



Amendments to the  
Bylaws have been confirmed in  
the meeting of the Art Academy  
of Latvia  
Senate of 15 June 2021,  
Minutes No. 9

Amendments confirmed  
at the Senate meeting of 10 March 2023,  
Minutes No. 21

## **BYLAWS**

### **ON THE ACADEMIC POSITIONS AT THE ART ACADEMY OF LATVIA**

#### **1. General terms and conditions**

- 1.1. The Bylaws on the Academic Positions at the Art Academy of Latvia (*hereinafter* — Academy or LMA) (*hereinafter* — Bylaws) have been elaborated in accordance with the Law on Higher Education Institutions (*hereinafter* — LHEI), the Law on Scientific Activity, the Education Law, the Constitution of the Academy, and the applicable laws and regulations, including Cabinet of Ministers Regulation No. 595 of 27 September 2022 “Regulation on Latvian science industry groups, science disciplines and sub-disciplines” (*hereinafter* — “Regulation on Latvian science industry groups, science disciplines and sub-disciplines”) and, taking into account the Recommendations of the Higher Education Council on the procedure for the election of professors and associate professors and on criteria for evaluating the candidates’ qualifications and Cabinet of Ministers Regulation No. 129 of 25 February 2021 “Procedure for evaluating the scientific and teaching qualifications or results of creative work of a professor or an associate professor”.
- 1.2. Criteria laid down in Bylaws and competition regarding the candidate selection for relevant academic positions shall be approved by the Academy Senate.

#### **2. Institutions**

- 2.1. Candidates running for the academic positions of a professor and associate professor at the Academy partaking in an open competition are elected to one of the Professor Councils of the Art Academy of Latvia, which are established in accordance with the “Regulation on Latvian science sector groups, science sectors and sub-sectors” (Cabinet of Ministers Reg. No. 595 of 27.09.2022) and the Decision of AIP.
- 2.2. Candidates of the academic positions of a docent, lecturer, assistant, senior researcher and researcher at the Academy are elected by the Academic Council of the Art Academy of Latvia (*hereinafter* — Academic Council).
- 2.3. Candidates of the academic positions of a senior researcher, researcher and scientific assistant at the Academy are elected by the Scientific Council of the Art Academy of Latvia (*hereinafter* — Scientific Council). Results of the election of the senior researchers and researchers are confirmed at a Senate meeting.

#### **3. Academic staff**

- 3.1. The Academic staff consists of:
  - 3.1.1. professors, associate professors;
  - 3.1.2. docents, senior researchers;
  - 3.1.3. lecturers, researchers;

- 3.1.4. assistants, scientific assistants.
- 3.2. The academic staff of the Academy shall conduct scientific research and participate in the creative work and student teaching. The scope of the tasks under each core activity shall be determined by the Academy.
- 3.3. An academy professor is an internationally recognised specialist in their sub-sector of art, who carries out individually orientated research in creative work, design or science, appropriate to the aims and level of a modern university, to deliver high-quality teaching.
- 3.4. The professor shall be elected in an open competition for six years and an employment contract will be signed between the professor and the Rector of the university.
- 3.5. Once elected in a position, the professor, in accordance with their academic title, becomes entitled to conduct scientific research or pursue creative work and to engage in teaching at the university.
- 3.6. The main tasks of the Academy's professors are:
  - 3.6.1. reading highly quality lectures, supervising studies, classes and tests in their study course;
  - 3.6.2. conducting research in a scientific sub-sector or creative work in a sector corresponding to the professor's academic position;
  - 3.6.3. supervising work in doctoral studies and research in a scientific sub-sector or pursue creative work in a sector corresponding to the professor's academic position;
  - 3.6.4. participation in the assessment of the work and quality of study programmes, university and its structural units;
  - 3.6.5. preparation of the new generation of scientists and university lecturers.
- 3.7. An associate professor of the Academy is an internationally recognised specialist in their sub-sector of art, who carries out individually orientated research in creative work, design or science, appropriate to the aims and level of a modern university, in order to deliver high-quality teaching.
- 3.8. The associate professor of the Academy shall be elected in an open competition for six years and an employment contract will be signed between the professor and the Rector of the university.
- 3.9. Once elected in a position, the associate professor becomes entitled to conduct scientific research or pursue creative work and to engage in teaching at the university.
- 3.10. The main tasks of the Academy's associate professors are:
  - 3.10.1. conducting research work in a sub-sector or creative work sector corresponding to the academic position of the associate professor;
  - 3.10.2. supervising the research work for obtaining doctoral and master's degrees;
  - 3.10.3. provision and supervision of the study work.
- 3.11. A docent of the Academy is a recognised specialist who pursues creative work or research in his/her speciality (sub-sector).
- 3.12. Once elected in an academic position, the docent becomes entitled to conduct scientific research or pursue creative work and to engage in teaching at the university.
- 3.13. The main tasks of the Academy's docents are:
  - 3.13.1. reading high-quality lectures, supervising studies, classes and tests in their study courses or modules;
  - 3.13.2. conducting research work in a sub-sector or creative work sector corresponding to the academic position of associate professor.
- 3.14. Lecturers, assistants, senior researchers and researchers at the Academy carry out research and educational work in their respective art sub-sector or sector.

