



LIEPĀJAS UNIVERSITĀTE

APPROVED

At Liepaja University Council meeting of
23 December 2022, prot. No. 25.

REGULATIONS FOR THE ELECTION OF THE RECTOR OF THE LIEPAJA UNIVERSITY

Issued in accordance with
Section 17 of the Law on Higher Education and
Paragraph 15 of the Constitution (*Satversme*) of the Liepaja University

I. GENERAL MATTERS

1. The Regulations for the election of the Rector of Liepaja University (hereinafter - the Regulations) determine the procedure for nomination of candidates for the position of the Rector and the procedure for election of the Rector.
2. The Regulations, its supplements or amendments shall be approved by the Liepaja University Council.
3. The Rector is the highest standing official of LiepU, who exercises general administrative management of LiepU and represents the University without any special authorisation.
4. The competence of the Rector is defined in the Law on Higher Education Institutions and the Liepaja University Constitution.
5. The Liepaja University Council shall organise the regular election of the Rector of Liepaja University not later than six months before the end of the Rector's term of office.¹
6. The advertisement for the position of Rector of LiepU is posted:
 - 6.1. in Latvian and English - on LiepU official website www.liepu.lv;
 - 6.2. in Latvian - on the official website "Latvijas Vēstnesis";
 - 6.3. in English - on the *EURAXESS* portal;
 - 6.4. in other platforms - at the discretion of the LiepU Council.
7. Candidates for the position of Rector of LiepU shall apply at least within one month after the publication of the competition announcement in "Latvijas Vēstnesis".
8. Candidates for the position of Rector of LiepU shall be selected by the LiepU Council in an open international competition. The competition is organised and the selection of candidates (hereinafter referred to as "the selection") takes place in three rounds.

II. REQUIREMENTS FOR CANDIDATES FOR THE POSITION OF RECTOR

9. Any person (hereinafter - candidate) who meets the following requirements for the position of the Rector may apply for the position of the Rector of LiepU:
 - 9.1. doctorate in science;

¹ This deadline does not apply to the 2022 and 2023 competition for position of Rector of LiepU.

- 9.2. experience and scientific achievements;
 - 9.3. experience and achievements in higher education or innovation;
 - 9.4. at least 3 years' experience in a top manager capacity;
 - 9.5. experience of working in an international environment;
 - 9.6. impeccable reputation;
 - 9.7. a minimum of C level 1 in Latvian language proficiency and a minimum of C level 1 in English language proficiency;
 - 9.8. strategic and analytical thinking;
 - 9.9. communication, reasoning, leadership and financial management skills and experience;
10. When applying for the position of Rector, in the order specified in the advertisement, the candidate shall submit:
- 10.1. a motivation letter, including information on compliance with the criteria set out in Paragraph 9, including a certificate of good repute, as well as a vision of the strategic development of LiepU in the form of a thesis;
 - 10.2. copies of documents certifying education, academic and scientific qualifications, approved in accordance with the procedure laid down by the laws and regulations;
 - 10.3. *Curriculum Vitae*, including a list of scientific publications or other evidence of activities in the field of science and higher education or innovation.

III. 1st SELECTION ROUND

11. LiepU Council shall establish a Rector Selection and Evaluation Committee, which, in addition to the Council members, shall also include representatives of the Constitutional Assembly, Senate, Student Council and trade union.
12. The Rector Selection and Evaluation Committee established by the LiepU Council within 10 (ten) working days after the application deadline shall:
- 12.1. taking into account of the documents submitted by the candidates:
 - 12.1.1. assess the conformity of the documents submitted by the candidates with the requirements and criteria (pass/fail, is specified/is not specified) of Paragraphs 9 and 10 of the Regulations;
 - 12.1.2. on a scale from 1 to 5 (where 1 is the lowest and 5 the highest mark), in accordance with the requirements and criteria set out in Paragraphs 9 and 10 of the Regulations, assess the candidates' compliance with the requirements of the position of Rector and vision for the strategic development of LiepU;
 - 12.2. promote up to 5 candidates with the highest average marks to the second round of the competition.

III. 2rd SELECTION ROUND

13. Within two weeks, the candidates nominated for the 2nd round of the selection process will prepare a comprehensive vision of LiepU's strategic development in the following areas:
- 13.1. development and quality of study programmes, increasing student numbers and motivation, motivating and up-skilling academic staff, developing doctoral programmes;
 - 13.2. development of basic and applied research and artistic creativity, internationally peer-reviewed publications, monographs, patents, artistic creativity, project attraction opportunities, knowledge and technology transfer to the economy, cooperation with policy makers and industries, provision of research and creative infrastructure;
 - 13.3. local, national and international cooperation in studies and research;
 - 13.4. ensuring financial sustainability, attracting funding to LiepU, developing lifelong learning offer;
 - 13.5. building LiepU's reputation, working with different groups of society and graduates.

