



**REGULATIONS**  
**on Election to Academic Positions**  
**at Riga Aeronautical Institute**

Issued pursuant to  
Sections 32(3), 36, 37, 39 of the Law on Institutions  
of Higher Education and the RAI Constitution

1. The Regulations lay down the procedure of election of a person to the academic position of an assistant professor, lecturer or an assistant (hereinafter jointly referred to as an academic position) at the Riga Aeronautical Institute (hereinafter referred to as RAI).
2. An open competition should be announced for a vacant academic position at RAI.
3. A person shall be elected to an academic position for six years by the Senate.
4. The person wishing to be elected to an academic position (hereinafter referred to as the candidate), within the deadline set in the announcement shall submit to the RAI Office Manager (e-mail: [rai.lv@ml.lv](mailto:rai.lv@ml.lv); tel.+37167677831):
  - 4.1. an application for participation in the competition;
  - 4.2. copies of documents certifying a scientific or academic degree, or also experience necessary for professional activity;
  - 4.3. a curriculum vitae (CV);
  - 4.4. the list of scientific publications published in the last six years;
  - 4.5. the information sheet as requested by RAI (appended).
5. The application and documents appended thereto should be submitted:
  - 5.1. in person at RAI, Mežkalna iela 9, Riga;
  - 5.2. electronically, e-mail;
  - 5.3. by post.
6. The Office Manager shall register the submitted documents, check their compliance with the Regulations and send them to the Chairman of the Senate for review at the Senate meeting within three working days of submission of the documents.
7. Within three weeks of the day of receiving the documents, the Chairman of the Senate shall ensure the evaluation of pedagogical and scientific qualification of the candidate at the Senate, as well as the adoption of a decision by the Senate regarding the election of the candidate to the relevant academic position.
8. When evaluating the candidate's pedagogical qualification, the Senate shall take the following criteria into account:
  - 8.1. development and management of study programmes and study courses (subjects);
  - 8.2. supervising Bachelor and Master's theses;
  - 8.3. preparation of course books, study aids and methodological materials.
  - 8.4. preparation of the study course being taught and posting on the Internet in the Moodle environment;
  - 8.5. ability to teach the course in the official and foreign language;
  - 8.6. use of modern technologies in classes;
  - 8.7. teaching lessons in other Latvian and foreign higher education institutions;
  - 8.8. professional work experience corresponding to the course being taught.

9. When evaluating the candidate's scientific qualification, the Senate shall take the following criteria into account:

- 9.1. scientific publications published during the last six years;
- 9.2. participation in scientific conferences;
- 9.3. participation in the implementation of scientific projects and programmes;
- 9.4. received patents and licences.

10. For the candidate to correspond to an assistant professor's academic position:

- 10.1. he or she should have a doctor's scientific degree or practical service record corresponding to a subject taught for at least seven years;
- 10.2. he or she should receive a positive evaluation at least in the pedagogical qualification criteria listed in Sub-Paragraphs 8.1, 8.2, 8.3 and 8.4 of these Regulations;
- 10.3. a positive evaluation should be received at least in the scientific qualification criteria listed in Sub-Paragraphs 9.1 and 9.2 of these Regulations.

11. For the candidate to correspond to a lecturer's or assistant's academic position:

- 11.1. he or she should have a master's scientific degree or practical service record corresponding to a subject taught for five years;
- 11.2. a positive evaluation should be received at least in the pedagogical qualification criteria listed in Sub-Paragraphs 8.1 and 8.2 of these Regulations;
- 11.3. a positive evaluation should be received at least in the scientific qualification criteria listed in Sub-Paragraph 9.1.

12. The candidates, who do not hold a doctoral degree, may be elected to a position of an assistant no more than twice in succession.

13. On the basis of evaluation of the candidate's pedagogical and scientific qualification, the Senate shall by the majority of votes from the number of votes of senators being present, by secret ballot, adopt a decision on the candidate's election to the academic position.

14. Within three working days the Senate Secretary shall prepare and submit to RAI management the minutes of the Senate meeting to issue an order on election of the person to the academic position in accordance with the procedure laid down by RAI.

15. The decision on the election to an academic position may be challenged within a month of the date of notification of the decision to an Academic Arbitration Court, if the person is RAI staff, or to the rector, if the person is not RAI staff.

16. The decision of the Academic Arbitration Court or the rector may be challenged in accordance with the procedure laid down in the Administrative Procedure Law.

APPROVED

at the RAI Senate meeting of 19 November 2015

Minutes No.15/5

**INFORMATION SHEET**

1. Name of the study course (subject) being taught:

2. Development and management of study programmes and study courses (subjects)

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(name of the study programme, course, subject and their count)

3. Supervising Bachelor and Master's theses:

Bachelor theses (count) \_\_\_\_\_

Master's theses (count) \_\_\_\_\_

4. Preparation of course books, study aids and methodological materials

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(name of the book, study aid, methodological material)

5. Whether the course content been prepared and posted on the Internet in the Moodle environment:

5.1. Yes, completely

5.2. Prepared partially, but not posted

5.3. Not prepared

6. Whether the course may be equally qualitatively taught in the official and foreign language:

6.1. Yes

6.2. Mainly yes, but 3-5 months of preparation practice are necessary

6.3. No

7. Whether a computer and other modern technologies are used when teaching the course:

7.1. Yes

7.2. Partially

7.3. No

8. Teaching lessons in other Latvian and foreign higher education institutions

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(name of the higher education institution and lesson, time of teaching)

9. Professional work experience corresponding to the course being taught (years) \_\_\_\_\_

10. Certification:

I hereby certify that at present I am not elected to an academic position in any other higher education institution.

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(Date)

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(Signature)