- 3.15. A person who is elected to an academic position advertised by the Academy shall acquire the status of academic staff of the Academy.
- 3.16. The Rector can also conclude individual contracts with the retired academic staff on conducting a scientific research, in accordance with the funding provided by the state or other sources, providing for a specific payment for a certain amount of work according to the employee's qualifications.
- 3.17. The Academy may award the *honorary* title of *professor emeritus* for a special contribution to higher education to professors and associate professors who have reached retirement age in accordance with the *Regulations on Granting the Honorary Title of Professor Emeritus of the Art Academy of Latvia*. The Rector may conclude individual contracts with emeritus professors, including contracts on the scientific research, subject to a payment for a certain amount of work according to the qualifications of the employee.
- 3.18. A title of Honorary Member of the Academy may be granted for special contributions to higher education, research and creative and artistic practice, to the members of the academic and general staff who are not professors and associate professors of the Academy in accordance with the procedure laid down by the Senate.
- 3.19. Persons who have been elected to the academic positions are not subject to the employment contract term stated in Section 45(1) of the Labour Law. The Rector and the elected academic employee (docent, lecturer, assistant) shall sign an employment contract for the election term — six years (Law on Higher Education — 27.5).
- 3.20. The Academic Council may assess the pedagogical and scientific qualifications or the creative work of a person who has been elected to docent's position several times in a row according to the procedure for the assessment of an incumbent professor or associate professor.
- 3.21. A person can only be elected to one academic position – professor, associate professor, docent, lecturer or assistant – and only in one university or college. A person elected to an academic position can perform academic work in another university or college as a visiting professor, visiting docent or visiting lecturer. A person elected to such academic position can also be elected as the senior researcher or the researcher. A person elected to an academic position at the Academy may only hold the position of a visiting professor, visiting docent or visiting lecturer at other higher education institutions with written permission of the Academy Rector. The Academy Rector may only hold the position of a visiting professor, visiting university lecturer or visiting lecturer at other higher education institutions with written permission of the Senate.
- 3.22. Rights and obligations of the academic staff of the Academy is to promote freedom of learning, studies and research, promote fairness in the administration and affairs of the Academy. The Academy staff shall perform their work duties so that the higher education establishment is able to carry out its tasks in a way that no rights of other people are violated and performance of the assignments under the position or job is not disturbed.
- 3.23. According to the Constitution of the Academy, the academic staff is entitled to participate in passing decisions of the university's management and self-government and elaboration of Academy's internal regulations, and passing resolutions concerning the interests of staff, to participate in sittings of the collegial management bodies of the Academy and to be heard.
- 3.24. The academic staff of the Academy is entitled to participate in the election of university's self-government bodies and to be elected in them.
- 3.25. The Academy's management shall take care of the work environment of the staff, provide professional development and requalification opportunities.
- 3.26. The academic staff is responsible for the performance of their duties. The procedure for classifying violations and imposing penalties for the non-compliance of duties shall be

determined by the Senate on the basis of applicable legislation.

3.27. The academic staff may appeal the administrative acts passed by the Academy or actual conduct in the Academic Arbitration Court. An award of the Academic Arbitration Court may be disputed and appealed in accordance with the procedures specified in the Administrative Procedure Law.

#### **4. Number of academic employees**

4.1. Number and proportion of the academic employees — senior researchers, researchers, lecturers, assistants — in a structural unit or study programme, at the initiative of the head of a structural unit or programme or vice rectors in the scientific, study or administrative work, shall be determined by the Rector according to need for study programme implementation resources and

available funding. The number of positions of professors, associate professors and docents of the Academy shall be determined by the Senate upon the Rector's proposal in accordance with the procedure established by the laws and regulations and in accordance with the Constitution of the Academy.

4.2. If there are vacant academic posts or they are due in a given semester, the Senate shall announce a competition at the Rector's initiative. The Senate shall decide on the announcing of an open competition for vacant professorships and associate professorships.

4.3. Open competitions for vacant positions of a senior researcher, researcher and assistant at the Institute shall be announced by the Scientific Council at the Rector's initiative. Principal investigators, researchers and research assistants shall be elected by the Scientific Council of the Academy, should such authority be delegated to the Scientific Council by the Academy Senate or by the councils of the Academy's scientific institutes, if any.

4.4. The Rector and the elected academic employee (docent, lecturer, assistant) shall sign an employment contract for an election term of six years. The Senate shall determine the start date of the person's election period, harmonising it with the Rector, according to the need to implement the content of the study programme.

4.5. If an academic position at the Academy is vacant or temporarily vacant, the Senate may decide not to announce a competition at the Rector's initiative. In this case, the rector has a right to employ visiting docents for up to two years. The visiting professors, visiting docents and visiting lecturers have the same rights, duties and remuneration as professors, associate professors, docents and lecturers, however they cannot engage in the work of elected governing bodies.

#### **5. Basic requirements for election in a position**

5.1. Citizens of Latvia, citizens of European Union countries, as well as persons holding a passport of a non-citizen issued by the Republic of Latvia, whose academic education and professional qualifications meet the requirements of scientific discipline or art sector for study and research work and, if not determined otherwise by the Senate, who speak the official language, may be elected to full-time and part-time academic positions at the Academy.

5.2. The persons referred to in Clause 5.1 may only apply and submit documents for one academic position at a time.

5.3. Clauses 7, 9 and 10 of the Bylaws list the art specialities where the candidates or elected professors and associate professors must meet the criteria. These specialities correspond to the sub-sectors of visual arts, including painting, sculpture, graphics, applied arts, design, art history and theory used in communication technologies, also including art specialities where professional doctoral studies or their supervision, artistic, design or curatorial research are to be carried out.