14. The Council shall organise a job interview, where candidates present to the Rector Selection and Evaluation Committee their vision of LiepU's strategic development and answer questions. The Rector Selection and Evaluation Committee will rate the candidate on a scale of 1 to 5 (1 being the lowest and 5 the highest mark):
 - 14.1. the elaborated vision on the strategic development of LiepU (50% of the second round score);
 - 14.2. management skills (20% of the second round score);
 - 14.3. communication skills (15% of the second round score);
 - 14.4. financial management skills (15% of the second-round score).
15. The Rector Selection and Evaluation Committee, summarising the results of the 1st and 2nd rounds of the selection process, shall promote one or more candidates (in order of priority, according to the scores obtained) for consideration by the Liepaja University Council.
16. LiepU Council shall nominate one or more candidates (in priority order) for election to the LiepU Constitutional Assembly, providing the following information:
 - 16.1. a *Curriculum vitae* (without the applicant's personal identification number, contact details and other information, disclosure of which is not permitted by law);
 - 16.2. the candidates' vision of LiepU's strategic development (in full);
 - 16.3. The results of the Rector Selection and Evaluation Committee's assessment of the nominees.
17. After the decision of the LiepU Council is sent to the Constitutional Assembly, information on the candidates is made public.
18. LiepU Council offers candidates the opportunity to meet LiepU staff before the Rector election at the Constitutional Assembly.

III. 3rd SELECTION ROUND

19. No later than one month after the end of the second round of selection, a meeting of the LiepU Constitutional Assembly is convened to elect the Rector.
20. The election of the Rector of LiepU is held in person at a meeting of the Constitutional Assembly, by secret ballot.
21. A meeting of the Constitutional Assembly at which the election of the Rector is held shall be quorate if more than half (26) of the members of the Constitutional Assembly are present in person.
22. If a smaller number of members of the Constitutional Assembly is present, the President of the Constitutional Assembly shall fix a new date for the convening of the Constitutional Assembly. There must be an interval of at least 1 (one) week between these Constitutional Assembly meetings.
23. The meeting of the Constitutional Assembly shall be chaired by the President of the Constitutional Assembly or his/her Deputy and recorded in the minutes by the Secretary of the Constitutional Assembly.
24. At the beginning of the consideration of the issue on the election of the Rector, the Chairman of the Constitutional Assembly gives the floor to the candidates on the list, who outline their proposed vision for the strategic development of the Liepaja University and answer the questions of the members of the Constitutional Assembly. The hearing is held individually, without the presence of other candidates in the room.

25. After all the candidates have spoken, the Chairman of the Constitutional Assembly invites the members of the Constitutional Assembly to take the floor in the debate, establishing the following rules of procedure for the debate:
 - 25.1. 5 minutes for the first speech;
 - 25.2. 2 minutes for a repeat speech;
 - 25.3. registration for the debate is by applying to the Secretary of the Constitutional Assembly;
 - 25.4. on a proposal by the Chairman of the Constitutional Assembly or by the members of the Constitutional Assembly, the Constitutional Assembly may vote to adjourn the debate.
26. The Chairman of the Constitutional Assembly, in cooperation with the Deputy and the Secretary, shall prepare the ballot papers for the secret ballot before the announced meeting of the Constitutional Assembly. All candidates for the position of Rector shall be entered in alphabetical order on a single ballot paper.
27. The Constitutional Assembly, on the proposal of its Chairman, elects the Vote Counting Committee, which ensures and implements the entire voting process. The Vote Counting Committee shall be composed of three elected and confirmed members of the Constitutional Assembly. The duties of the Vote Counting Committee include: counting the ballot papers, preparing the election protocols and announcing the election results to the Constitutional Assembly.
28. Before receiving the ballot papers and voting, the Vote Counting Committee familiarises the members of the Constitutional Assembly with the form of the ballot papers, explains in detail by way of example the operations with the ballot paper, lists the cases in which the ballot paper is considered invalid.
29. When all the participants of the Constitutional Assembly have received the ballot papers and voted by signing the list, the Vote Counting Committee shall count the votes in the voting room and draft the election protocol, recording the results of the voting. Ballot papers which do not correspond to the ballot papers prepared by the Vote Counting Committee, which are torn or otherwise damaged and which do not make it possible to determine the voter's attitude towards each candidate on the ballot paper, as well as ballot papers which leave more than one candidate or all candidates are crossed out, shall be declared invalid.
30. To prevent counting errors, the Vote Counting Committee follows the so-called four-eyes principle - no one member of the Vote Counting Committee is in charge of counting all or part of the vote, and members of the committee keep control of each other.
31. The protocol shall be signed by all members of the Vote Counting Committee who participate in the work of the Committee. The process of counting the votes is supervised by the Chairman of the Constitutional Assembly and members of the LiepU Council.
32. Before the announcement of the vote of the Constitutional Assembly, the candidates are invited into the hall.
33. The Chairman of the Vote Counting Committee shall announce the results of the Constitutional Assembly elections.
The Rector is elected if more than half of all members of the LiepU Constitutional Assembly vote in favour.
34. If in the first round of elections at the LiepU Constitutional Assembly no candidate has obtained the required number of votes, the elections shall be repeated, each subsequent round

excluding the candidate who received the lowest number of votes in the previous round. In this case, elections are held on the same day, in one or more rounds, until:

34.1. one of the candidates has obtained the required number of votes; or

34.2. there is only one candidate left who has received the highest number of votes, but this falls short of the number required for election - in which case a separate ballot is held for the one remaining candidate.

35. If the Council nominates one candidate who fails to obtain the required number of votes, no separate additional ballot shall be held for that candidate.

36. The results of the vote shall be approved by the LiepU Constitutional Assembly by a simple majority of the votes of the members of the Constitutional Assembly present.

37. The Rector shall be elected for a term of five years, and not more than twice.

38. The newly elected Rector shall take office at the end of the previous Rector's term of office, one month after his or her election as Rector.

IV. FINAL MATTER

39. To declare the LiepU Regulations "Regulations for the election of the Rector of the Liepaja University" (approved at the LiepU Council meeting on 15 June 2022, prot. No 11).

Chairman of the Council (signature) A. Grafts