

with amendments approved at the meeting of the Senate on November 17, 2020, protocol No. 01-7/ 3

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. The election of persons for academic positions during the year can only take place within the framework of the list of positions and budget approved for the faculty. 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. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*
- 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:
 - 1.5.1. to ensure that the electoral process is transparent so that all eligible candidates are able to participate,
 - 1.5.2. to offer all applicants equal opportunities to demonstrate their qualifications and competences;
 - 1.5.3. to ensure that applicants are objectively and impartially assessed.
- 1.6. 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, and assistant is organised and realised by TSI.
- 1.7. TSI shall enter into an employment agreement with the person elected for the term of office - 6 (six) years.

2. REQUIREMENTS FOR APPLICATIONS FOR ACADEMIC POSITIONS

(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)

- 2.1. Requirements for the applicant for participation in competition:
 - 2.1.1. The 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,
 - 2.1.2. the qualifications and competences of the academic staff as defined in the relevant job descriptions,
 - 2.1.3. additional requirements imposed by the organisers of the competition.
- 2.2. for the position of **professor** can apply a person who is an internationally recognized specialist in his field, who actively conducts scientific work and provides high-quality research in the relevant field of science and meets the following criteria:
 - 2.2.1. Doctor degree;
 - 2.2.2. At least three years of academic work experience as an associate professor;
 - 2.2.3. Compliance with at least 3 (three) scientific and qualification criteria established by the Cabinet of Ministers Regulations No. 391 dated 04.09.2001, incl. is the author of at least 5 scientific publications in the relevant field of science;
 - 2.2.4. Compliance with at least 5 (five) pedagogical qualification criteria established by the Cabinet of Ministers Regulations No. 391 dated 04.09.2001;
 - 2.2.5. Compliance with at least 3 (three) organizational competence criteria established by the Cabinet of Ministers Regulations No. 391 dated 04.09.2001;
- 2.3. For the position of **associate professor** can apply a person who is a recognized specialist in his field, who actively performs scientific work, provides and monitors educational work and meets the following criteria:
 - 2.3.1. Doctor degree;
 - 2.3.2. At least three years of academic experience as an assistant professor;
 - 2.3.3. compliance with at least 2 (two) scientific and qualification criteria established by the Cabinet of Ministers Regulations No. 391 dated 04.09.2001, incl. is the author of at least 3 scientific publications in the relevant field of science;
 - 2.3.4. compliance with at least 4 (four) pedagogical qualification criteria established by the Cabinet of Ministers Regulations No. 391 dated 04.09.2001;
 - 2.3.5. Compliance with at least 1 (one) organizational competence criteria established by the Cabinet of Ministers Regulations No. 391 dated 04.09.2001;
- 2.4. A person who has a doctoral degree, publications corresponding to the field of science, who is able to read lecture courses, conduct seminars, practical classes, laboratory work, perform individual research work, and who has at least 2 (two) years of pedagogical work experience at a higher education institution can apply for the position of **docent**.
- 2.5. A person who has a doctor's or master's degree, scientific publications relevant to the field, and who is able to give lecture courses, conduct seminars, practical classes and laboratory work can apply for the position of a **lecturer**.
- 2.6. A person who has a master's degree or who is studying for a master's degree in a relevant field, who is able to lead seminars, practical classes, laboratory work, and participate in research work can apply for the position of an **assistant**.
- 2.7. When evaluating the applicants' compliance with the position, the indicators of scientific, pedagogical and organizational activity of the last 6 years are taken into account.

3. PROCEDURES FOR THE ORGANISATION AND SELECTION OF ACADEMIC STAFF IN ACADEMIC POSTS

- 3.1. The election procedure for academic positions includes:
 - 3.1.1. submission of an application to the Rector on the need for a competition for an academic position, prepared by the dean of the faculty and agreed with the Vice-rector for academic and scientific work;
 - 3.1.2. announcement of competition for academic staff;
 - 3.1.3. acceptance of application documents from candidates;
 - 3.1.4. Initial evaluation of the compliance of the applicant's documents with the established requirements in the Personnel Department;
 - 3.1.5. 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;
 - 3.1.6. evaluation of the information and professional abilities of the applicants in the Senate Competition Commission;
 - 3.1.7. 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.
 - 3.1.8. Voting in the Senate for the election / non-election of a candidate for an academic position.
(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)
- 3.2. 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 faculty. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*
- 3.3. The decision to announce the competition is made by the TSI Rector.
- 3.4. 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.
- 3.5. Applicants wishing to take part in the competition shall submit the following documents to the Personnel Department:
 - 3.5.1. An application addressed to the Rector of TSI;
 - 3.5.2. curriculum vitae (CV) in Latvian and English;
 - 3.5.3. copies of documents - higher education diploma, scientific degree and scientific
 - 3.5.4. 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;
 - 3.5.5. 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;
 - 3.5.6. 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.).

