



GRĀMATVEDĪBAS UN FINANŠU KOLEDŽA

APPROVED

*At the College of Accountancy and Finance
Council Meeting of 11 April 2017, Minutes No.2*

REGULATIONS OF THE COLLEGE OF ACCOUNTANCY AND FINANCE ON ELECTIONS TO ACADEMIC POSITIONS

*Developed in accordance with Higher
Education Institutions Law, Official Language
Law, Regulations of the College of Accountancy
and Finance*

1. *General Provisions*

1.1. Persons whose academic education and professional qualifications meet the requirements of the relevant field of science for study and research at the College of Accountancy and Finance (hereinafter – the College), and who have adequate knowledge of the state official language may be elected to academic positions in the College full-time and part-time.

1.2. Elected academic positions at the College are assistant professor, lecturer and assistant.

1.3. Academic positions are elected by open competition.

1.4. Upon the proposal of the College director, the number of assistants, lecturers and assistant professors for implementing study programs is determined by the board according to the need and financial possibilities.

1.5. Persons mentioned in Para 1.1. may simultaneously apply and submit documents for the competition in only one academic position.

1.6. The College Council conducts elections for academic positions by secret ballot within two months from the date of the announcement of the competition.

1.7. Docents, lecturers and assistants are elected for six years.

2. *General Requirements to Applicants for Academic Positions*

2.1. A person with an academic degree can apply for the position of an assistant. If the applicant with a higher education does not have a scientific and academic degree, to be eligible for the academic position he / she should have a five-year practical work experience in the professional field of the subject that he / she is going to teach. A person can be elected as an assistant, if he / she is able to carry out research work, conduct seminars, internships, and test students' knowledge.

2.2. A person can apply for the position of a lecturer, if he / she has an academic or doctoral degree, scientific publications, corresponding to his / her specialization, or published teaching aids, is able to independently deliver lecture courses, conduct seminars, organize practical classes and examinations in the taught study program. If the applicant with higher education does not have a scientific and academic degree, he / she should have a five-year practical work experience in the professional field of the subject that he / she is going to teach.

2.3. A person who has a doctoral degree, publications corresponding to his / her field of science or teaching aids and whose total length of scientific and pedagogical work experience is not less than 3 years may apply for the position of assistant professor.

2.4. A person without a scientific or academic degree, but with an appropriate higher education and at least 7 years of practical work experience in the relevant field, may apply for the position of assistant professor.

2.5. Election of the candidates for an academic position without a scientific degree may take place only if the College Council makes a positive decision in this respect and confirms that all the requirements to the candidates for such positions are met.

3. Specific requirements to applicants for academic positions

3.1. A person with a master's degree can apply for the position of an assistant. If an applicant with a higher education does not have a master's degree, he / she needs to have a five-year practical work experience corresponding to the subject to be taught. A person who is able to carry out research work, conduct seminars, internships, test students' knowledge can be elected as an assistant.

3.2. A person with a master's or doctoral degree, scientific or published teaching aids, who is able to independently deliver lecture courses, conduct seminars, organize practical classes and examinations, can apply for the position of a lecturer. If the applicant with higher education does not have a master's or doctoral degree, to be eligible for elections they need to have a five-year practical work experience corresponding to the subject that they are going to teach.

3.3. A person with a doctoral degree, scientific publications and / or teaching aids and whose total length of scientific and pedagogical work experience is not less than 3 years, may apply for the position of assistant professor. A lecturer may apply for election in the position of assistant professor after working in the lecturer's position for at least 2 (two) years.

3.4. A person without a scientific or academic degree, but with an appropriate higher education, and at least 7 years of practical work experience in the relevant field, may apply for the position of assistant professor.

4. Academic staff election procedure

4.1. When necessary the College Council determines the number of academic positions and publishes the list on the website. A person may hold the academic position in only one education institution.

4.2. Not later than **within one month** after the announcement of competition the applicant for the vacant academic position should submit the following documents to the College personnel department:

- application for participation in the competition;
- copies of documents certifying the required academic and scientific degrees (copies are confirmed at the workplace or compared to the originals submitted to the personnel department);
- Curriculum Vitae that includes information on research, academic, administrative and organizational work experience, list of publications for the last 6 years, and other documents that the applicant wishes to enclose for better description of his / her qualification.

4.2.1. If the higher education, academic or scientific degree were obtained abroad, the applicant should present also

- a reference where it is defined which academic or scientific degree awarded in Latvia corresponds to the diploma obtained abroad (analysis and comparison of bachelor's, master's or professional diplomas obtained abroad is performed by the Academic Information Center, analysis of doctoral degrees is performed by the corresponding Promotion Board).

4.2.2. If necessary, in accordance with the Official Language Law, the applicant should submit a document certifying competence in the official language.

4.3. The College Council announces an open competition for vacant academic positions of associated professors, lecturers, and assistants by publishing an corresponding advertisement on the College website.

4.4. The Head of the College personnel department shall register the submitted documents and within three days after the expiry of the submission deadline transfer the documents to the Chairperson of the Council.

