

APPROVED:
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LUTHER ACADEMY

Regulations on Academic Staff

1. General Provisions

- 1.1. Regulations on Academic Staff (hereinafter referred to as the Regulations) of the Luther Academy (hereinafter referred to as the Academy) have been developed in accordance with the Law on Higher Education Institutions, Law on Scientific Activities, Law on Education, Constitution of the Academy, and other regulatory documents effective in the Republic of Latvia and applicable to the competency area of the Academy.
- 1.2. The Regulations define the rights and obligations of the academic staff; the process and procedures for election into academic positions; release from work; and appellation procedures.
- 1.3. The academic staff of the Academy shall consist of:
 - 1.3.1. Professors;
 - 1.3.2. Associate Professors;
 - 1.3.3. Assistant Professors;
 - 1.3.4. Lecturers;
 - 1.3.5. Assistants.
- 1.4. If an academic position at the Academy is vacant or temporarily vacant, the Senate may decide not to announce a competition but to hire a visiting Professor, visiting Associate Professor, visiting Assistant Professor, visiting Lecturer, or a visiting Assistant for the period up to two years.
- 1.5. Visiting Professors, visiting Associate Professors, visiting Assistant Professors, visiting Lecturers, and visiting Assistants have the same rights, obligations and remuneration as Professors, Associate Professors, Assistant Professors, Lecturers, and Assistants, but they may not participate in the work of the elected management bodies.
- 1.6. The Rector may sign individual contracts with the retired academic staff, also contracts on conducting scientific research, providing for a specific payment for a certain volume of work according to the qualification of the staff member.
- 1.7. When Professors and Associate Professors reach the age of retirement, the Senate of the Academy may grant them an honorary title of Professor Emeritus for their contributions to the higher education.

2. Rights and Obligations

2.1. Rights of the Academic Staff

- 2.1.1. To determine the content, form, and methods of a study course and its examinations within the framework of the implemented study

programme and in accordance with the regulatory documents of the study process at the Academy;

- 2.1.2. To offer new study programmes; to propose commencement of implementation of new study programmes; as well as suggest a new topic and direction of scientific activity;
- 2.1.3. To make suggestions for the strategic development and improvement of the quality system at the Academy;
- 2.1.4. To be elected in the representative bodies, management bodies, and decision-making bodies of the Academy.

2.2. Obligations of the Academic Staff

- 2.2.1. To perform/manage the scientific research work and conduct education work in accordance with the academic position title in the relevant scientific sub-field;
- 2.2.2. To manage research projects, prepare publications, participate in conferences and organisation thereof;
- 2.2.3. To take an active part in implementing international cooperation projects;
- 2.2.4. To participate in the meetings of the academic staff of the Academy;
- 2.2.5. To give lectures; to head study classes; to organise study examinations in their study subject;
- 2.2.6. To participate in implementation of study programmes in creative and responsible manner;
- 2.2.7. To improve their professional qualification independently;
- 2.2.8. To comply with the norms of professional ethics;
- 2.2.9. To be responsible for their activities and results;
- 2.2.10. To use the options of information technology in their work and to provide knowledge by using the possible latest learning methods for work with adults;

2.3. Official Duties of a Professor

- 2.3.1. Giving highly qualified lectures; supervising studies, classes, and examinations in their study course;
- 2.3.2. Management of research work in a scientific sub-field or management of artistic creative work in the field corresponding to the official title of the Professor;
- 2.3.3. Management of studies and research work of Doctoral level in a scientific sub-field or management of artistic creative work in the field corresponding to the official title of the Professor;
- 2.3.4. Participation in assessment of work and quality of study programmes, the Academy, and its structural units;
- 2.3.5. Preparation of the new generation of scientists, artists, and lecturers.

2.4. Official Duties of an Associate Professor

- 2.4.1. Performance of research work in a scientific sub-field or artistic creative work in the field corresponding to the official title of the Associate Professor;
- 2.4.2. Management of a research paper for acquisition of a Doctoral or Master's degree;
- 2.4.3. Provision and supervision of a study paper.

2.5. Official Duties of an Assistant Professor

- 2.5.1. To create descriptions and programmes of study courses;
- 2.5.2. Lecturing; management of courses, seminars; and organisation of examinations;
- 2.5.3. To promote development of student discussions and independent thinking;
- 2.5.4. To manage the practical and experimental works of the students and to follow up the works;
- 2.5.5. To conduct scientific research work; to develop concepts, theories, and methodology;
- 2.5.6. To write textbooks, scientific articles;
- 2.5.7. To participate in conferences and seminars, as well as methodological commissions and other meetings;
- 2.5.8. To lead other staff.

