

SENATE RESOLUTION

RTU Senate Meeting of 25 April 2022 (Minutes No. 662)

On Approval of the Regulation “On Tenured Professorship at Riga Technical University”, with amendments:

- December 19, 2022 (protocol No. 668);
- April 24, 2023 (protocol No. 672).

RTU Senate has resolved:

- 1) To acknowledge the Resolution “On Approval of the Regulation on the Selection of Candidates to the Tenured Professor Position and Their Election”, approved at the Senate Meeting of 15 November 2021, as null and void;
- 2) To approve the Regulation “On Tenured Professorship at Riga Technical University”.

Regulation “On Tenured Professorship at Riga Technical University” *adopted in accordance with*

- *Section 33 of the Law on Higher Education Institutions “Procedures for the Election of Professors and Associate Professors”*,
- *Section 34 of the Law on Higher Education Institutions “Evaluation of Scientific and Teaching Qualifications”*, - *Cabinet Regulation No. 129 of 25 February 2021 “Procedures for Evaluating the Scientific and Teaching Qualifications or Results of Artistic Creation Work of an Applicant for the Position of Professor or Associate Professor and of a Professor or Associate Professor Holding the Position”*

1. Terms Used in the Regulation

- 1.1. Tenured Professorship or permanent employment professorship.
- 1.2. Tenured Professor or the position of a permanently employed professor. It may be taken up to the attainment of the national retirement age.
- 1.3. Tenured Professorship Work Group – a work group responsible for organizing the establishment of the positions of a Tenured Professor in compliance with the RTU Strategy, monitoring of the conduct of the competition organization procedure and election to the position, attraction and approval of independent experts, as well as handling of claims and complaints on behalf of the Rector and improvement of the procedures contained in the Regulation.
- 1.4. Competencies – performance indicators that describe the activities, personal characteristics and behavior of the employee, which enable them to achieve appropriate and advanced individual performance (work performance).
- 1.5. Work Performance – fulfilment of the objectives and requirements set for the position in compliance with the expected outcome and the result set in the organization strategy.

- 1.6. Principles of diversity – ensuring an inclusive work environment and evaluating candidates with account of their achievements, qualifications, competencies and work experience.

2. General Provisions

- 2.1. The Regulation “On Tenured Professorship at Riga Technical University” (hereinafter in the text – the Regulation) of Riga Technical University (hereinafter in the text – RTU) sets the requirements and the qualification assessment criteria for candidates to the position of a Tenured Professor, as well as procedures for the opening of the Tenured Professor positions, attraction of candidates, selection, election, introduction into work and performance assessment.
- 2.2. A candidate to the position of RTU Tenured Professor shall be approved with a conformity assessment period of 2 (two) years. Having received a positive assessment at the end of this period, RTU Rector shall conclude an employment contract with the Tenured Professor for the work an infinite period.
 - 2.2.1. The RTU Senate decides on the creation or closure of the Tenured Professor position.
- 2.3. A candidate to the position of RTU Tenured Professor is approved and works at RTU, this position may not be combined with positions beyond RTU. The Tenured Professor may not simultaneously take positions of RTU Rector, Vice-Rector, Deputy Rector, Dean, Vice-Dean. A person elected in this academic position may be elected simultaneously as a leading researcher or researcher at RTU.
- 2.4. The Tenured Professor shall work full time at RTU, i.e., 40 hours a week. Within the framework of a full-time load, the Tenured Professor may take a 0.3 workload in workrelated projects in another academic position.
- 2.5. Upon election to the position, the Tenured Professor shall complete their work in the projects beyond RTU within two months. However, in the event a longer period is needed, the Tenured Professor shall reach an agreement with the Dean of the faculty on an individual basis.
- 2.6. Tenured Professorship Work Group is organized with an order of the RTU Rector and includes also representatives of RTU administration.
- 2.7. With an order of RTU Rector, a work group for the evaluation of the candidates is established, composed of the Dean of the relevant faculty and an authorized person from the faculty, the Vice-Rector for Research or Academic Affairs, a highly recognized professor and industry representative of the sector concerned, a highly recognized professor from another field of science and a representative of the Personnel Unit.
- 2.8. Members of the Council of Professors, the Tenured Professorship Work Group and the Working Group for the Evaluation of Candidates are obliged to submit to the Personnel Department their Declaration of Disinterest (form - in Appendix 3 of the Regulations) or to refuse the evaluation of a specific Candidate if they identify a conflict of interest situation with respect to the specific Candidate, that is, if it can be established that:
 - 2.8.1. there are circumstances due to which a person could be considered to have some kind of interest in the choice of a particular Candidate;
 - 2.8.2. the person represents the Candidate's interests, is the Candidate's current or former direct manager or direct subordinate for the last 24 (twenty-four) months;

