



## **RIGA MANAGEMENT COLLEGE**

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“Rīgas Menedžmenta Koledža” Ltd., Registration Nr. 50203022521, Educational institution registration Nr.3397802535,  
Lomonosova Str. 1, bldg. 4, Riga, LV-1019, phone 28007735, email: [info@managementcollege.eu](mailto:info@managementcollege.eu),  
[www.mcollege.eu](http://www.mcollege.eu)

### **APPROVED**

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at the meeting on 17.09.2020

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## **RIGA MANAGEMENT COLLEGE**

### **REGULATION ON ACADEMIC AND ADMINISTRATIVE POSITIONS**

## **1. General Provisions**

1.1. This regulation is developed in accordance with the Law on Higher Education Institutions and the Law on Education of the Republic of Latvia.

1.2. The personnel of Riga Management College (hereinafter – the College) consists of:

1.2.1. Academic staff;

1.2.2. General staff;

1.2.3. Students.

1.3. Academic staff includes: associate professors (docents), lecturers.

1.4. The number of academic positions at the College is determined to ensure compliance with the Law on Higher Education Institutions in the study process, taking into account the funding allocated by the Board.

1.5. Individuals for academic and elected administrative positions are selected through an open competition according to this regulation.

1.6. Elections of academic staff by open voting are held in the College Council no later than two months after the announcement of the competition. Academic staff is elected for a term of six years.

1.7. If an academic position at the College is vacant or temporarily vacant, the College Council may decide not to announce a competition but instead employ a visiting associate professor or visiting lecturer for up to two years.

1.8. Visiting associate professors and visiting lecturers have the same rights, responsibilities, and remuneration as regular associate professors and lecturers according to Cabinet Regulation No. 445 of 5 July 2016 "Regulations on Remuneration for Pedagogical Work", but they may not participate in the activities of the College's elected governing bodies.

## **2. Administrative Staff**

2.1. The Director is the highest official of the College who ensures the general administrative and economic management of the College and represents the College with the authorization of the Board.

2.2. The procedure for hiring and dismissing general staff (administrative staff), except the Director (who is appointed and dismissed by the Board), is determined by the College Council in accordance with this regulation and other internal regulations.

2.3. Responsibilities of administrative staff::

2.3.1. Facilitate and be responsible for the implementation of study programs;

2.3.2. Observe ethical standards;

- 2.3.3. Be accountable for their decisions and outcomes;
- 2.3.4. Comply with applicable legal acts, the College regulations, Council decisions, and Director's orders;
- 2.3.5. Ensure the rights of academic staff;
- 2.3.6. Ensure that students can exercise their rights at the College;
- 2.3.7. Participate in the implementation of study programs;
- 2.3.8. Fulfill other duties as defined in the job description.
- 2.4. Rights of administrative staff:
  - 2.4.1. Submit proposals for the development of the College and compliance with work procedures;
  - 2.4.2. Submit proposals for changes in the composition of academic and administrative staff;
  - 2.4.3. Make decisions within their competence and monitor implementation.

### 3. Requirements for Academic and Administrative Position Applicants

- 3.1. To be elected as Associate Professor (Docent), a candidate must meet the following criteria:

1.	Doctoral degree, or higher education without a scientific degree, if the person has at least 7 years of relevant practical work experience in the taught subject*
2.	Experience in academic work
3.	At least 3 years of teaching experience, including at least 1 year in a higher education institution
4.	Prepared** methodological materials for study courses
5.	Foreign language knowledge and ability to use it in academic and research work
6.	Computer literacy – MS Word, MS Excel, etc.
7.	Continuing professional development relevant to the College's study programs
8.	At least 3 published articles in the last 6 years
9.	Participation in international conferences (at least once a year)
10.	Participation in projects

*(All criteria from points 1 to 8 must be met, and at least one from points 9–10).*

\* In professional study programs, a person with relevant practical experience may hold a docent or lecturer position without a scientific degree.

\*\* Methodological materials prepared in accordance with the College's requirements.

Main duties of a Docent:

- Conducting research, project, and organizational work;
- Delivering lectures and study sessions in accordance with the approved academic load; organizing exams and tests in their study program.

- 3.2. To be elected as Lecturer, the candidate must meet the following criteria:

1.	Master's or Doctoral degree, or higher education without a scientific degree with at least 5 years of relevant practical work experience*
2.	Experience in academic work
3.	Prepared** methodological materials for study courses
4.	Preferably, foreign language knowledge
5.	Computer literacy – MS Word, MS Excel, etc.
6.	Continuing professional development relevant to the College's study programs

3.3. Taking into account the need to acquire practical skills and knowledge, in professional study programs, a person may hold the position of docent or lecturer without a scientific degree if they have sufficient practical work experience:

3.3.1. For docents: at least 7 years of relevant practical experience, participation in research, projects, organizational and social work at the College, and adherence to professional and pedagogical ethics;

3.3.2. For lecturers: at least 5 years of relevant practical experience, conducting methodological work, and adherence to professional and pedagogical ethics.

#### 4. **Election Procedure for Academic and Administrative Positions**

4.1. Upon the proposal of structural units, the Director announces a competition for academic positions whose term is expiring during the semester or for vacant positions (full-time or part-time). The competition is announced at least one month before the elections via electronic media, the College website, and internal notices.

4.2. An open competition applicant must submit the following documents to the College Director within one month of the competition announcement:

4.2.1. Application for participation in the competition;

4.2.2. Copies of documents (with originals) confirming academic and scientific degrees;

4.2.3. Curriculum Vitae (CV) including experience in research, academic, administrative, and organizational work, and list of publications in the last six years; and any other documents to describe their qualifications in more detail;

4.2.4. If applicable, a document proving Latvian language proficiency in accordance with the State Language Law.

4.3. Staff selection takes place in two rounds:

4.3.1. The Director reviews the CV and motivation letter and selects candidates for interviews;

4.3.2. The Selection Committee (composed of the founder and a representative designated by the founder) conducts interviews and votes to decide with which candidate to conclude an employment contract.

4.4. The Council may consider the election issue if at least ten council members are present. The Chair invites candidates to the Council meeting. The Secretary presents each candidate, followed by discussion. The meeting is recorded.

4.5. After reviewing documents and interviewing all candidates for the position, the Council votes by secret ballot with a simple majority to decide on election or non-election.

## **5. Appeals Procedure**

5.1. Appeals regarding election procedure violations must be submitted by candidates or other interested person to the RMC Director no later than five days after the election.

5.2. The appeal will be reviewed within one month by a commission established by the Director's order. Experts may be invited to provide written conclusions if needed.

5.3. The commission's conclusion is final. The appellant will receive a written notification of the Director's decision within three working days.

## **6. Finalization of Election Results**

6.1. The Council Chair must submit the final decision of the Council meeting to the Director within three working days after the election.

6.2. If no appeal is submitted within five days, the employment contract is prepared and forwarded to the Director for signing.

6.3. If the current employee's contract expires as a result of the election outcome, the contract is extended until the election.