- 5.4. Art specialities where the candidates or elected professors and associate professors must fulfil the criteria set out in Clauses 8, 9 and 10 of the Bylaws are specialities corresponding to the sub-sectors of visual arts, art history and theory, as well as art specialities expecting to deliver or supervise scientific doctoral studies or scientific research.
- 5.5. The Academy Senate may also designate other specialities of art and apply criteria of the Bylaws to them when calling for vacant positions.
- 5.6. An applicant for an academic staff position at the Academy must meet the following basic requirements:
  - 5.6.1. Education in a relevant scientific sector or sub-sector or in an art speciality that meets the requirements of the Law on Higher Education Institutions;
  - 5.6.2. Work experience in a university according to the Law on Higher Education Institutions; a person may be elected as a professor if he or she has at least three years of work experience as an associate professor or professor in a higher education institution;
  - 5.6.3. professional experience in the sector — results of artistic creativity in the relevant art discipline or research in the relevant scientific sector or sub-sector (in line with the criteria for the competition for election to academic positions — Clauses 8 and 9 of the Bylaws);
  - 5.6.4. meeting the international assessment criteria, it is compulsory for a professorship candidate to meet the international assessment criteria (Clause 6 of the Bylaws).
- 5.7. A person with a doctoral or master's degree may be elected as an assistant. If an assistant does not hold a doctoral degree, the assistant may not be elected to an academic position more than twice in a row.
- 5.8. Persons with a doctoral or master's degree may be elected as a lecturer.
- 5.9. A person who holds a doctoral or master's degree and whose creative activities and scientific qualifications meet the criteria defined in the Bylaws (in line with the criteria for the competition for election to academic positions — Clauses 7 and 8 of the Bylaws) may be elected to the position of a docent in an art speciality.
- 5.10. A person may be elected as associate professor in art specialities if he or she holds a scientific degree, a professional doctoral degree or a master's degree and the candidate meets the requirements for academic positions laid down in the Bylaws.
- 5.11. A person may be elected as a professor in art specialities if they hold a scientific degree, a professional doctoral degree or a master's degree and the candidate meets the requirements for academic positions laid down in the Bylaws and has at least three years of work experience as associate professor or professor.
- 5.12. Persons holding a doctoral degree may be elected as the senior researcher, and persons with a doctoral or master's degree may be elected as a researcher and scientific assistant.
- 5.13. Only documented facts are accepted when applying for the academic positions or evaluation of an existing academic staff.
- 5.14. Persons who are subject to restrictions regarding a teacher's job according to Section 50 of the Education Law may not be elected in full-time or part-time jobs in the Academy:
  - 5.14.1. a person who has been charged with a criminal offence (regardless of whether the criminal record has been deleted or removed), except for where, following deletion or removal of the criminal record, the State Education Quality Service has assessed if it is potentially detrimental to the interests of students and has allowed the person to work as a teacher;
  - 5.14.2. a person whose legal capacity has been restricted in accordance with the procedure laid down by laws and regulations;
  - 5.14.3. a person who does not hold a document certifying proficient command of the official

- language, issued according to the procedure established by the Cabinet of Ministers, except for the election of academic staff participating in the implementation of certain educational programmes under an international agreement;
- 5.14.4. a person who has been deprived of custody by a court decision;
  - 5.14.5. a person dismissed from a teacher's position if their actions have been contradictory to Articles 30(4), 48(5) or 51(1)(2<sup>1</sup>) of the Education Law and it has been established according to the procedure laid down in the laws and regulations and one year has not elapsed since the date of termination of the employment contract.
- 5.15. The candidate's eligibility for the professorship shall be assessed against the criteria of an internationally recognised expert in their sector to the artistic, scientific, professional and teaching qualifications acquired during the last six years, according to the criteria for their assessment.
- 5.15.1. A candidate for a professorship in art must fulfil the criteria of an internationally recognised expert in their sector in accordance with Clause 6 of the Bylaws.
  - 5.15.2. A candidate for a professorship in an art speciality, listed in the Bylaws, 5.3. must meet the qualifications of creative work, pedagogical and organisational competences in accordance with the provisions of Clauses 7, 9 and 10 of the Bylaws.
  - 5.15.3. A candidate for a professorship in an art speciality, listed in the Bylaws, The scientific qualifications under Clause 5.3 are not compulsory according to Clause 8 of the Bylaws; however, it may be additionally assessed if the vacant professorship involves academic activities in a professional doctoral studies or in a synergy between art and research.
  - 5.15.4. A candidate for a professorship in an art speciality, listed in the Bylaws, Clause 5.4, must meet the qualifications of the creative work, pedagogical and organisational competences in accordance with the provisions of Clauses 8, 9 and 10 of the Bylaws.
  - 5.15.5. A candidate for a professorship in an art speciality, listed in the Bylaws, Clause 5.4, is not required to have qualifications under Clause 7 of the Bylaws; however, it may be additionally assessed if the vacant professorship involves academic activities in a professional doctoral studies or in a synergy between art and research.
- 5.16. The candidate's eligibility for the associate professorship shall be assessed taking into account the creative work, scientific, professional and teaching qualifications acquired over last six years, according to the criteria for their assessment.
- 5.16.1. The associate professorship candidate in art specialisation under Clause 5.3 of the Bylaws must meet the qualifications for creative work, pedagogical and organisational competences in accordance with Clauses 7, 9 and 10 of the Bylaws.
  - 5.16.2. A candidate for associate professor position in art speciality, under Clause 5.3 of the Bylaws, is not required to hold scientific competence qualifications mentioned in Clause 8 of the Bylaws; however, it may be additionally assessed if the vacant professorship involves academic activities in a professional doctoral studies or in a synergy between art and research.
  - 5.16.3. A candidate for the associate professor position in art specialisation under Clause 5.4 of the Bylaws must meet the qualifications for scientific, pedagogical and organisational competences in accordance with Clauses 8, 9 and 10 of the Bylaws.
  - 5.16.4. The associate professorship candidate in an art speciality, under Clause 5.4 of the Bylaws, is not required to hold artistic creativity competence qualifications mentioned in Clause 7 of the Bylaws; however, it may be additionally assessed if the

vacant professorship involves academic activities in a professional doctoral studies or in a synergy between art and research.