- 2.8.3. the person who are related to a certain degree with a relative of the candidate up to the second degree of consanguinity, a spouse or brother-in-law / sister-in-law up to the first degree of consanguinity, or a person with whom he shares a household;
- 2.8.4. decision-making or participation in decision-making, in the case of the Candidate, the relative of an influencing person up to the second degree of consanguinity, spouse or brother-in-law/ sister-in-law up to the first degree of consanguinity, or the personal or property interests of a person with whom he shares a household, or business partners.

3. Procedure of Opening a Tenured Professor Position

- 3.1. A decision on opening a position of a Tenured Professor is taken by RTU Senate at the proposal of RTU Rector.
- 3.2. A position (positions) of the Tenured Professor at a faculty is/are financed from centralized funds of RTU and co-financed from the funds of a respective faculty. With the order of RTU Rector, remuneration for the position of the Tenured Professor and financing distribution to cover these expenses are set. The faculty ensures establishment and maintenance of a work station. Other expenses involved in providing this position (for instance, costs of hiring an assistant, initial accommodation costs, etc.) are stipulated by the Rector's order prior to starting the legal employment relations.
- 3.3. Opening of a position (positions) of the Tenured Professor at the faculties in the specified field of science and the research theme(-s) are evaluated and recommended for announcement by the Tenured Professorship Work Group.
- 3.4. The procedure of opening a position of the Tenured Professor is as follows:
 - 3.4.1. The Dean issues an application approved by the Faculty Council for the Tenured Professorship Work Group, indicating the area or theme of research and the corresponding field or sub-field of science where the Tenured Professor will work. This theme shall comply with the goals of the faculty and the RTU Strategy and shall promote their achievement, which shall be reflected in a brief justification in the application;
 - 3.4.2. The Tenured Professorship Work Group evaluate topicality of the submitted theme or research area, its development potential, possible duplication with similar themes, as well as compliance with the requirements stipulated by Article 3.4.1. The Tenured Professorship Work Group is entitled to require additional information and explanation on the factors determining the selection of the theme or research area and to request clarifying it;
 - 3.4.3. The Tenured Professorship Work Group inform RTU Rector on the approved themes and research areas and correspondingly on the approved applications for opening a position of the Tenured Professor;
 - 3.4.4. RTU Rector submits a draft project on opening a position of the Tenured Professor to RTU Senate.

4. Procedure for Announcing a Competition for a Vacant Position of a Tenured Professor

- 4.1. Candidates for vacant positions of the Tenured Professor are elected as a result of an open competition (hereinafter in the text – the Competition).

- 4.2. Announcement of the Competition, informing of candidates, replies to queries during the application period and evaluation of compliance of the documents submitted by the candidates are performed by RTU Personnel Unit.
- 4.3. The Competition is announced in Latvia and internationally.
- 4.4. The Competition is announced in Latvian and English on minimum one Latvian and one foreign personnel recruitment website (e.g., Euraxess).
- 4.5. Following the announcement of the Competition, candidates for the Tenured Professor position shall submit their application documents within 4 (four) weeks.
- 4.6. When applying for the Competition, the candidate shall submit:
 - 4.6.1. an application for participation in the Competition addressed to RTU Rector;
 - 4.6.2. a motivation letter (not exceeding 1800 characters) presenting the candidate's vision on the goals to be achieved;
 - 4.6.3. a research schedule for the next 6 (six) years;
 - 4.6.4. *Curriculum Vitae* of the candidate, indicating their experience in scientific, pedagogical and organizational work, qualification advancement activities (professional development), a list of works published in the last 6 (six) years, according to the sample in Appendix 2 of the Regulations;
 - 4.6.5. copies of documents confirming their scientific and academic degrees;
 - 4.6.6. foreign candidates – a document confirming the knowledge of the official language, if the study program where the Tenured Professor will be involved is implemented in the official language and/or knowledge of the official language is required to perform other work duties in accordance with the Official Language Law;
 - 4.6.7. supporting documents, if any, regarding the assessment of work during the previous period, including:
 - ✦ recommendations or references from cooperation partners, employers or professional associations, where the candidate works or worked;
 - ✦ summary of work results or description of achievements in scientific, pedagogical and organizational work according to the qualification assessment criteria specified in Section 5;
 - ✦ results of opinion polls of students on the quality of pedagogical work; ✦ information on recognitions, awards, etc.
 - 4.6.8. a candidate may attach other documents as well in order to better characterize their qualification and compliance with the requirements.
- 4.7. The Personnel Unit shall register the applications and shall evaluate:
 - 4.7.1. compliance of the submitted documents and their content with the list of documents required for the Competition;
 - 4.7.2. compliance of the candidate with the compulsory qualification requirements, as provided in Section 5.
- 4.8. The Personnel Unit and representatives of the faculties shall provide replies to queries and information to potential candidates on the Competition and drafting of the application documents.
- 4.9. The Personnel Unit may require from the candidates to eliminate deficiencies in the submitted documents, consulting with the Dean of the faculty, at which the vacant position of the Tenured Professor the candidate has applied for is opened.