2.6. Official Duties of a Lecturer

- 2.6.1. To create descriptions of study courses;
- 2.6.2. To give lectures; to head seminars and practical works for students;
- 2.6.3. To supervise the students' works;
- 2.6.4. To promote development of student discussions and independent thinking;
- 2.6.5. To conduct research work and manage projects;
- 2.6.6. To write scientific articles;
- 2.6.7. To participate in conferences and seminars, as well as methodological commissions and other meetings.

2.7. Official Duties of an Assistant

- 2.7.1. Holding study classes;
- 2.7.2. Research work in a scientific sub-field corresponding to the official title of the Assistant;
- 2.7.3. Supervising course papers;
- 2.7.4. Participation in development of learning and methodological aids;
- 2.7.5. Participation in organisation of conferences and other events at the Academy.

3. Election of the Academic Staff

3.1. General Provisions

- 3.1.1. Election in the academic position proves the correspondence of the person's academic and professional qualification with the requirements in the field of science and art when working on study and research papers.
- 3.1.2. A person may be elected only in one academic position of a Professor, Associate Professor, Assistant Professor, Lecturer, or Assistant at the Academy. A person elected in this academic position may conduct the academic work at another higher education institution as a visiting Professor, visiting Assistant Professor or a visiting Lecturer after receiving a written approval from the Rector of the Academy.

- 3.1.3. Both citizens of the Republic of Latvia and foreign countries may be elected in academic positions.
- 3.1.4. Election into academic positions takes place in an open competition for the period of six years.
- 3.1.5. Elections of Professors and Associate Professors take place in the Professor Boards of the relevant science field the establishment principles of which are defined by the Law on Higher Education Institutions.
- 3.1.6. Elections of Assistant Professors, Lecturers and Assistants take place at the Senate of the Academy by secret ballot.
- 3.1.7. The persons elected in the Professor position are granted the academic title of the Professor; those elected in the position of Associate Professors are granted the academic title of the Associate Professor; those elected in the position of Assistant Professor are granted the academic title of the Assistant Professor.

3.2. Requirements for the Applicants to Academic Positions

- 3.2.1. The following persons may apply for a **position of Assistant**:
 - 1) A Master's degree or PhD, or higher education without a degree in sciences in the case of at least 5 years of practical period of service corresponding to the study course to be taught;
 - 2) Experience in pedagogical work of at least 1 year;
 - 3) Excellent knowledge of Latvian language;
 - 4) Knowledge of one foreign language of at least level B2 certified by an appropriate document or self-evaluation in CV;
 - 5) Excellent computer skills (Word, Excel, Power Point, Zoom, etc.).

If the person does not hold a Doctor's degree, they can be elected as an Assistant no more than for two consecutive times.

In the profile subjects of the professional studies, an exception is provided for a person with a higher education without an academic or scientific degree to apply for the Assistant's position if he or she has the practical work experience of at least five years corresponding to the taught study subject.
- 3.2.2. The following persons may apply for a **position of Lecturer**:
 - 1) A Master's degree or PhD, or higher education without a degree in sciences in the case of at least 3 years of practical period of service corresponding to the study course to be taught;
 - 2) Experience in pedagogical work of at least 3 years; at least one academic year in a higher education institution (HEI) will be considered an advantage;
 - 3) At least 2 publications in internationally quoted editions in time/ at least 3 publications on research in the relevant sector/ at least 1 teaching aid during the last 6 years;
 - 4) participation in local and international conferences with a report/stand report – at least 3 during the last 6 years;
 - 5) Excellent knowledge of Latvian language;
 - 6) Knowledge of one foreign language of at least level B2 certified by an appropriate document or self-evaluation in CV;

7) Excellent computer skills (Word, Excel, Power Point, Zoom, etc.).

In the profile subjects of the professional studies, an exception is provided for a person with a higher education without a scientific and academic degree to apply for the Lecturer's position if he or she has the practical work experience of at least five years corresponding to the taught study subject.

3.2.3. The following persons may apply for a **position of Assistant Professor**:

- 1) A PhD or higher education without a degree in sciences, in the case of at least 5 years of practical period of service corresponding to the study course to be taught;
- 2) Experience in pedagogical work of at least 3 years, including at least one academic year in a higher education institution (HEI);
- 3) At least 3 publications in internationally quoted editions in time/at least one teaching aid used in local or foreign higher education institutions which has been included in the list of mandatory literature/ at least one monograph during the last 6 years;
- 4) participation in local and international conferences with a report/stand report – at least 4 during the last 6 years;
- 5) Excellent knowledge of Latvian language;
- 6) Knowledge of one foreign language of at least level B2 certified by an appropriate document or self-evaluation in CV;
- 7) Excellent computer skills (Word, Excel, Power Point, Zoom, etc.).

In the profile subjects of the professional studies, an exception is provided for a person with a higher education without a scientific degree to apply for the Assistant Professor's position if he or she has the practical work experience of at least seven years corresponding to the taught study subject, as well as has developed scientific methodological papers.