- 5.17. The candidate's suitability for the vacant position of a docent, senior researcher, lecturer, researcher or assistant shall be assessed on the basis of their creative work, scientific or professional qualifications acquired, as well as professional development of pedagogical knowledge, over last six years.
- 5.18. The qualifications of a candidate for the position of a docent, lecturer or assistant in terms of their artistic creativity, scientific or pedagogical and organisational competences shall be assessed in accordance with the criteria under Clauses 7, 8, 9 and 10 of the Bylaws.
- 5.19. The scientific qualifications of a candidate for the position of the senior researcher, researcher or scientific assistant shall be assessed in accordance with the criteria set out in Clause 8 of the Bylaws.

## **6. International evaluation criteria**

- 6.1. The international evaluation of candidates running for the vacant professorship is organised by the Professor Council.
- 6.2. A positive international rating (covering the last six years) is given to:
- 6.2.1. candidates with at least two publications in internationally cited or peer-reviewed journals;
  - 6.2.2. candidates who have carried out research in a foreign university or scientific research institute, with at least one scientific publication about their achievements in an internationally cited or peer-reviewed journal during that period;
  - 6.2.3. candidates who have worked as a lecturer for at least half a year or have taught at least one full course of study at a higher education institution abroad;
  - 6.2.4. candidates who have led or coordinated international scientific, research, artistic, design or higher education projects.
- 6.3. Candidates with the following three conditions are eligible for a positive international evaluation in an art speciality (the evaluation refers to the last six years):
- 6.3.1. they have taken part in international cultural and art projects or competitions and won recognition;
  - 6.3.2. their creative work is of significant importance for the national culture and art;
  - 6.3.3. they have gained international recognition in art pedagogy — for example, by running art workshops, preparing the winners of international art competitions etc.
- 6.4. Candidates for the art sectors who have several publications in international academic journals in the art (journals, almanacs, collections) or whose teaching work is internationally noticeable (series of visiting lectures, regular presentations at conferences, etc.) are also eligible for a positive international evaluation (the evaluation covers the last six years).
- 6.5. A candidate's eligibility for the international evaluation may be assessed positively if their performance meets at least one of the criteria above.

## **7. Evaluating the results of the creative work**

- 7.1. Criteria for evaluating the creative work:
- 7.1.1. creative work results are in line with international excellence in their respective discipline of creative work;
  - 7.1.2. creative work results are of significant importance for the national culture and art;
  - 7.1.3. creative work results demonstrate international cooperation or involvement in solving or raising awareness of problems and issues important to the general public;
  - 7.1.4. creative work, which reflects the ability to participate in, lead or implement international or internationally funded creative work projects;



- 7.1.5. creative work results contribute to the development, popularity and public visibility of art and culture, art education or research, including artistic research;
  - 7.1.6. they have gained international recognition in art or design pedagogy — for example, by running art or design workshops, preparing the winners of international art competitions etc.;
  - 7.1.7. participation in international conferences on art science, design research or artistic research, or art or design symposia in Latvia and abroad;
  - 7.1.8. leading or playing a key role in implementation of national artistic projects (exhibitions, competitions, symposia, etc.);
  - 7.1.9. Expert activity of national or international scale in the creative work and artistic education projects and programmes;
  - 7.1.10. participation in the activities of international networks of artistic creativity and art education organisations and art or design universities.
- 7.2. The candidate running for the vacant professorship in art specialities must meet at least criteria under 7.1.1 - 7.1.5, the candidate running for the vacant associate professorship in art specialities must meet at least four of criteria under 7.1.1 - 7.1.5, and the candidate running for the vacant position of a docent in art specialities must meet at least one criteria under 7.1.1 - 7.1.5.

## **8. Evaluation of the scientific qualification**

### 8.1. Criteria for evaluation of the scientific qualification:

- 8.1.1. the minimum number of anonymously peer-reviewed scientific publications in scientific journals or conference report indexed in the *SCOPUS* or *Web of Science Core Collection* database or included in the *ERIH+* database and the minimum number of Hirsch indexes or peer-reviewed scientific monographs in the *SCOPUS* or *Web of Science Core Collection* database in the relevant sector of Latvian science is listed in the Annex to the present Bylaws;
- 8.1.2. presentation at international scientific conferences in Latvia and abroad (at least five conferences for professors, at least three conferences for associate professors);
- 8.1.3. scientific supervision or scientific participation in the research and development projects (professor as the scientific supervisor or a person who performs the duties of a senior researcher in at least one research and development project, associate professor who performs the duties of a senior researcher or researcher to deliver in at least one research and development project);
- 8.1.4. holds the right of an expert in the Latvian Council of Science;
- 8.1.5. reviewing doctoral theses (at least two peer-reviewed doctoral theses for a professor, at least one peer-reviewed doctoral thesis for an associate professor);
- 8.1.6. acquired intellectual property rights relating to, for example, a patent for an invention (including additional protection certificates for medicines and plant protection products), a topography for semiconductor products, a trademark, a design, copyright or ancillary rights, a plant variety, as well as disposal or licensing of these property rights and the transfer of technology rights to bring a new product or service to the market, taking into account the production and sales necessary to achieve commercial success (commercialisation);
- 8.1.7. supervision of or participation in a scientific contract work;

- 8.1.8. upgrading their scientific qualifications at universities and research institutions abroad.
- 8.2. Candidates running for the associate professorship are assessed against all criteria, with at least four criteria requiring a pass mark, whereas the candidate's suitability for the vacant associate professorship is assessed against all criteria and at least three of the criteria for assessing scientific qualifications must be passed; a candidate for a vacant associate professorship must fulfil at least two of the criteria.

