

Basic version	Approved by	Minutes/Decision No.	Date (YY/MM/DD)	Effective from (YY/MM/DD)
	Council	No. 9/19	26.11.2019.	26.11.2019.
Amendments	Annul the Regulation on Academic and Administrative Posts in Alberta College as of 10.06.2011. with all the amendments.			



Regulation of Alberta College on Academic and Administrative Posts

1. The Guidelines of Alberta College on Academic and Administrative Posts (hereinafter – Guidelines) have been drawn up in compliance with Articles 101, 12, and 26 of the Law on Higher Education Institutions, and the provisions relating thereto, and the Regulations of the Cabinet of Ministers No 537 of 7 August 2007 "The Statutes of Alberta College "(hereafter: the Statutes of Alberta College).
2. According to Paragraph 33 of the Statutes of Alberta College, the staff has the right to use the college premises, equipment, inventory, library and other objects in accordance with the internal rules of the college.
3. According to Paragraph 33 of the Statutes of Alberta College, it is the responsibility of the staff to promote the activities of the college and to support openness in its administration. Personnel has the right to participate in the development of management and self-governing decisions and internal rules, as well as in decisions affecting staff interests, to take part in meetings of the collegial management bodies of the college and to be heard, and to submit proposals for college activities.

On Administrative Positions

4. According to Paragraph 37 of the Statutes of Alberta College, administrative positions are held by the director, deputy directors and other officials whose basic functions are administrative work.
5. The procedures for the election of the **Board** of Alberta College (hereinafter – AC) and its chairperson, as well as the functions of the Board, are governed by the law, the Statutes of SIA "Alberta koledža", AC regulations.
6. According to Paragraph 22 of the Statutes of Alberta College the **AC director** shall be recruited during an open competition. The competition is organised by the Board. The Council assesses the candidates and proposes the appropriate candidate for approval. The director of the college must have a higher education and a minimum of five years ' pedagogical or scientific experience, as well as a minimum of three years ' experience in a leading position. The College director's term of office is five years. The rights and obligations of the College director are determined by law, AC regulations and the job description.
7. The candidate for the director of the college is approved and removed from office by the Board. Upon the confirmation of the posting, the Board organises the preparation and signing of the employment contract, as well as the submission of information to the Registrar of the Educational Institutions, the saving of information in the AC internal database, the deployment of information on the AC website and the informing of the staff and students about the changes.

8. The order for the election of the AC Council, chairperson and secretaries as well as its functions are governed by law, the Statutes of Alberta College Board, and other AC regulations.
9. **The directors of study directions and study programmes shall be** recruited during an open competition. The director of the College shall organize the competition and, after consultation with the Council and the Board confirms the most appropriate candidate for the post. The rights and obligations of the director of the Study direction and study programme shall be governed by the laws, regulations and job descriptions of AC.
10. If there is a high number of students in the study programme, with the consent of the Board, the director of the college may appoint a deputy director for the programme for the performance of various duties. The deputy director of the study programme shall be recruited during an open competition. The director of the College shall arrange the competition and, after consulting the director of the study direction or the study programme, by an order confirms the most suitable candidate. The rights and obligations of the deputy director of the study programme shall be governed by the laws, regulations and job descriptions of AC.
11. Following the approval of the director of the study direction, director of the study programme or a deputy director of the study programme, the college director organises the preparation and signing of the employment contract and organises the entry of information in the internal database of AC, the publication of information on the AC website and information of staff and students of the changes.

About Academic Posts

12. According to Paragraph 35 of the Statutes of Alberta College, the academic staff of AC consists of docents, lecturers, and assistants. The rights and duties of AC academic staff are governed by the law, this Regulation, and other AC regulations.
13. The number of academic posts appropriate to the possibilities for funding and the number of students, in consultation with the director of the college or the directors of study directions is determined by the Board of AC.
14. According to Paragraph 37 of the Statutes of Alberta College, persons in academic positions shall be recruited and elected during an open competition. The College director announces the competition at least one month prior to the election, posting an announcement in the newspaper “Latvijas Vēstnesis” and placing it on the college’s website. (Annex 1)
15. The director of AC, or his authorised representative, shall assess the suitability of candidates for the requirements of the post in question, by evaluating the letter of motivation submitted, the curriculum vitae (Europass CV), the documents attesting the educational, professional and pedagogical experience of the candidate.
16. Taking into account the provisions set out in Paragraph 39 of the Statutes of Alberta College and this Regulation:
 - 16.1. **for the post of a docent** candidates with a doctorate degree, and for vocational study programme subjects, a person with a master’s degree appropriate to the study programme sector or with higher education without degree but with at least seven years ' practical work experience and pedagogical experience appropriate to the course of study can apply;
 - 16.2. **for the post of a lecturer** candidates with a doctorate degree, and for vocational study programme subjects, a person with a master’s degree appropriate to the study programme sector or with higher education without degree but with at least seven years ' practical work experience and pedagogical experience appropriate to the course of study can apply;
 - 16.3. **for the post of an assistant** candidates with a doctorate degree, and for vocational study programme subjects, a person with a master’s degree appropriate to the study

programme sector or with higher education without degree but with at least seven years' practical work experience and pedagogical experience appropriate to the course of study can apply;