In the specialities of art, a person with an active and nationally significant artistic creative work in culture proven by documents on participation in competitions, festivals, exhibitions, art performances, symposiums, fora, etc., or having publications in academic journals may be elected as Assistant Professor. Work experience in the relevant art field should be at least seven years.

3.2.4. A person holding a Doctor's degree, who has published scientific publications in peer-reviewed journals in the relevant field of science, has prepared textbooks or teaching aids, and is actively engaged in the scientific work and participating in supervision of scientific work, and whose total scientific and academic work experience is at least 5 years of which at least two years have been spent in academic work at a higher education institution may apply for the **position of the Associate Professor**.

The applicant should meet all the above conditions in the volume required by the Cabinet of Ministers.

In the specialities of art, a person meeting all the following conditions may be elected as an Associate Professor:

- 1) participation in international cultural and art events (projects, competitions, festivals; having publications in academic journals, etc.);
- 2) highly significant creative activity in national culture and art (the creative contribution of the applicant; success of his or her educatees, etc.);
- 3) academic work experience at a higher education institution of at least two years.

To implement a professional study programme, also persons with appropriate higher education and at least 10 years of practical work experience in the relevant field may be elected as an Associate Professor.

- 3.2.5. To a position of a **Professor** may apply a person with a Doctor's degree; who is an internationally recognised specialist in the field; who has scientific publications appropriate to the field of science published in peer-reviewed scientific journals; who has prepared textbooks or teaching aids; a person actively involved in scientific research work at an appropriate advanced level and who heads a scientific team (scientific group); who provides high-quality studies in the relevant scientific sub-field, especially in doctoral studies; a person whose total scientific and academic work experience is at least 10 years, of which at least three years of experience in the position of an Associate Professor or a Professor.

The applicant should meet all the above conditions in the volume required by the Cabinet of Ministers.

In the specialities of art, a person meeting all four of the following conditions may be elected as a Professor:

- 1) significant artistic creative work in the national culture and art (mostly – creative contributions to the development of the field; relation of the professional activity with research and/or pedagogical work), as well as meeting the international assessment criteria in the fields of culture and art (mostly – art and/or educational projects, competitions, festivals, exhibitions, art masses, etc., as well as publications in academic journals);
- 2) education, studies, gaining work experience abroad related to the topics and appropriate degree of the specific field and meeting the requirements of the competition;
- 3) international publicity in the area of art and culture pedagogy (leading master classes and master workshops; preparation of international competition winners; participation in international juries, etc.);
- 4) academic work experience in a higher education institution – of at least six years (mostly – leading master classes or master workshops; supervision of diploma papers and scientific studies; international experience in pedagogical work; developed and implemented study programmes at higher education institutions, etc.).

3.3. Procedures for Election in Academic Positions

- 3.3.1. Persons who wish to participate in a competition should submit the following documents to the Study Department of the Academy within one month after the competition has been publicly announced:

- 1) An application addressed to the Rector of the Academy stating the position to which the person applies; name and date of the publication where the competition had been announced;
- 2) 2 references,* incl. 1 reference from the Bishop Collegium of the Latvian Evangelical Lutheran Church (**applicants for academic positions in profiling study subjects*);
- 3) certified copies of diplomas on higher education, academic and scientific degrees;
- 4) if the higher education, academic or scientific degree has been acquired abroad, an opinion should also be provided on what academic degree or diploma in Latvia would correspond to the diploma received abroad (reconciliation of Bachelor,

Master and professional diplomas received abroad is performed by the Academic Information Centre; reconciliation of the scientific degree takes place in accordance with the international treaties binding to Latvia);

- 5) the list of scientific, scientific and methodological papers published during the last six years; in art specialities – a list of exhibitions, competitions, shows where the applicant has participated;
- 6) course of live and work (curriculum vitae – CV), as a summary of research, academic, administrative and organisational work experience (annex);
- 7) other documents which the applicant wishes to append to the application to provide a more complete description of their qualification.

3.3.2. The Study Department shall register the submitted documents, and after the expiry of the submission period:

3.3.2.1. documents submitted by applicants for the Professor and Associate Professor position are transferred to the Vice Rector for Studies who organises further submission of documents to the Boards of Professors of the relevant fields in line with the Law on Higher Education Institutions;

3.3.2.2. documents submitted by an applicant for an Assistant Professor, Lecturer, and Assistant Position are transferred to the Vice Rector for Studies who then organises an open lecture or class for applicants and ensures submission of the relevant documents to the Chairperson of the Senate.

3.3.3. Elections for the academic positions shall take not later than within 3 months after announcement of the competition.

3.3.4. The Senate is entitled to review the matter of election into academic positions in its meeting if at least 2/3 of the senators are present. The applicant to the relevant position is also invited to the meeting of the Senate.