## **9. Evaluation of pedagogical qualification**

- 9.1. Criteria for evaluation of the pedagogical qualification:
- 9.1.1. supervision of doctoral theses and number of defended doctoral theses (for a professor — a supervisor of at least one doctoral thesis resulting in awarded doctoral degree, for an associate professor — a supervisor of at least one doctoral thesis);
  - 9.1.2. supervision of master's theses and number of master's theses defended;
  - 9.1.3. teaching in a doctoral programme, except for international students;
  - 9.1.4. teaching in a master's programme, except for international students;
  - 9.1.5. teaching for international students in Latvia;
  - 9.1.6. teaching in international universities;
  - 9.1.7. prepared teaching resources, including the submission of teaching aids for publication;
  - 9.1.8. upgrade of pedagogical qualification in universities or scientific institutions of Latvia and abroad.
- 9.2. Candidates' suitability for the professorship shall be assessed against all criteria, with a positive evaluation in at least four criteria; while the candidate running for the vacant associate professorship is assessed against all criteria, and a positive evaluation must be received in at least three criteria for pedagogical qualification.

## **10. Assessment of organisational competence in relation to scientific, pedagogical or creative work**

- 10.1. Organisational work related to the scientific, pedagogical or creative work is assessed against the following criteria:
- 10.1.1. chairing of or participating in the activities of the Professor Council of the sector, Doctoral Council, council of university or a scientific institution, or a scientific council of a structural unit within a university or a scientific institution;
  - 10.1.2. R&D project management (professor as a project manager or project coordinator for at least one R&D project, associate professor as a project manager, project coordinator or assistant project manager for at least one R&D project);
  - 10.1.3. chairing of international conference organisation committee or participating in the organisation of international scientific conferences;
  - 10.1.4. chairing of or participating in the editorial board of a scientific journal or an anonymously peer-reviewed scientific publication in a scientific journal or conference report issue, reviewing scientific articles in journals indexed in *SCOPUS* or *Web of Science Core Collection* or included in the *ERIH+* database;
  - 10.1.5. chairing of or participation in international scientific, academic or art sector associations;
  - 10.1.6. chairing of or participating in the organisation committee of national and international scientific, academic or artistic competitions, festivals and similar events, or in the organisation of national and international scientific, academic or artistic competitions, festivals and other similar events.

10.2. An applicant for a vacant professorship must pass at least three of the criteria, and an applicant for a vacant professorship in art speciality must pass in at least two of the criteria; an applicant for an associate professorship must pass in at least two of the criteria for assessing qualifications related to scientific, pedagogical or organisational work in the field of creative work.

## **11. Professor councils**

11.1. The professor councils at the Academy are established and operate under the provisions of the Law on Higher Education Institutions and other applicable laws and regulations.

11.2. Pursuant to the “Regulation on sectors and sub-sectors of Latvian science” and the Resolution of AIP, the Professor Council in Visual Arts (music, visual arts and architecture) is established in the Academy, scientific sector “Music, visual arts and architecture” and Professor Council in Arts is established in the scientific sector “Other Humanities and Sciences of Art, including Sciences of Creative Industry” (sciences of creative industry) (Professor Council in Visual Arts and Professor Council in Arts *hereinafter* — Professor Councils or Professor Council).

11.3. Professor Councils shall be composed of at least five Academy professors elected in accordance with the provisions of Article 33 of the Law on Higher Education Institutions.

11.4. The work of the Professor Councils also includes planning, organising and implementing the election procedure.

11.5. Each candidate running for the professorship shall be subject to an independent international assessment organised by the Professor Council of the relevant sector (LHEI 33.3).

11.6. A composition of the Professor Councils shall be extended so that at least one third of the members are professors or representatives of professional associations in the relevant sector, whose field of activity matches the nature of the position, but who are not employed by this academy.

11.7. The extended composition of the Professor Councils may also include representatives of the academic staff of the universities belonging to the Association of Art Universities.

11.8. The Professor Councils are chaired by their Chairpersons.

11.8.1. The Chairpersons of the Professor Councils shall be elected by the Academy Senate for six years.

11.8.2. The Chairpersons of the Professor Councils may be remunerated for chairing the Professor Councils.

11.9. At the chairpersons’ initiative the composition of the Professor Council shall be approved by a decision of the Academy Senate for a period not exceeding six years.

11.10. Foreign professors who represent the professor council of the sector may participate in it remotely by consulting the documents and stating in writing their views on all the candidates and the candidate they are voting for.

11.11. The Professor Councils pass all resolutions in an open voting with a simple majority of votes.

11.12. The Councils are entitled to adopt decisions if more than a half of the Council Members are present.

## **12. Basic requirements for organising election**

12.1. Academic positions at the Academy are advertised in accordance with the Academy's list of sectors and sub-sectors of study and the Academy's areas of research.

12.2. The competition starts with a publication announcing the election no later than 30 calendar days before the scheduled election date.

- 12.3. Candidates shall submit their applications (*hereinafter* — Applications) no later than 10 working days before the scheduled election date.
- 12.4. At the Rector's decree, the Human Resources Department shall accept Applications and prepare election documentation.
- 12.5. Members of the Professor Councils and the Academic Councils shall consult all the documents included in the candidates' Applications within 10 working days of the scheduled election date.
- 12.6. Members of the Scientific Councils shall consult all the documents included in the candidates' Applications within 5 working days of the scheduled election date.
- 12.7. When organising the election, the Scientific Council shall be guided by the procedure for elections organised by the Academic Council according to Clause 17 of the Bylaws, but may also decide to interview the candidates.