3.6. If necessary, the Personnel Department provides the applicants with the opportunity to be 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.

3.7. Within three working days of receipt of the documents from the Applicant, the Personnel Department, in consultation with the dean of the faculty, 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. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*

3.8. Upon receipt of the documents, the Chairman of the Senate Competition Commission provide information on applicants to the Dean of the faculty in which there is a vacant academic position and instructs to organize the examination of the competence of the applicants. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*

3.9. 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.

3.10. The meeting of the Senate Competition Commission is organized at the time specified by the Chairman of the Senate Competition Commission. The following are invited to the Competition Commission meeting:

- Chairman of the Board;
- Deans of the faculties at which vacant posts are advertised,
- Rector,
- Vice-Rector for Academic and Scientific Work,
- Experts who have examined the documents submitted by the applicants,
- Applicants,
- Representative of Personnel Department.

(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)

3.11. 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 the Dean, 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.

(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)

3.12. 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.

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

3.14. 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.

- 3.15. 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.
- 3.16. The decision on election to the position of professor and associate professor is made by the Council of Professors of the respective field, in accordance with the procedures in force in this Council. At its sitting, based on the decision of the Senate Competition Commission, as well as the documents submitted by the applicants, discussions with the applicants, openly voting by a majority of the present senators decides to recommend or not to recommend the candidates for election to the Professor or Associate Professor Council. Within three working days after the Senate sitting, the Secretary of the Senate shall prepare an extract from the minutes of the Senate sitting with a decision on recommendation for election to the Council of Professors of the relevant field and submit it to the Personnel Development Department.
- 3.17. 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.
- 3.18. Secret ballot procedure at the Senate meeting:
 - 3.18.1. 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;
 - 3.18.2. 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;
 - 3.18.3. 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;
 - 3.18.4. Members of the Senate vote by marking in the box of the bulletin opposite each candidate "for" or "against". The number of 'yes' votes recorded in one bulletin may not exceed the number of vacant posts. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*
 - 3.18.5. At the end of the voting process, the Counting Commission removes the bulletins from the ballot box, counts the total number of bulletins in the ballot box, and the number of "for" or "against" votes for each candidate separately. The results of the counting of votes for each round of voting shall be recorded (Annex 3);
 - 3.18.6. The candidate (s) for whom the majority of votes were cast and for whom the number of votes exceeds the number of votes against is considered elected for the vacant position (s); *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*
 - 3.18.7. The Chairman of the counting commission reads the protocols to the Senate. The Senate approves the protocols by a simple majority.
 - 3.18.8. The protocols of the counting commission shall be attached to the protocols of the Senate meeting;
 - 3.18.9. If technical problems (errors) have arisen as a result of counting the votes or the applicants have received the same number of votes, which does not allow the Senate to give preference to any of them, the Senate may decide to organize a repeat vote (at this or the next Senate sitting). *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*

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 | |
| 1. In the evaluation of scientific qualification: | | | |
| 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 | | | |
| | | | |
| 2. Evaluation of scientific qualification: | | | |
| | | | |
| 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 | | | |
| | | | |
| 3. Evaluation of organisational competence (related to academic and social activities): | | | |
| 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]

| Number of vacancies announced | Name, surname of the candidate | for | against |
|--------------------------------------|---------------------------------------|------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

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.

Transport and telecommunication Institute Senate
Vote Counting Commission
protocol
Riga

The meeting shall be attended by _____ members of the TSI Senate from their total number, including the members of the Vote Counting Commission:

1. _____
2. _____
3. _____

Agenda:

election _____ in the _____ Department.

Election candidates:

____ election bulletins prepared for elections showing the above-mentioned candidate to the vacancy.

Issued _____ bulletins

Not distributed _____ bulletins

In the bulletin box after opening _____ bulletins

Acknowledged as invalid _____ bulletins

Voting results for candidate, results: for against

(name, surname) _____ _____

(name, surname) _____ _____

Based on the voting results:

In the Department _____ elected _____ : (name, surname)

Chairman of the Vote Counting Commission: _____

Members of the Commission: _____