17. Pursuant to Paragraphs 38, 40 and 41 of the Statutes of Alberta College, a person with an academic doctorate or a master's degree is elected in office for six years by the Board, organizing a Board's meeting and holding elections in accordance with the Regulation of the Alberta College Council, and following the requirement that the elections in academic positions are secret. (Annex 2 and 3)
18. The election of academic staff certifies that the person's academic and professional qualifications meet the requirements of study as well as research and creativity, therefore assessing the qualifications and competences of academic personnel the Board takes into account:
 - 18.1. level of education, professional and pedagogical experience, including: delivery of lectures and seminars; organisation of training excursions, creative workshops, open lectures, duet lectures, guest lectures; supervision of Research papers and Qualification papers (thesis), as well as the supervision of internships, supervision or consultation of student projects, preparation of e-courses, textbooks and teaching tools, their delivery to publication or published works; participation in the development or review of methodological tools;
 - 18.2. research experience and creativity, including annual scientific and other publications; annual participation at scientific or trade conferences with papers or reports; participation in a conference or business game organisation committee; participation in research or innovation projects;
 - 18.3. internationalisation experience, participation in international projects, teaching experience in foreign universities, international mobility;
 - 18.4. participation in further training; attendance of courses, seminars or higher level studies;
 - 18.5. participation in the work of methodological commissions; participation in the design, development, updating of the study programme and study course contents; participation in the drafting of internal regulations of the college;
 - 18.6. cooperation with employers (work, counselling, research conducting, etc.); participation in industry organisations;
 - 18.7. respect for academic integrity and professional ethics;
 - 18.8. digital skills;
 - 18.9. knowledge of a foreign language;
 - 18.10. other specific requirements, such as recommendations (as required).
19. If a person has been elected as a docent, lecturer or assistant in another higher education institution, AC accepts the position as equivalent.
20. If the applicant for an academic position has obtained a higher education, academic or scientific degree abroad, an additional examination of documents attesting the education or the scientific degree must be carried out. The Academic Information Centre examines diplomas of bachelor's, master's and professional degrees and performs their recognition. The nostrification of a doctoral degree diplomas is performed by the promotion council in the respective field of science.
21. If there is a free or temporarily vacant post in the college, the Board may decide not to organize the competition but to recruit a guest lecturer or guest speaker for a period of up to two years. Visiting academic staff and guest lecturers have the same rights and obligations as docents and lecturers with the right to participate in the work of the methodological commissions, but they cannot be elected to the elected management bodies.
22. For the election of the person in an academic position, the secretary of the Council shall make a record in the Council minutes, indicating the position in which the person has been elected

and the period of election (beginning and end dates, when calculating the six-year election period), while the chairperson of the Council shall provide information to the director of the college who organises the preparation and signing of the employment contract and entering information in the register of academic staff and AC internal database.

Other provisions

23. The size of the academic and administrative staff, workload and remuneration shall be determined by the Board of AC. By the end of January 2020, the Board intends to update and approve the provisions of:
 - 23.1. Regulation of Pay of Albert College Staff;
 - 23.2. List of staff units.
24. Declare void "Regulation of the Academic and Administrative Posts at Alberta College" from 10.06.2011. with all amendments.

Sample text for an announcement in the newspaper "Latvijas Vēstnesis"

SIA "ALBERTA COLLEGE" (AC)
Reg.No. 40003549193

issues an invitation to the competition for the vacant post of academic staff:
-position-in defined sector, courses

Candidates willing to participate in the competition shall submit to the director of the AC an application or a cover letter and a copy of documents certifying higher education and the necessary academic and scientific degrees (at the request of the director of AC, the original documents shall be provided), a Curriculum Vitae in Europass form, which includes scientific, pedagogical, organisational work experience, and a list of the published scientific papers and/or creative projects (last 6 years).

Please refer to the "Vacancies" section on Alberta College website www.alberta-koledza.lv for the position requirements and the application procedure.

The application, stating the position shall be submitted to Alberta College Department of Studies (2nd floor), on 22 Skolas Street, in Riga LV-1010 or sent to the e-mail info@alberta-koledza.lv.

The competition period shall be one month from the date of publication of the announcement in the official newspaper "Latvijas Vēstnesis".

Minutes of Academic Position Election Counting Commission

Sample

Counting Commission Protocol

Riga, _____, _____

Alberta College docent/lecturer/assistant election candidates:

Applicant's name, surname	Total		
	FOR	AGAINST	ABSTAIN

For the post of Albert College docent/lector/assistant is elected:

- 1.
- 2.
- 3.

Signatures of the Counting Commission:

Chairperson of the Commission /Name, surname/

Member of the Commission /Name, surname/

Member of the Commission /Name, surname/

Council Minutes Entry
On the Elections of Alberta College Docent (lecturer, assistant)
Sample

Elections of a docent (lecturer, assistant)

..... informs the candidates of the vacant post of a docent (lecturer, assistant) in the study direction '..... '. On the proposal of the director of the College, it has been decided to promote _____ for the vacant academic post as an AC docent (lecturer, assistant), setting the election period for six years.

The members of the Council vote: ___ For/___ Against/_ Abstain

The Council decided: Approve the election of _____ as an AC docent (lecturer, assistant) for 6 (six) years from dd/mm/yyyy to dd/mm/yyyy