### **13. Procedure for election of a professor or associate professor**

- 13.1. An open competition is announced for the vacant positions of professors and associate professors.
- 13.2. In accordance with the election schedule for academic positions approved by the Senate of the Art Academy of Latvia, a meeting of the respective Professor Councils shall be convened.
- 13.3. The members of the Professor Councils shall register their attendance at the meeting.
- 13.4. The Professor Council is eligible for vote if at least 51% of the members of the Professor Council is present.
- 13.5. The Chairperson of the Professor Council shall report on the Council's eligibility to vote.
- 13.6. The experts shall report to the Professor Council on their work and submit a written evaluation of all Applications.
- 13.7. The Professor Council shall consult the documents to make a decision.
- 13.8. The Professor Council shall assess the eligibility of an applicant for the vacant professorship or the vacant associate professorship against the criteria under Clauses 7, 8, 9 and 10 of the Bylaws, taking into account the criteria under Clauses 5.3 and 5.4 of the Bylaws or ruling of the Senate in accordance with Clause 5.5. of the Bylaws.
- 13.9. Compliance of the results of the scientific and pedagogical qualifications or creative work of the professorship and associate professorship candidates and the results of the organisational work related to the scientific and pedagogical activities or creative work with the requirements of Clauses 7, 8, 9 and 10 of the Bylaws shall be evaluated by each member of the Professor Council of relative sector by choosing one of the following ratings: "with distinction", "very good", "good", "satisfactory", which is a positive assessment, or "unsatisfactory" — a negative assessment.
- 13.10. The Professor Council shall interview each candidate for the position in question.
- 13.11. After getting acquainted with the documents necessary for making a decision and the interview with each candidate for the respective position, the Professor Council of the sector shall make a decision for each candidate in open voting.
- 13.12. The participation of foreign professors in a meeting of the Council may be deemed to have taken place if the conditions of Article 35(3) of the Law on Higher Education Institutions are met.
- 13.13. The vote of a remotely present member of the Professor Council, submitted in an electronic document signed with electronic time stamp, may be taken into account when electing associate professors and professors if the absent member of the Professor Council has had the opportunity to participate remotely in interviews and to consult the documents necessary for decision-making.

- 13.14. Conditions for election to office.
- 13.14.1. The candidates with the highest number of positive votes, but not less than 50% + 1 vote of the members of the Professor Council present, shall be elected to the vacant positions of a professor or an associate professor.
- 13.14.2. If the vacancies are not filled in the first election round or if several candidates for a position have the same number of positive votes, the Professor Council shall discuss the subsequent voting procedure.
- 13.14.3. In the case of a tie, the Chairperson will have a casting vote.
- 13.15. The meeting of the Professor Council shall be recorded in minutes.
- 13.16. The course of the Academic Council meeting is recorded in minutes.

#### **14. Establishment and termination of the employment contract with professors and associate professors**

- 14.1. The Rector, on the basis of a resolution of the Professor Council:
- 14.1.1. shall sign an employment contract with a person elected as a professor or associate professor by the Professor Council. shall sign an employment contract with a professor or associate professor for six years;
- 14.1.2. shall continue the employment contract with an incumbent professor or associate professor beyond the six-year term of the contract referred to in Clause 17.1 if the scientific or teaching qualification or results of creative work of the professor or associate professor are assessed as fulfilling the requirements under Clause 15.7 of the Bylaws;
- 14.1.3. shall continue the employment contract with the professor or associate professor by signing a consecutive employment contract for a definite term or for indefinite term, subject to the provisions of the internal regulations of the University and the fact that a professor or associate professor may have no more than two successive fixed-term employment contracts;
- 14.1.4. shall terminate the employment contract with a professor or associate professor or offer them another job in the university if the scientific or teaching qualification or results of the creative work of the professor or associate professor fail to meet the requirements under Clause 15.7 of the Bylaws;
- 14.2. If the Academy, according to its concept of development of the scientific discipline under its strategy does not plan to continue or develop the scientific discipline of the professor or associate professor, it informs the associate professor about the Academy's decision at least one year before terminating the scientific discipline in question. In this case, upon the termination of the employment of a professor or an associate professor who has been in charge of the scientific discipline, the Academy shall pay them compensation equalling six to twelve monthly salaries of a professor or an associate professor in accordance with the internal regulations of the university.

#### **15. Assessment of the academic performance of a professor or associate professor**

- 15.1. The scientific and pedagogical qualifications of an incumbent professor or associate professor or the results of their creative work are evaluated by the Professor Council.
- 15.2. The academic and pedagogical qualifications of a candidate running for the position of a docent, lecturer or assistant shall be evaluated by the Academic Council of the Academy.
- 15.3. The scientific and pedagogical qualifications of a professor or associate professor or the results of their artistic creativity are evaluated at least every six years.

