite period of time – professors, associate professors.
  - 16.2.** For six years – docents, lecturers, assistants, leading researchers, researchers, research assistants.  
Assistants/research assistants without a doctorate may be elected no more than twice in a row.
- 17.** The election procedure for professors and associate professors is carried out by the council of the professors of the field and the elections are held in accordance with the LiepU regulations “Regulation on Election of Professors and Associate Professors, Evaluation Procedures and Councils of Professors at the University of Liepaja”.
- 18.** The election procedure for docents is performed by the LiepU Senate.
- 19.** The election procedure for lecturers and assistants is carried out by the council of the respective faculty.
- 20.** The election procedure for leading researchers, researchers and research assistants shall be carried out by the councils of the relevant scientific institutes; if the councils have not been elected – the Council of Science.
- 21.** On the proposal of the Faculty Council/Council of the Scientific Institute, to which the tasks of the respective position are attached, the Personnel and Document Management Division announces a competition in the official publication “Latvijas Vēstnesis” (elsewhere if necessary) for academic positions that expire, as well as for vacant academic positions. If the position provides for a part-time job, this shall be indicated in the publication of a vacancy.  
The competition may not be open to positions held by women who are on maternity leave or positions of persons who are on parental leave.
- 22.** Elections for academic positions take place no later than 4 months after the announcement of the competition.

### **4.2. Submission of documents**

- 23.** Persons who wish to participate in the competition shall submit the following documents to the Personnel and Document Management Department of LiepU within one month after the public announcement of the competition:
  - 23.1.** An application addressed to the Rector of LiepU, indicating the position for which the person is applying and a reference to the competition announcement (publication date and website).
  - 23.2.** Copies of documents (diplomas) certifying higher education, academic and scientific degrees approved in accordance with the procedures specified in regulatory enactments.
  - 23.3.** If the higher education, academic or scientific degree was obtained abroad, an opinion must also be submitted as to which academic degree or diploma in Latvia corresponds

- to the diploma obtained abroad (the bachelor's, master's and professional diplomas obtained abroad are compared by the Academic Information Centre in accordance with the binding international agreements).
- 23.4. List of scientific research and/or artistic creation works published in the last six years; in art specialties – a list of exhibitions, competitions in which the candidate has participated.
  - 23.5. Curriculum vitae – CV, as well as a summary of research, academic, administrative and organisational work experience.
  - 23.6. Other documents that the candidate wishes to attach to the application in order to more fully describe his/her qualification.
24. The candidate for the position can get acquainted with the tasks and other conditions of the position in the Personnel and Document Management Department of LiepU.
25. A professor or associate professor elected for a definite time shall submit an application addressed to the Rector of LiepU confirming his/her wish to continue his/her work in accordance with the LiepU Regulation “Regulation on Election of Professors and Associate Professors, Evaluation Procedures and Councils of Professors at the University of Liepaja”.
26. LiepU Personnel and Document Management Department registers the documents submitted by job applicants and after the submission deadline:
- 26.1. The documents submitted by the candidates for the positions of professor and associate professor shall be submitted to the Chairman of the Council of professors of the field in accordance with the LiepU regulation “Regulation on Election of Professors and Associate Professors, Evaluation Procedures and Councils of Professors at the University of Liepaja”.
  - 26.2. Documents submitted by applicants for the positions of assistant professor, lecturer and assistant shall be submitted to the Dean of the relevant faculty for consideration, who shall act in accordance with Clause 28 of the Regulation.
  - 26.3. The documents submitted by the applicants for the positions of leading researcher, researcher, scientific assistant shall be submitted to the Director of the relevant scientific institute or the Vice-Rector for Science, who shall act in accordance with Clause 29 of the Regulation.