4.5. After receiving the submitted documents the Chairperson:

4.5.1. publishes the list of applicants for the relevant academic positions, disclosing the number of vacancies, names and surnames of applicants, their scientific degrees, current positions, and the total length of scientific and pedagogical work;

4.5.2. asks the head of the study program to give a motivated opinion for each academic position candidate with a recommendation "to elect" or "not to elect";

4.5.3. for the candidate who applies for the College academic position for the first time, organizes an open lecture, recording the event in the minutes;

4.5.4. organizes an open meeting of the Council not later than 1 month after receipt of the documents, in which at least 2/3 of the members of the Council participate and to which all applicants for academic positions are invited.

4.6. At the College Council meeting:

4.6.1. the secretary introduces the applicants' documents to those present;

4.6.2. after negotiations with all the candidates for the respective position, the Council meeting makes a decision on election or non-election to the respective position voting by secret ballot.

4.7. If there is a vacancy of any academic position, the College Council may decide not to announce a competition if there is such a proposal on the part of the College Director. In this case, the Director has the right to employ (a) visiting lecturer(s) for a period of up to two years.

4.8. The right to elect to academic positions belongs to the College Council. Assistant professors, lecturers and assistants are elected in an open competition for 6 years. The competition is announced by the College Council at least one month before the election by posting it on the College website.

5. Voting procedure

5.1. Before the secret ballot by a majority of votes, a counting panel consisting of not less than 3 persons shall be elected by open voting.

5.2. The name and surname of the candidate for the academic position shall be entered in the ballot paper. In one bulletin, the names and surnames of all candidates for the position applying for the same vacancy shall be entered in alphabetical order.

5.3. If a competition has been announced for several academic positions, then the number of vacancies shall also be indicated in the bulletin.

- 5.4. The vote counting panel receives bulletins from the secretary of the Council and distributes them to the members of the Council against a signature on the registration form of the council members.
- 5.5. When voting, the members of the Council shall express their attitude towards the election of the candidate by deleting one of the words “to elect” or “not to elect” next to the candidate’s name and surname in the bulletin, leaving the number of applicants not exceeding the number of vacancies.
- 5.6. Ballot papers that do not conform to a certain sample, are torn, do not allow to determine the attitude of the voter towards all the candidates included in the ballot or in which more candidates were voted for than there are vacancies are recognized as ineligible.
- 5.7. A candidate who has received more than half of the votes of the present members with the right to vote shall be recognized as elected.
- 5.8. If several candidates participate in the election to the same academic position and none of them has won more than half of the votes of the present members with the right to vote, the second round of elections shall take place at the same meeting with two candidates receiving the largest number of votes.
- 5.9. If in the second round of elections the candidates have not obtained the required number of votes, then the Council shall decide on the further action by secret ballot.
- 5.10. The vote-counting panel compiles the election data, records them in the minutes for each candidate, establishes the election results, signs the minutes and reports to the Council. The Council members approve the minutes of the vote-counting panel on the election results openly voting by a simple majority of votes. The secretary of the Council informs the candidates about the election results.

4. *Appeal procedure*

- 6.1. An appeal against violations of the electoral procedure shall be submitted by the candidate or other interested person to the College Director no later than 5 days after the election.
- 6.2. The appeal shall be examined within 1 month by a committee established by the order of the Director. If necessary, experts are invited to give a written conclusion.
- 6.3. The decision of the committee is final. The appellant shall be notified in writing on the accepted decision not later than three working days after the decision was taken by the committee.

7. *Final formatting of the election results*

- 7.1. Within 3 working days after the election, the Secretary of the Council shall submit to the Director:
- 7.1.1. properly documented final decision of the meeting;
 - 7.1.2. approved vote counting protocol;
 - 7.1.3. a package of documents characterizing the candidate;
- 7.2. If no appeals are lodged within 5 days, an employment contract is drawn up and handed over to the College director for signature.
- 7.3. If appeals have been submitted, the employment contract shall be prepared and submitted for signing within 5 days after receipt of a positive decision of the appeal committee.

8. Remuneration

8.1. The academic staff remuneration rates are determined by the College Board in accordance with the College Regulations in the part of the establishment of remuneration rates and pedagogical workload;

8.2. Annual workload in academic hours make up

Associated proffesor	1000
Lecturer, research associate	1000
Assistent	1000

9. *Responsibilities of the College Administration*

9.1. The College administration takes care of the working conditions, health and recuperation of the academic staff, provides conditions for their professional activity, gives an opportunity to upgrade their qualification or retrain.

9.2. The College as an employer shall immediately terminate the employment relationship with an employee, if the employment of the employee in accordance with Section 50 of the Education Law. is prohibited and it is not possible to employ him/ her with his / her consent in another position at the College or another company.

Regulations on the academic positions of the COLLEGE OF ACCOUNTANCY AND FINANCE came into force on **April 6, 2017** and are effective in the College and its branches until the entry into force of new Regulations.