- 15.4. The Professor Council shall assess the scientific and pedagogical qualifications or the artistic creativity of a professor or associate professor employed for a fixed term no later than six months before the expiry of their employment contract, if they have expressed a wish to continue in the position after the expiry of the contract.
- 15.5. The Academy shall evaluate the performance of a professor or associate professor at least every two years. After assessing the performance of a professor or associate professor, the Academy is entitled to request the Professor Council of the sector to assess the scientific and pedagogical qualifications of the professor or associate professor in advance.
- 15.6. The assessment carried out by the Professor Council on the scientific and pedagogical qualifications or creative work of an incumbent professor or associate professor and their compliance or non-compliance with the requirements under Clause 15.7 of the Bylaws shall be submitted to the Rector.
- 15.7. When assessing the scientific and pedagogical qualifications or the artistic creativity of an incumbent professor or associate professor, the Professor Council shall assess the compliance with the criteria under Clauses 7, 8, 9 and 10 of the Bylaws, taking into account the artistic specialities referred to in Clauses 5.3 and 5.4 of the Bylaws or the artistic specialisation determined by the Senate in accordance with Clause 5.5 of the Bylaws.
- 15.7.1. The results of the artistic creativity of an incumbent professor shall be assessed against the criteria under Clauses 7.1.1 - 7.1.5, the results of the creative work of an associate professor shall be assessed against at least four of the criteria under Clauses 7.1.1 to 7.1.5.
- 15.7.2. The scientific qualification of an incumbent professor shall be assessed against all criteria under Clauses 8.1.1 - 8.1.8, with a positive evaluation in at least four criteria; while the scientific qualification of an incumbent associate professor is assessed against all criteria under Clause 8.1.1 - 8.1.8 and a positive evaluation must be received in at least three criteria for the scientific qualification.
- 15.7.3. The pedagogical qualification of an incumbent professor shall be assessed against all criteria under Clauses 9.1.1 - 9.1.8, with a positive evaluation in at least four criteria; while the pedagogical qualification of an incumbent associate professor is assessed against all criteria under Clause 9.1.1 - 9.1.8 and a positive evaluation must be received in at least three criteria for scientific qualification.
- The assessment of the qualifications of an incumbent professor in relation to organisational work related to scientific, pedagogical or artistic creativity must be based on a pass mark in at least two of the criteria under Clauses 10.1.1 to 10.1.6. The assessment of the qualifications of an incumbent associate professor in relation to organisational work related to scientific, pedagogical or artistic creativity must have a pass mark in at least two of the criteria under Clauses 10.1.1 to 10.1.6.
- 15.8. In order to assess the scientific and pedagogical qualifications or creative work of an incumbent professor or an associate professor, completed evaluation sheets shall be submitted, which include information on:
- 15.8.1. Results of the creative work — evaluation of the results under Clause 7 of the Bylaws;
- 15.8.2. Assessment of the scientific qualification — assessment according to Clause 8 of the Bylaws;
- 15.8.3. Evaluation of the pedagogical qualification — evaluation according to Clause 9 of the Bylaws;
- 15.8.4. Evaluation of the qualification related to the organisational work involving scientific, pedagogical or creative work — evaluation according to Clause 10 of the Bylaws.
- 15.8.5. Professional development criteria. The professional development of teachers is

confirmed in line with the “Procedure for the submission of documents confirming professional development by teachers of the Art Academy of Latvia”;

15.8.6. When reporting on the results of their creative work and scientific research, the teachers shall submit information on the results of artistic creativity and scientific research that comply with the performance laid down in Cabinet of Ministers Regulation No. 994 “Procedure for financing Universities and Colleges from the state budget”:

15.8.6.1. when reporting on the results of creative work, one must indicate the funding attracted by the LMA within the framework of creative and artistic projects implemented (in line with Article 17.4 of Cabinet of Ministers Regulation No. 994, NACE codes 59, 74.10, 90.01, 90.02, 90.03), the implementation of which involves at least one student of a master or doctoral programme on the basis of a written contract;

15.8.6.2. when reporting on the results of scientific research, one must indicate the contribution of the LMA to the European Union Framework Programme research and development projects and other international research projects (in accordance with the *Frascati Manual*) in the previous year, within the framework of the LMA's research and development work contracts (in accordance with the *Frascati Manual*), including research and development work contracts with companies, public entities (other than municipalities) and other customers (e.g., natural persons, associations, foundations), research and development work contracts (in accordance with the *Frascati Manual*) with municipalities and municipal enterprises.

## **16. Procedure for evaluation of a professor or an associate professor**

- 16.1. Members of the Professor Councils shall register their attendance at the meeting.
- 16.2. The Professor Council is eligible for vote if at least 51% of the members of the Professor Council is present.
- 16.3. The Chairperson of the Professor Council shall report on the Council's eligibility to vote.
- 16.4. The Professor Council shall consult the documents to make a decision.
- 16.5. The Professor Council shall assess the suitability of an incumbent professor or an associate professor to the criteria under Clause 14.7.
- 16.6. Compliance of the results of the scientific and pedagogical qualifications or creative work of an incumbent professor and incumbent associate professor and the results of the organisational work related to the scientific and pedagogical activities or artistic creativity with the requirements of Clause 15.7 of the Bylaws shall be evaluated by each member of the Professor Council of relative sector by choosing one of the following ratings: “with distinction”, “very good”, “good”, “satisfactory”, which is a positive assessment, or “unsatisfactory” — a negative assessment.
- 16.7. After examining the documents required for a decision-making, the Professor Council shall pass a decision by public vote on the incumbent professor or associate professor.
- 16.8. The vote of a remotely present member of the Professor Council, submitted in an electronic document signed with electronic time stamp, may be taken into account when electing professors and associate professors if the absent member of the Professor Council has had an opportunity to consult the documents necessary for decision-making.
- 16.9. The scientific and pedagogical qualifications of an incumbent professor or associate professor or the results of their artistic creativity are evaluated as suitable if:
  - 16.9.1. the professional development criteria are met, including the criteria for professional development in the English language;
  - 16.9.2. a pass mark for meeting the criteria under Clause 15.7 was received.
- 16.10. The performance of professors or associate professors is assessed as satisfactory and the

professor or associate professor is reassessed no later than within two years if:

- 16.10.1. the professional development criteria are not met, including the criteria for professional development in the English language;
  - 16.10.2. a pass mark for meeting the criteria under Clause 15.7.
- 16.11. The performance of professors or associate professors are rated as unsatisfactory and the Professor Council may decide to propose to the Rector to re-evaluate the employment of the professor or associate professor in question by announcing a vacancy for the professor or associate professor position.
- 16.11.1. the professional development criteria are not met, including the criteria for professional development in the English language;
  - 16.11.2. positive rating was not received for the criteria under Clause 15.7.
- 16.12. A professor or associate professor whose performance is assessed as below the average may apply for a vacant professorship or associate professorship.
- 16.13. The meeting of the Professor Council shall be recorded in minutes.