#### **4.3. Examination of applicants' documents and evaluation of applicants**

27. The documents submitted by the candidates for the positions of professor and associate professor shall be reviewed and evaluated in accordance with the LiepU regulation “Regulation on Election of Professors and Associate Professors, Evaluation Procedures and Councils of Professors at the University of Liepaja”.
28. Documents submitted by candidates for the positions of assistant professor, lecturer, assistant shall be reviewed and evaluated by the Senate or the relevant Faculty Council (see, respectively, Clause 18 and 19 of the Regulation):
- 28.1. The Dean of the respective faculty forms a working group from the teaching staff working in the respective field, which prepares a motivated opinion for each candidate for the position of assistant professor, lecturer or assistant, in which it would be recommended to “elect” or “not to elect”.  
For the preparation of this opinion, Annexes 1, 2 and 3 to the Regulation and the information gathered as a result of the assessment of the criteria set out therein shall be used.
  - 28.2. The working group decides on the need to organise an open lecture or class for applicants for the position of assistant professor, lecturer, assistant. It is organised by the Dean. The event is recorded.
  - 28.3. The Dean shall submit the opinion referred to in Clause 28.1:

- 28.3.1. regarding the candidates for the position of docent together with the documents submitted by the applicant for the relevant position to the Chairman of the Senate for the further election procedure;
  - 28.3.2. regarding the candidates for the positions of lecturer and assistant together with the documents submitted by the applicant for the respective position to the Chairman of the Faculty Council for the further election procedure.
  - 28.4. At the meeting of the Senate/Faculty Council, it has the right to decide on the election or non-election of the candidate for the position, if at least 2/3 of its members participate in the meeting.
  - 28.5. The candidate for the respective position is also invited to the meeting of the Senate/Faculty Council.
  - 28.6. After getting acquainted with the documents submitted by the candidates for the position, opinions of the working group, and after negotiations with all the candidates for the respective position, the Senate/Faculty Council makes a decision on the election or non-election of the candidate for the respective position, taking into account the procedure specified in Subparagraph 4.4 of the Regulation.
29. The documents submitted by the candidates for the positions of leading researcher, researcher and research assistant shall be reviewed and the election procedure shall be performed by the Council of Science of the relevant institute or Scientific Council of LiepU (see Clause 20 of the Regulation):
- 29.1. Chairman of the Council of Science of the Institute/Chairman of the Scientific Council of LiepU:
    - 29.1.1. determines the date of the election;
    - 29.1.2. informs the members of the Council regarding the candidates for the position and ensures the acquaintance of the members of the Council with the documents submitted by the candidates for the position;
    - 29.1.3. is entitled to request additional information or additional confirmations regarding the submitted research experience and results from the candidates until the beginning of the meeting;
    - 29.1.4. informs the candidates of the date of the elections and invites them to participate in the meeting;
    - 29.1.5. leads the discussion of applicants and the election procedure.
  - 29.2. At the meeting of the Council of Science of the Institute or the Scientific Council of LiepU, it has the right to decide on the election or non-election of a candidate for the position, if at least 2/3 of its members participate in the meeting.
  - 29.3. The Council of Science of the Institute or the Scientific Council of LiepU shall make a decision regarding the election or non-election of a candidate in the respective position after discussing all the candidates for the position. The absence of the candidate is not an obstacle to the election.

#### **4.4. Procedures for voting and establishment of legal employment relationships**

- 30. The Council of Professors of the field/Senate/Council of the Faculty/Council of the Scientific Institute/Council of Science (hereinafter – the Electoral Institution) shall make a decision on election or non-election by open voting.
- 31. An applicant who has received more than half of the votes of the members of the relevant electoral institution present shall be deemed elected.
- 32. If three or more candidates for the same position are present and none of them obtains more than half of the votes, the second round shall be held at the same meeting, in which the two candidates who have obtained the most votes participate, or several candidates for the position, if they have obtained the same number of votes.