- 4.10. In the event documents submitted by a candidate do not comply with the Competition requirements and/or the candidate does not comply with the compulsory qualification requirements, such candidate shall receive a substantiated refusal.
- 4.11. Candidates whose administrative compliance with the Competition requirements is evaluated positively shall receive an invitation to participate in the Competition for election to the Tenured Professor position.
- 4.12. Prior to informing the candidates, a responsible person of the Personnel Unit shall inform the Tenured Professorship Work Group and the Dean of the respective faculty on the results of attracting the candidates. The Tenured Professorship Work Group approve the list of the selected candidates for further consideration.
- 4.13. The deadline for assessment of compliance of the candidates and approval of the list of the selected candidates is 4 (four) weeks after expiry of the application submission deadline.

5. Requirements to the Candidates for the Tenured Professor Position

- 5.1. A person holding a PhD degree, with minimum 3 (three) years of work experience in the position of an associate professor or professor, or equivalent experience in the respective position abroad, scientific research work experience, ensuring high quality studies in the respective scientific field shall be eligible to apply for the position of a Tenured Professor.
- 5.2. Performance of a candidate for the Tenured Professor position shall comply with the requirements set in Annex 1 hereto.
- 5.3. Prior to announcing the Competition, the requirements set in Annex 1 hereto may be adjusted according to the specifics of the field or sub-field of science, changing the volume of minimal requirements and/or adding additional evaluation criteria. Such changes may be initiated by the Dean of the faculty, having coordinated them with the Tenured Professorship Work Group. The coordinated changes are approved by RTU Rector or the person authorized thereby.

6. Assessment Criteria for the Candidates for the Position of a Tenured Professor

- 6.1. The following assessment criteria have been set for the candidates:
 - 6.1.1. qualification, performance in scientific and pedagogical activities, valorization, organizational activities and management in conformity with the requirements specified in Section 5 and the qualification assessment criteria;
 - 6.1.2. motivation of the candidate;
 - 6.1.3. performance objectives of the candidate, vision for development and the intended contribution, including a research plan for the next 6 (six) years;
 - 6.1.4. skills in delivery of lectures;
 - 6.1.5. other competencies (leadership, support and cooperation, persuasion and influence, creation of strategies and concepts, achievement, planning and organization of objectives).