### **17. Procedure for evaluation of a performance of professor or associate professor**

- 17.1. In accordance with the schedule approved by the Senate of the Art Academy of Latvia and Article 34(3) of the Law on Higher Education Institutions, the Academy shall evaluate the performance of a professor or associate professor at least every two years.
- 17.2. The performance of a professor or an associate professor shall be evaluated by the Professor Council.
- 17.3. In order to evaluate the performance of a professor or associate professor employed for a fixed term or indefinite term, the professor or the associate professor working for an indefinite term shall submit information that allows for an assessment of performance, including achievements and expectations, in accordance with the criteria set out in Clause 15.7 of the Bylaws to the Professor Council.
- 17.4. After assessing the submitted information the Professor Council, if it cannot rest assured that achievements and intentions meet the criteria under Clause 15.7 of the Bylaws, may decide to assess the scientific and pedagogical qualifications of a professor or associate professor as to their suitability for the position before the deadline.

### **18. The Academic Council of the Academy**

- 18.1. The Academic Council of the Academy is an institution which mainly elects persons to the academic positions of a docent, lecturer and assistant of the Academy.
- 18.2. The work of the Academic Council of the Academy also includes planning, organising and implementing the election procedure.
- 18.3. The Academic Council of the Academy is composed of the members of the Professor Council of the Academy — elected professors of the Academy.
- 18.4. The Academic Council of the Academy shall be chaired by its Chairperson, who shall be elected by the Academy Senate choosing among the professors of the Academy for a six-year term.
- 18.5. The Academic Council of the Academy ensures:
  - 18.5.1. competent assessment of the scientific, artistic, pedagogical and social qualifications of applicants for the position;
  - 18.5.2. the election procedure for relevant position;
  - 18.5.3. drawing up the relevant documentation.
- 18.6. Meetings of the Academic Council of the Academy is convened when elections are held for the positions of a docent, lecturer or assistant.
- 18.7. The Academic Council of the Academy shall elect the persons in an open voting. The



course of meetings of the Academic Council of the Academy is recorded in minutes.

## **19. Scientific Council**

- 19.1. The Scientific Council is established and operates in accordance with the Bylaws of the Scientific Council of the Art Academy of Latvia.
- 19.2. In addition to other functions of the Scientific Council, which are stipulated in the Bylaws of the Scientific Council of the Art Academy of Latvia, the Senate or the Scientific Councils of the Institutes (if any) may delegate the right to elect persons to the academic positions of senior researcher, researcher and scientific assistant at the Art Academy of Latvia.
- 19.3. The Scientific Council shall determine the procedure for the election to the positions of the senior researcher, researchers and scientific assistants at the Academy and shall elect the senior researchers, researchers and assistants in accordance with the Bylaws approved by the Senate.
- 19.4. The Scientific Council shall elect its members in an open voting and its meetings shall be recorded in minutes.
- 19.5. The results of the election of the senior researchers and researchers are confirmed at a Senate meeting.

## **20. Procedure of elections for docents, senior researchers, lecturers, researchers and assistants**

- 20.1. The members of the Academic Council of the Academy shall register their attendance at the meeting.
- 20.2. The Academic Council of the Academy is eligible to pass resolutions if more than half of the members of the Academic Council are present.
- 20.3. The Chairperson of the Academic Council of the Academy shall report on the Council's eligibility to vote.
- 20.4. The Chairperson of the Academic Board of the Academy shall report on vacancies and candidates.
- 20.5. The Academic Council of the Academy shall assess the applicant for a vacant position of a docent against the criteria under Clauses 7, 8, 9, 10 of the Bylaws.
- 20.6. After getting acquainted with a report of the Chairperson of the Academic Council of the Academy and documents necessary for informing the decision, the Academic Council shall make a decision in open voting for each candidate.
- 20.7. Conditions for election to office:
  - 20.7.1. The candidates with the highest number of positive votes, but not less than 50% + 1 vote of the members of the Academic Council of the Academy present, shall be elected to the vacant positions;
  - 20.7.2. If the vacancies are not filled in the first election round or if several candidates for a position have the same number of positive votes, the Academic Council of the Academy shall discuss the subsequent voting procedure;
  - 20.7.3. In the case of a tie, the Chairperson will have a casting vote.

## **21. Procedure for appealing any decision**

- 21.1. All issues related to the election to the academic positions, which are not governed by the legislation applicable in the Republic of Latvia or by these Bylaws, shall be considered by the Professor Council and supervised by the Senate of the Art Academy of Latvia.

- 21.2. Pursuant to Article 26(8) of the Law on Higher Education Institutions, the academic staff of the Art Academy of Latvia may appeal the decision of the Professor Councils, Academic Council and Scientific Council before the Academic Arbitration Court of the Art Academy of Latvia.
- 21.3. The decision of the Academic Arbitration Court may be appealed in a court according to the procedure laid down in the Administrative Procedure Law.
- 21.4. Pursuant to Article 10(5) of the Law on Higher Education Institutions, persons not employed by the university may appeal the decision of the Professor Councils, Academic Council and Scientific Council before the Rector of the Art Academy of Latvia.
- 21.5. The decision of the Rector may be appealed in accordance with the procedure specified in the Administrative Procedure Law.