3.3.5. After being acquainted with the submitted documents, minutes of open class/lecture observation and negotiations with all applicants to the relevant position, the Senate shall vote by secret ballot, take a decision on election or non-election into the relevant academic position. In the case of equal number of votes, the Rector's vote shall be decisive.

3.4. Procedures of Voting

3.4.1. Before the election, the Senate of the Academy shall in open ballot elect the commission for vote counting consisting of at least 3 persons.

3.4.2. All applicants to the same position shall be listed on one ballot sheet in alphabetic order. If the competition has been announced for several positions of the same kind, the ballot sheet should show the number of vacancies.

3.4.3. A member of the Senate shall express their attitude towards the applicant by striking out one of the words on the ballot sheet – either “elect” or “not elect”. These words are printed next to the applicant's name and surname. The member will also leave on the ballot sheet the number of applicants which does not exceed the number of vacancies.

3.4.4. Ballot sheets shall be recognised as invalid if they do not conform to the distributed sample, have been torn, do not show the voter's attitude towards all applicants included in the ballot sheet, or if vote has been cast for more applicants than the available vacancies.

- 3.4.5. The applicant who has received more than half of the votes from the present voting members of the Senate shall be deemed as elected into the position.
- 3.4.6. If three or more applicants apply for the same position in the election, and none of them receives more than a half of the present votes, the same meeting shall hold the second round of elections with participation of those two applicants who have received the most votes, or more applicants if they have received equal number of votes.
- 3.4.7. If two applicants participate in the election for the same position and neither receives more than half of the present votes, the same meeting shall hold the second round of election with repeated participation of the both applicants.
- 3.4.8. If the election has been announced for several vacancies of the same position, and the number of applicants on the ballot sheet exceeds the number of vacancies, but the necessary number of applicants did not receive the necessary majority votes for election in all vacancies stated on the ballot sheet, the second round of election shall take place. Candidates who have received the necessary majority of votes no longer participate in it. Applicants who have received the largest number of votes participate in the second round of elections for the remaining vacancies; moreover, one more additional applicant than there are vacancies participates in the second round of elections (if the number of applicants exceeds the number of remaining vacancies).
- 3.4.9. If in the cases mentioned in Articles 3.4.6, 3.4.7, 3.4.8 of the Regulations the applicants have not received the necessary number of votes to be elected in the relevant position in the second round of elections as well, the Senate shall take a decision on further actions by secret ballot.
- 3.4.10. The Secretary of the Senate shall electronically notify the applicants on results of the competition.
- 3.4.11. Within the period of 3 business days after the election in academic positions, the Secretary of the Senate shall submit to the Vice Rector for Studies:
 - an executed copy of the decision made in the meeting;
 - the document package regarding the applicant.
- 3.4.12. The Rector shall enter into the employment contracts with the elected persons for the duration of 6 years.

4. Dismissal from Office

- 4.1. The Rector is entitled to raise the matter of non-compliance of a Professor, Associate Professor, Assistant Professor, Lecturer, Assistant with the office held for discussion by the Senate. This proposal to the Rector may be expressed also by the Vice Rector for Studies, the Student Council, academic groups of students, members of the Senate.
- 4.2. Before examination of the matter by the Senate, the Rector shall form a commission to examine the work performed by the relevant person.
- 4.3. A Professor, Associate Professor, Assistant Professor, Lecturer, or an Assistant may be dismissed from the office by the Senate due to non-compliance with the office if
 - they discover that the quality of lectures, seminars, practical classes does not comply with the requirements of the Academy.
 - scientific and methodological work is conducted at a poor level;
 - there are serious violations of pedagogical ethics.
- 4.4. If the Senate in a secret ballot by 2/3 of the present votes recognises the non-compliance of the academic staff member with the position, he or she will be dismissed from the job within a month after the Senate has taken the decision.

- 4.5. In all other cases the academic staff shall be dismissed from job in accordance with the legislation of the Republic of Latvia.
- 4.6. Persons who have not been elected in positions which they had previously taken, as well as persons who have not submitted an application on participation in the competition shall be dismissed from the job in Academy due to termination of a contract signed for a limited period of time, by the end of the semester.

5. Procedures of Appellation

- 5.1. Appeals for violations of election procedure may be submitted to the Rector not later than 10 (ten) days after the election.
- 5.2. Appeal shall be reviewed within one month by a commission established by the Rector's order. If necessary, experts may be invited who then shall issue a written opinion.
- 5.3. The conclusion of the Commission shall be final. The Rector's decision shall be notified in writing to the applicant of the appeal not later than within 3 (three) business days after the Commission has made a conclusion.

Chairman of the Senate

Hans Martin Jönsson

Riga, 31 October 2023.