7. Procedure of Selection and Approval of the Candidates

- 7.1. Selection to all positions of a Tenured Professor is organized by the Personnel Unit, correspondingly coordinating the time and activities with the involved persons, as well as ensuring access to the required documents and the circulation of documentation.
- 7.2. Prior to starting the selection process, representatives of the Personnel Unit, when required, organize trainings for professor councils and persons involved in the work of candidate assessment committees, informing on the course of the selection process and the results to be achieved, and the specific selection methods.
- 7.3. Selection of candidates shall be completed not later than within 6 (six) months from the Competition announcement day.
- 7.4. The selection procedure, as well as monitoring of approval of the candidates, examination of claims or complaints is ensured by the Tenured Professorship Work Group at the Rector's order.
- 7.5. In the process of selecting the candidates, the principles of diversity are observed.
- 7.6. Selection for the position of a Tenured Professor is conducted in 4 (four) stages:
 - 7.6.1. Stage 1 – assessment of the candidate's qualification and academic performance;
 - 7.6.2. Stage 2 – candidate's motivation interview and vision presentation;
 - 7.6.3. Stage 3 – assessment of the candidate's competencies and skills;
 - 7.6.4. Stage 4 – final selection of the candidate and approval in the Tenured Professor position.
- 7.7. The number of candidates may decrease from one stage to another, advancing one or two candidates for the fourth stage.
- 7.8. The first stage is implemented by the Professor Council of the respective field, attracting foreign experts in the field to provide an independent evaluation of the candidates in the form of a recommendation.
- 7.9. The second and the third stages are implemented by the Candidate Assessment Work Group, established with the RTU Rector's order for each of the positions, which includes the Dean of the respective faculty, the Head of the RTU Personnel Unit, a representative of the respective field or industry, the Vice-Rector for Research or Academic Affairs or their authorized person and a highly recognized professor from another sector. The Candidate Assessment Work Group is headed by the Vice-Rector for Research or the person authorized thereby. The Candidate Assessment Work Group may attract the Personnel Unit or external personnel management experts to provide an independent evaluation in a certain field in the form of a recommendation.
- 7.10. The fourth stage is implemented by the Professor Council of the respective field.
- 7.11. The first stage of selection:
 - 7.11.1. The purpose of this stage is to evaluate the academic qualification and performance of the candidates in the previous periods in accordance with provisions of Section 5, as well as the correspondence of the set academic goals to the RTU requirements;
 - 7.11.2. In the event the respective field/sub-field has no RTU Professor Council, it shall be established in accordance with the requirements stipulated by the Law on Higher Education Institutions;

- 7.11.3. The Tenured Professorship Work Group approves 2 (two) foreign experts recommended by the respective faculty to evaluate the academic qualification and performance of the candidates. Experts submit their assessment in the written form to the respective Professor Council within a set period and it is taken into consideration in making the final decision;
- 7.11.4. Members of the Professor Council and foreign experts evaluate the candidates independently, examining the documents submitted by each candidate;
- 7.11.5. Members of the Professor Council and foreign experts evaluate every criterion provided in Annex 1 hereto in the scale from 5 to 0, where 5 is excellent, 4 – very good, 3 – good, 2 – satisfactory, 1 – unsatisfactory and 0 – cannot be evaluated, a brief justification of the assessment is entered in the corresponding column;
- 7.11.6. The Professor Council discusses and agrees on each criterion in each candidate’s assessment, with account of individual assessments and evaluations of foreign experts. As a result, the total number of obtained points is calculated for each candidate;
- 7.11.7. Not more than 4 (four) best candidates, who are advanced for further stages of the selection, shall be listed in the decision of the Professor Council; 7.11.8. The Personnel Unit shall inform the candidates of the taken decisions.
- 7.12. The second stage of selection:
- 7.12.1. The purpose of this stage is to evaluate the motivation of the candidates and their vision on planned contribution to the development of the field/sub-field, as well as reaching the goals set by the faculty and the RTU Strategy;
- 7.12.2. Assessment of the candidates at this stage shall take place in the presence or remotely, while the Candidate Assessment Work Group listen to each candidate reporting on the following:
- ✦ personal introduction;
 - ✦ motivation in the form of an interview;
 - ✦ presentation, which includes the vision of their career development and the planned contribution to RTU development, including the research schedule for the next 6 (six) years;
- 7.12.3. In addition, members of the Candidate Assessment Work Group use the evaluation documents submitted by each candidate, which are listed in Articles 4.6.2 and 4.6.3;
- 7.12.4. Following the analysis of the documents and interviews with the candidates, each member of the Candidate Assessment Work Group ranges the candidates according to their performance at the second selection stage, evaluating motivation of the candidates and their vision regarding the contribution to RTU development.
- 7.13. The third stage of selection:
- 7.13.1. The purpose of this stage is to evaluate the competencies and skills of the selected candidates, which are required for achieving the academic goals, and to determine the candidates for approval in the Tenured Professor position;
- 7.13.2. Assessment of the candidates at this stage:

- ✦ The Personnel Unit or external personnel management experts, who use the appropriate competence evaluation methods, evaluate the competencies stipulated by Article 6.1.5;
 - ✦ The Personnel Unit summarize the references on each candidate by using the attached recommendations and contacts for references provided by the candidates;
 - ✦ The third stage of selection Members of the Candidate Evaluation Work Group evaluate an open lecture delivered by the candidate on-site or online. The topic of the open lecture must correspond to the indicated research topic. The lecture should be available to both students and other listeners of the relevant field with a duration of up to 1 hour. The purpose of the lecture is to check the pedagogical skills of the candidate, to assess his ability to provide the means - students - according to the appropriate learning process. In this lecture, candidates will be evaluate using the following criteria:
 - 1) interesting and engaging content (connection with the chosen topic, accuracy, topicality, novelty);
 - 2) methodology (logically structured, meets the defined goal, respecting time planning, evidence-based approach, modern methods, use of ICT);
 - 3) the pedagogical aspect of the professor's perspective (speech culture, speed, style, contact with the audience, emotionality, familiarity with the material, the ability to interest and hold the attention of the audience);
 - 4) the pedagogical aspect of the audience's perspective (interest, active participation, asking clarifying questions);
 - 5) pedagogical competence (the ability to successfully use own knowledge, skills and experience in creating, planning and managing the learning process, which ensures and develops the educational achievements of the students).
- 7.13.3. The necessity to attract external personnel management experts for evaluation of the competencies shall be evaluated and approved by the Tenured Professorship Work Group upon proposal of the Personnel Unit;
- 7.13.4. The Personnel Unit shall submit evaluation of competencies of the candidates and a summary of references within the set period in writing to the Candidate Assessment Work Group and these are taken into account in taking the final decision;
- 7.13.5. The Candidate Assessment Work Group debate and agree on assessment of each candidate at the second and third selection stages, with account of the individual assessment of each member of the work group and the performed assessment of competencies of the candidate and a summary of references;
- 7.13.6. As a result, the candidates are ranged according to their performance at the third selection stage, and 1 (one) or 2 (two) candidates with the highest assessments are advanced for the fourth selection stage by the decision of the work group;
- 7.13.7. The Personnel Unit shall inform the candidates of the taken decisions.
- 7.14. The fourth stage of selection:
- 7.14.1. The purpose of this stage is to select the most appropriate candidate for the Tenured Professor position;

7.14.2. The Professor Council take a decision by voting with account of the results of the second and third selection stages;

7.14.3. The Professor Council may invite applicants to receive additional information or ask clarifying questions in the decision-making process. The applicants shall not participate in the open voting organized at the Professor Council;
(expressed in the version approved at the Senate meeting on December 19, 2022)

7.14.4. The Personnel Unit shall inform the candidates of the taken decisions.

7.15. Drafting of the competition documents and their storage is provided in accordance with the RTU files nomenclature.

7.16. The candidates are entitled to contest the decision within 5 (five) business days or submit a claim/complaint to the Rector on the taken decision. The claim shall be examined at the RTU Arbitrage.

8. Work Commencement by the Tenured Professor

8.1. Before concluding an employment contract with a Tenured Professor, the Dean of the Faculty agrees on the goals to be achieved in the short term (2 years) and long term (6 years).

8.2. The working relationship with the tenured professor can be established in the faculty, institute, center or department. The results of the Tenured Professor's work are attributable to the corresponding structural unit.

8.3. The Rector concludes the employment contract with the Tenured Professor within 3 (three) months from the decision of the Professor Council.

8.4. The Tenured Professor shall develop their research area and shall form their research group (if required, a laboratory, an institute, etc.) by integrating into the faculty structure within 2 (two) years of the compliance assessment period.

8.5. The faculty, in cooperation with the Personnel Unit, shall develop a new plan of the work commencement by the Tenured Professor, anticipating all required work induction activities.

8.6. Familiarization of the Tenured Professor with colleagues, work environment, work organization and document circulation, communication processes at the faculty, traditions, support personnel of the faculty and RTU and its availability is performed by the Dean of the faculty, devoting special attention to the colleagues and resources to be required when establishing a research group in accordance with the goals set for the Tenured Professor.

8.7. The Tenured Professor may be provided additional support, for example, attraction of a mentor, formation of a community of Tenured Professors, regular joint activities, etc.