33. If two candidates for the same position are present and neither of them obtains more than half of the votes, the second round of elections shall take place at the same meeting, in which both candidates shall take part again.
34. If elections are announced for several same positions in one structural unit, and the number of candidates is higher than the required number of positions, but the number of candidates required for the election has not obtained the required voting majority for election in all vacancies, then a second round of elections shall take place. Candidates who have obtained the required majority of votes in the first round shall not take part in it. The candidates who have obtained the greatest number of votes in the first round shall participate in the second round of elections for the remaining vacancies, and in the second round of elections, there is one job candidate more than the number of remaining vacancies (in the case that the number of candidates exceeds the remaining number of vacancies).
35. If in the cases referred to in Clauses 32-34 of the Regulation, the candidates in the second round of elections have not obtained the required number of votes for election to the relevant position, then the relevant electoral institution shall decide on further action.
36. The secretary of the relevant electoral institution shall notify the candidates about the results of the competition.
37. Within 3 working days after the election to academic positions, the Secretary of the relevant electoral institution shall submit to the Personnel and Document Management Division:
  - 37.1. The decision of the meeting of the relevant electoral institution (extract from the minutes).
  - 37.2. A set of documents describing the applicant for the relevant position.
38. The Rector and the elected academic staff establish employment relations for the term of election or for an indefinite period of time in accordance with the effective legislation and regulatory enactments of the Republic of Latvia.

## **5. Termination of employment relationship**

39. The employment relationship with the academic staff is terminated by the Rector.
40. The Rector has the right to propose for discussion:
  - 40.1. In the Faculty Council – the issue of non-compliance of the professor, associate professor, docent, lecturer, assistant with the position held.
  - 40.2. In the Council of the Scientific Institute/Council of Science – the issue of non-compliance of the leading researcher, researcher, research assistant with the position held.

Such proposal to the Rector may also be made by the Faculty Councils, Councils of Scientific Institutes, Study Council, Council of Science, heads of structural units, student self-government, student academic groups, members of the Senate.
41. The Rector may terminate the employment relationship with a professor, associate professor, assistant professor, lecturer or assistant due to non-compliance with the position, based on the decision of the Faculty Council, if:
  - 41.1. it has been established that the quality of studies, study methodological and/or creative work does not meet the requirements of LiepU.
  - 41.2. Scientific research and/or artistic creation work is not performed or its results are inconsistent with the position.
  - 41.3. The lecturer is not able to achieve pedagogical contact with students.
42. The Rector may terminate the employment relationship with the leading researcher, researcher, research assistant due to non-compliance with the position, based on the decision



of the Scientific Institute Council/Council of Science, if the research work is not performed or its results are inconsistent with the position.

43. The Rector may also terminate the employment relationship with the academic staff in cases where violations of academic integrity and ethics have been established in accordance with the LiepU Code “Code for Academic Integrity at Liepaja University”, the Regulation “Ethics Commission” and/or based on the Academic Arbitration Court decision.
44. The decision regarding non-compliance with the position and violations referred to in Clauses 41-43 shall be made by the relevant electoral institution/decision-making institution by open voting. If the non-compliance of the person of the academic staff with the position is recognised by 2/3 of the votes present, he/she shall be dismissed within one month after the decision of the relevant electoral institution/decision-making body.
45. At the end of the semester/study year, LiepU terminates the employment relationship with persons who have not been elected to the positions they have previously held, as well as with those who have not submitted an application for participation in the competition, due to the termination of an employment agreement for a definite period of time.
46. In other cases, the employment relationship with the academic staff is terminated in accordance with the effective legislation and regulatory enactments of the Republic of Latvia.

#### **6. Appeals procedure**

47. An appeal regarding violations of the election procedure may be submitted to the Rector no later than 10 (ten) days after the election.
48. The appeal is reviewed within one month by a commission established by the order of the Rector. If necessary, experts may be invited to give a written opinion.
49. The Commission’s conclusion is final. The appellant shall be notified in writing of the Rector’s decision no later than within 3 (three) working days after the conclusion of the commission.

#### **7. Final issues**

50. The Regulation shall enter into force on 1 September 2021.
51. As of 1 September 2021, to declare invalid the Regulation approved at the meeting of the Senate on 20 June 2011 (protocol. No. 13, decision No. 2011/570) “Regulation on Elections to Academic Positions”.

Chairman of the Senate  
Gūtmane

/signature/

Z.