9. Assessment of Performance of the Tenured Professor

Performance of the Tenured Professor shall be assessed in accordance with provisions of the Law on Higher Education Institutions and with account of this Regulation.

Chair of the Senate

E. Gaile-Sarkane

ANNEX 1

Criteria and Requirements for Election of Applicants to the Position of a Tenured Professor and Evaluation of Performance Thereof

(expressed in the version approved at the Senate meeting on December 19, 2022)

Compliance of the candidates for the position of a tenured professor with the requirements is assessed considering their performance during the previous 6 (six) years. Exceptions are mentioned in the parentheses in the following table. These criteria and their indicators should be further used to set performance targets for the tenured professor and to regularly evaluate their performance.

The assessment in points (5 – excellent, 4 – very good, 3 – good, 2 – satisfactory, 1 – unsatisfactory and 0 – cannot be evaluated) and a short justification of the assessment shall be given in the assessment table.

SCIENTIFIC ACTIVITY Criterion 1: Publications and citation index

	Criterion	Minimum requirement	Candidate's performance in the previous 6 (six) years	Assessment (0 – 5)
1.	Important publications, their quality and impact, number and dynamics; the most important works in humanities and arts, their quality and impact. Prerequisite: publications in the world's leading journals (Scimago Journal Rank (SJR) Q1) or in the full-text proceedings of the world's leading conferences (with the SJR index, which ranks the publication among the SJR Q1 journals in the relevant research field)	At least 3		

2.	The h-index (SCOPUS or WoS, excluding selfcitation of all authors) (throughout the entire researcher's career)	Minimum 12; (minimum 10 for young scientists (here and below - PhD degree obtained during the last 10 years)).		
		The minimal hindex in social sciences is 7, in humanities and arts – minimum 1.		
Justification of the assessment: [enter]				

Criterion 2: Attraction of funding within scientific projects, contracted research work and valorization process; scientific project management

	Criterion	Minimum requirement	Candidate's performance in the previous 6 years	Assessment (0 – 5)
1.	Ability to attract funding in international and national project competitions, as well as performing contracted research and valorization activities	At least 1.5 m EUR (<i>during the interim assessment period at RTU, it is necessary to attract the amount equivalent to the remuneration received</i>)		
2.	Management or substantial involvement of scientific projects (principal performer)	At least 3 international projects		
Justification of the assessment: [enter]				

Criterion 3: Supervision of PhD students

	Criterion	Minimum requirement	Candidate's performance in the previous 6 years	Assessment (0 - 5)
1.	Supervision of PhD students	At least 3; (at least 2 for the young scientists)		

2.	Publicly presented PhD Theses (supervision of PhD students that resulted in their obtaining of a PhD degree)	At least 2 (at least 1 for the young scientists). In social sciences, humanities and arts – in accordance with Cabinet regulations		
Justification of the assessment: [enter]				

Criterion 4: Research schedule for the next 6 (six) years

	Indicator	Assessment (0 – 5)
1.	Research schedule for the next 6 (six) years	
Justification of the assessment: [enter]		

Criterion 5: Other criteria for assessment of research activity

	Criterion	Minimum requirement	Candidate's performance in the previous 6 years	Assessment (0 – 5)
1.	Reports at international scientific / academic conferences, invitations to deliver plenary reports and opening speeches			
2.	Publications published together with foreign coauthors, research work / visits abroad, leading role in international scientific committees, etc.			
Justification of the assessment: [enter]				

PEDAGOGICAL ACTIVITY Criterion 6: Academic activity

	Criterion	Minimum requirement	Candidate's performance in the previous 6 years	Assessment (0 – 5)
1.	Delivery of the study courses	At least 1		

2.	Supervision of the graduation (Master) papers	At least 1 (one) successfully supervised Master Thesis		
3.	Delivery of a study course or a module abroad, guest lectures abroad (incl. research guest lectures), participation in the development of international Internet-based study courses, classes for foreign students	At least 1 item implemented		
Justification of the assessment: [enter]				

Criterion 7: Improvement of the teaching/learning process

	Criterion	Minimum requirement	Candidate's performance in the previous 6 years	Assessment (0 – 5)
1.	Plan of pedagogical activities. Application of the latest teaching methods and introduction of innovations in the study process			
2.	Development of teaching and methodological aids			
Justification of the assessment: [enter]				