**Candidate for the position of a docent  
scientific, pedagogical qualification and/or artistic creation work evaluation form**

\_\_\_\_\_  
(name, surname of the job applicant)

| Criteria  | LiepU<br>requirement –<br>quantitative<br>evaluation<br>(last 6 years) | Quantitative<br>evaluation of the<br>job<br>evaluation<br>(last 6 years) | Qualitative<br>evaluation of<br>the job<br>applicant<br>(excellent, very<br>good, good,<br>satisfactory or<br>unsatisfactory) |
|---|--|--|---|
| <b>1. SCIENTIFIC QUALIFICATION</b>  |  |  |   |
| <b>1.1. Scientific publications*</b>  | <b>6</b>   |  |   |
| 1.1.1. Anonymously peer-reviewed scientific publications in scientific journals or conference reports indexed in the SCOPUS or Web of Science database, in the humanities and social sciences ERIH+ | 2  |  |   |
| or  |  |  |   |
| peer-reviewed scientific monograph  | 1 or submitted for publication   |  |   |
| and   |  |  |   |
| anonymously peer-reviewed scientific publication in a scientific journal or conference reports indexed in the SCOPUS or Web of Science database, in humanities and social sciences ERIH+            | 1  |  |   |
| 1.1.2. Anonymously peer-reviewed scientific publications indexed in other databases   | 4  |  |   |
| 1.1.3. Peer-reviewed scientific articles in other scientific journals   |  |  |   |
| 1.1.4. Scientific peer-reviews published in scientific journals   |  |  |   |
| <b>1.2. Report at scientific conferences</b>  |  |  |   |
| 1.2.1. Presentation of a report at international scientific conferences in Latvia and abroad  |  |  |   |
| 1.2.2. Presentation of a report at national scientific conferences and seminars   |  |  |   |
| <b>1.3. Scientific research projects, contract assignment, research orders</b>  |  |  |   |
| 1.3.1. Management of internationally funded research projects/programmes or participation in their implementation   |  |  |   |
| 1.3.2. Management of state-funded research projects/programmes or participation in their implementation   |  |  |   |
| 1.3.3. Management of or participation in the implementation of contract assignment/research order   |  |  |   |
| <b>1.4. Patents and licences received</b>   |  |  |   |
| <b>1.5. Activity of LCS expert</b>  |  |  |   |
| <b>1.6. Popular scientific activity</b>   |  |  |   |
| 1.6.1. Publications for the promotion of scientific research (interviews, review articles, etc.)  |  |  |   |
| 1.6.2. Presentations at popular scientific conferences, seminars  |  |  |   |
| 1.6.3. Consulting, management, expertise of students' scientific research works   |  |  |   |
| <b>1.7. Raising scientific qualification in Latvian or foreign universities and scientific institutions</b>   |  |  |   |
| <b>2. ARTISTIC CREATION WORK**</b>  |  |  |   |

|  |  |  |  |
|--|--|--|--|
| <b>2.1. Creative activity abroad: preparation/conducting/participation in concerts/exhibitions/plein airs/workshops</b>  |  |  |  |
| <b>2.2. Creative activity in Latvia: preparation/conducting/participation in concerts/exhibitions/plein airs/workshops</b>                                       |  |  |  |
| <b>2.3. Participation in creative competitions abroad (in the field corresponding to the job title)</b>  |  |  |  |
| <b>2.4. Participation in creative competitions in Latvia (in the field corresponding to the job title)</b>   |  |  |  |
| <b>2.5. Conducting creative groups (choir, ensemble, etc.)</b>   |  |  |  |
| <b>2.6. Other creative activities not mentioned above (in the field corresponding to the job title)</b>  |  |  |  |
| <b>3. PEDAGOGICAL QUALIFICATION</b>  |  |  |  |
| <b>3.1. Lecture/seminar management***</b>  |  |  |  |
| 3.1.1. Lesson management in the bachelor's study programme   |  |  |  |
| 3.1.2. Lesson management in the master's study programme   |  |  |  |
| 3.1.3. Lesson management in the doctoral study programme   |  |  |  |
| 3.1.4. Lesson management for foreign students in Latvia;   |  |  |  |
| 3.1.5. Lesson management in other Latvian or foreign universities, work in the implementation of adult education   |  |  |  |
| <b>3.2. Development of the content of new study programmes/study course programmes</b>   |  |  |  |
| <b>3.3. Study work management</b>  |  |  |  |
| 3.3.1. Supervision of bachelor's thesis (defended works)   |  |  |  |
| 3.3.2. Supervision of master's thesis (defended works)   |  |  |  |
| 3.3.3. Supervision of doctoral theses (supervised works/defended works)  |  |  |  |
| <b>3.4. Published (submitted for publication) teaching assets (books, methodological assets)</b>   |  |  |  |
| <b>3.5. Raising pedagogical qualification in Latvian and foreign universities</b>  |  |  |  |
| <b>4. ORGANISATIONAL WORK RELATED TO SCIENTIFIC, PEDAGOGICAL OR ARTISTIC CREATION WORK</b>   |  |  |  |
| <b>4.1. Conducting or participating in scientific/academic commissions, councils or collegial institutions</b>   |  |  |  |
| <b>4.2. Development or artistic creation project management (project manager, deputy manager, administrator)</b>   |  |  |  |
| <b>4.3. Conducting or participating in the commission of an organisation of international conferences (officially approved member of commissions/committees)</b> |  |  |  |
| <b>4.4. Management or participation on the editorial board of scientific publications (officially approved head/member of the editorial board)</b>               |  |  |  |
| <b>4.5. Management of a study field or study programme (duties of the director)</b>  |  |  |  |
| <b>4.6. Management or participation in national or international scientific, academic or artistic associations</b>   |  |  |  |
| <b>5. OTHER FORMAL CRITERIA</b>  |  |  |  |
| <b>5.1. Obtained degree*** – doctoral degree</b>   |  |  |  |
| – Professional doctoral degree   |  |  |  |
| – Master's degree  |  |  |  |
| <b>5.2. Academic and scientific work experience***:</b>  |  |  |  |
| of them at the university – as an assistant  |  |  |  |
| – as a lecturer  |  |  |  |
| – as a docent  |  |  |  |

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**Candidate for the position of a lecturer  
scientific, pedagogical qualification and/or artistic creation work evaluation form**

\_\_\_\_\_  
(name, surname of the job applicant)

| Criteria  | LiepU<br>requirement –<br>quantitative<br>evaluation<br>(last 6 years) | Quantitative<br>evaluation of the<br>job<br>evaluation<br>(last 6 years) | Qualitative<br>evaluation of<br>the job<br>applicant<br>(excellent, very<br>good, good,<br>satisfactory or<br>unsatisfactory) |
|---|--|--|---|
| <b>1. SCIENTIFIC QUALIFICATION</b>  |  |  |   |
| <b>1.1. Scientific publications*</b>  | <b>4</b>   |  |   |
| Anonymously peer-reviewed scientific publications in scientific journals or conference reports indexed in SCOPUS or Web of Science, in humanities and social sciences ERIH+ or peer-reviewed scientific monograph | 1  |  |   |
| 1.1.1. Anonymously peer-reviewed scientific publications indexed in other databases   | 3  |  |   |
| 1.1.2. Peer-reviewed scientific articles in other scientific journals   |  |  |   |
| 1.1.3. Scientific peer-reviews published in scientific journals   |  |  |   |
| <b>1.2. Report at scientific conferences</b>  |  |  |   |
| 1.2.1. Presentation of a report at international scientific conferences in Latvia and abroad  |  |  |   |
| 1.2.2. Presentation of a report at national scientific conferences and seminars   |  |  |   |
| <b>1.3. Scientific research projects, contract assignment, research orders</b>  |  |  |   |
| 1.3.1. Management of internationally funded research projects/programmes or participation in their implementation   |  |  |   |
| 1.3.2. Management of state-funded research projects/programmes or participation in their implementation   |  |  |   |
| 1.3.3. Management of or participation in the implementation of contract assignment/research order   |  |  |   |
| <b>1.4. Patents and licences received</b>   |  |  |   |
| <b>1.5. Activity of LCS expert</b>  |  |  |   |
| <b>1.6. Popular scientific activity</b>   |  |  |   |
| 1.6.1. Publications for the promotion of scientific research (interviews, review articles, etc.)  |  |  |   |
| 1.6.2. Presentations at popular scientific conferences, seminars  |  |  |   |
| 1.6.3. Consulting, management, expertise of students' scientific research works   |  |  |   |
| <b>1.7. Raising scientific qualification in Latvian or foreign universities and scientific institutions</b>   |  |  |   |
| <b>2. ARTISTIC CREATION WORK**</b>  |  |  |   |
| <b>2.5. Creative activity abroad: preparation/conducting/participation in concerts/exhibitions/plein airs/workshops</b>   |  |  |   |
| <b>2.6. Creative activity in Latvia: preparation/conducting/participation in concerts/exhibitions/plein airs/workshops</b>  |  |  |   |
| <b>2.7. Participation in creative competitions abroad (in the field corresponding to the job title)</b>   |  |  |   |

|  |  |  |  |
|--|--|--|--|
| <b>2.8. Participation in creative competitions in Latvia (in the field corresponding to the job title)</b>   |  |  |  |
| <b>2.7. Conducting creative groups (choir, ensemble, etc.)</b>   |  |  |  |
| <b>2.8. Other creative activities not mentioned above (in the field corresponding to the job title)</b>  |  |  |  |
| <b>3. PEDAGOGICAL QUALIFICATION</b>  |  |  |  |
| <b>3.6. Lecture/seminar management***</b>  |  |  |  |
| 3.6.1. Lesson management in the bachelor's study programme   |  |  |  |
| 3.6.2. Lesson management in the master's study programme   |  |  |  |
| 3.6.3. Lesson management in the doctoral study programme   |  |  |  |
| 3.6.4. Lesson management for foreign students in Latvia;   |  |  |  |
| 3.6.5. Lesson management in other Latvian or foreign universities, work in the implementation of adult education   |  |  |  |
| <b>3.7. Development of the content of new study programmes/study course programmes</b>   |  |  |  |
| <b>3.8. Study work management</b>  |  |  |  |
| 3.8.1. Supervision of bachelor's thesis (defended works)   |  |  |  |
| 3.8.2. Supervision of master's thesis (defended works)   |  |  |  |
| 3.8.3. Supervision of doctoral theses (supervised works/defended works)  |  |  |  |
| <b>3.9. Published (submitted for publication) teaching assets (books, methodological assets)</b>   |  |  |  |
| <b>3.10. Raising pedagogical qualification in Latvian and foreign universities</b>   |  |  |  |
| <b>4. ORGANISATIONAL WORK RELATED TO SCIENTIFIC, PEDAGOGICAL OR ARTISTIC CREATION WORK</b>   |  |  |  |
| <b>4.7. Conducting or participating in scientific/academic commissions, councils or collegial institutions</b>   |  |  |  |
| <b>4.8. Development or artistic creation project management (project manager, deputy manager, administrator)</b>   |  |  |  |
| <b>4.9. Conducting or participating in the commission of an organisation of international conferences (officially approved member of commissions/committees)</b> |  |  |  |
| <b>4.10. Management or participation on the editorial board of scientific publications (officially approved head/member of the editorial board)</b>              |  |  |  |
| <b>4.11. Management of a study field or study programme (duties of the director)</b>   |  |  |  |
| <b>4.12. Management or participation in national or international scientific, academic or artistic associations</b>  |  |  |  |
| <b>5. OTHER FORMAL CRITERIA</b>  |  |  |  |
| <b>1.8. Obtained degree*** – doctoral degree</b>   |  |  |  |
| – Professional doctoral degree   |  |  |  |
| – Master's degree  |  |  |  |
| <b>1.9. Academic and scientific work experience:</b>   |  |  |  |
| of them at the university – as an assistant  |  |  |  |
| – as a lecturer  |  |  |  |
| – as a docent  |  |  |  |

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**Applicants for the position of assistant  
scientific, pedagogical qualification and/or artistic creation work evaluation form**

\_\_\_\_\_  
(name, surname of the job applicant)

| Criteria   | Quantitative<br>evaluation<br>(last six years) | Qualitative<br>evaluation<br>(excellent, very<br>good, good,<br>satisfactory or<br>unsatisfactory) |
|--|--|--|
| <b>1. SCIENTIFIC QUALIFICATION</b>   |  |  |
| <b>1.1. Scientific publications*</b>   |  |  |
| <b>1.2. Report at scientific conferences</b>   |  |  |
| 1.2.1. Presentation of a report at international scientific conferences in Latvia and abroad                               |  |  |
| 1.2.2. Presentation of a report at national scientific conferences and seminars  |  |  |
| <b>1.3. Scientific research projects, contract assignment, research orders</b>   |  |  |
| 1.3.1. Management of internationally funded research projects/programmes or participation in their implementation          |  |  |
| 1.3.2. Management of state-funded research projects/programmes or participation in their implementation                    |  |  |
| 1.3.3. Management of or participation in the implementation of contract assignment/research order                          |  |  |
| <b>1.4. Patents and licences received</b>  |  |  |
| <b>1.5. Popular scientific activity</b>  |  |  |
| 1.5.1. Publications for the promotion of scientific research (interviews, review articles, etc.)                           |  |  |
| 1.5.2. Presentations at popular scientific conferences, seminars   |  |  |
| 1.5.3. Consulting, management, expertise of students' scientific research works  |  |  |
| <b>1.6. Raising scientific qualification in Latvian or foreign universities and scientific institutions</b>                |  |  |
| <b>2. ARTISTIC CREATION WORK**</b>   |  |  |
| <b>2.1. Creative activity abroad: preparation/conducting/participation in concerts/exhibitions/plein airs/workshops</b>    |  |  |
| <b>2.2. Creative activity in Latvia: preparation/conducting/participation in concerts/exhibitions/plein airs/workshops</b> |  |  |
| <b>2.3. Participation in creative competitions abroad (in the corresponding to the job title)</b>                          |  |  |
| <b>2.4. Participation in creative competitions in Latvia (in the corresponding to the job title)</b>                       |  |  |
| <b>2.5. Conducting creative groups (choir, ensemble, etc.)</b>   |  |  |
| <b>2.6. Other creative activities not mentioned above (in the field corresponding to the job title)</b>                    |  |  |
| <b>3. PEDAGOGICAL QUALIFICATION</b>  |  |  |
| <b>3.1. Lecture/seminar management</b>   |  |  |
| 3.1.1. Lesson management in the bachelor's study programme***  |  |  |
| 3.1.2. Lesson management in the master's study programme   |  |  |
| 3.1.3. Lesson management for foreign students in Latvia;   |  |  |
| 3.1.4. Lesson management in other Latvian or foreign universities, work in the implementation of adult education           |  |  |
| <b>3.2. Development of the content of new study programmes/study course programmes</b>                                     |  |  |
| <b>3.3. Study work management</b>  |  |  |
| 3.3.1. Supervision of bachelor's thesis (defended works)   |  |  |
| 3.3.2. Supervision of master's thesis (defended works)   |  |  |

|  |  |  |
|--|--|--|
| <b>3.4. Published (submitted for publication) teaching assets (books, methodological assets)</b>   |  |  |
| <b>3.5. Raising pedagogical qualification in Latvian and foreign universities</b>  |  |  |
| <b>4. ORGANISATIONAL WORK RELATED TO SCIENTIFIC, PEDAGOGICAL OR ARTISTIC CREATION WORK</b>   |  |  |
| <b>4.1. Conducting or participating in scientific/academic commissions, councils or collegial institutions</b>   |  |  |
| <b>4.2. Development or artistic creation project management (project manager, deputy manager, administrator)</b>   |  |  |
| <b>4.3. Conducting or participating in the commission of an organisation of international conferences (officially approved member of commissions/committees)</b> |  |  |
| <b>4.4. Management or participation on the editorial board of scientific publications (officially approved head/member of the editorial board)</b>               |  |  |
| <b>4.5. Management of a study field or study programme (duties of the director)</b>  |  |  |
| <b>4.6. Management or participation in national or international scientific, academic or artistic associations</b>   |  |  |
| <b>5. OTHER FORMAL CRITERIA</b>  |  |  |
| <b>5.1. Obtained degree***</b> – doctoral degree   |  |  |
| – Professional doctoral degree   |  |  |
| – Master's degree  |  |  |
| <b>5.2. Academic and scientific work experience:</b>   |  |  |
| of them at the university – as an assistant  |  |  |
| – as a lecturer  |  |  |
| – as a docent  |  |  |

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