Criterion 8: Other criteria for assessment of pedagogical activity

	Criterion	Minimum requirement	Candidate's performance in the previous 6 years	Assessment (0 – 5)
1.	Development, improvement or administration of the study programs or study courses			

2.	Quality of study course administration (the results of student surveys and other evidence are examined)			
Justification of the assessment: [enter]				

VALORIZATION Criterion 9: Valorization

	Criterion	Minimum requirement	Candidate's performance in the previous 6 years	Assessment (0 – 5)
1.	Cooperation with enterprises or the public sector, considering the volume of contracted work			
2.	Obtained patents, concluded agreements on the licensing or sale of intellectual property			
3.	Innovation and commercialization of products, participation in the establishment and operation of start-ups			
Justification of the assessment: [enter]				

ORGANIZATIONAL WORK AND MANAGEMENT Criterion 10: Organizational work and management

	Criterion	Minimum requirement	Candidate's performance in the previous 6 years	Assessment (0 – 5)
1.	Membership in organization committees of scientific conferences and chairing of conference sections			
2.	Work in the capacity of a reviewer in scientific journals and proceedings; revision of PhD theses; participation in the work of editorial boards of scientific publications			

3.	<p>Establishment and management of a new laboratory or a research team.</p> <p>Participation in university governance (leading a faculty, institute, professor's group, department, laboratory, and other types of administrative work).</p> <p>Membership in university councils, working groups and committees</p>			
4.	<p>Involvement in the operation and representation of the university, including:</p> <ul style="list-style-type: none"> - active involvement in cooperation networks and similar activities, their organization (development of research and innovation networks, think tanks, alumni associations, change management, etc.); 			
	<ul style="list-style-type: none"> - counseling and mentoring; - taking part in university promotion and student attraction activities; - organization of promotional activities popularizing the represented industry 			

5.	<p>Expert and advisory services: membership in professional and industry associations, societies, and committees;</p> <ul style="list-style-type: none"> - expert and advisory services rendered outside the university (participation in expert working groups, juries, conference committees, initiatives, etc.) - representation of the university in scientific organizations, international organizations 			
6.	<p>Personal advancement:</p> <ul style="list-style-type: none"> - academic staff mobility; - experience exchange activities, internships; - professional advancement and training seminars, courses, conferences; - self-development activities 			
7.	<p>Public visibility (media space, forums, etc.), opinion leadership</p>			
8.	<p>Awards and recognition</p>			
<p>Justification of the assessment: [enter]</p>				

ANNEX 2

On Tenured Professorship at Riga Technical University

(expressed in the version approved at the Senate meeting on April 24, 2023)



CV

RTU Tenured Professor (*Curriculum Vitae*) information to be included

1.1. General information:

- 1.2. Name and surname;
- 1.3. Place of residence;
- 1.4. Education;
- 1.5. Academic titles and scientific degrees;
- 1.6. Occupation;
- 1.7. Language skills according to the European Language Proficiency Levels.

2. SCIENTIFIC ACTIVITY (for the last 6 years):

Publications and citations

- 2.1. Significant publications with the condition: publications in the world's leading journals (Scimago Journal Rank (SJR) Q1) or full-text publications of the world's leading conferences (with the SJR index, which ranks the publication among the SJR Q1 journals of the relevant scientific field);
- 2.2. Hirsch index (SCOPUS or WoS, excluding self-citation of all authors) (over the entire career of a scientist);

Attracting funding in scientific projects, scientific contracts and valorization process; management of scientific projects.

- 2.3. Scientific project management or significant involvement (main implementor); Information about projects should be provided in a structured manner by filling in the proposed table:

Project title, link	Financed by:	Budget, EUR	Implementation period	Position

Doctoral thesis supervision

- 2.4. Supervision of doctoral students' thesis;
- 2.5. Defended doctoral theses (doctoral theses conducted up to obtaining a scientific degree);

Other criteria of scientific activity

- 2.6. Presentations at international scientific/academic conferences, invitations to conferences with plenary reports and keynote speeches;

2.7. Publications with foreign co-authors, research work/visits abroad, leading roles in international scientific committees, etc..

3. Teaching activity (last 6 years):

Participation in the study process

- 3.1. Teaching courses;
- 3.2. Supervising final theses (Master's);
- 3.3. Teaching a course or module abroad, guest lectures abroad (including scientific guest lectures), participation in the development of international web-based courses, lectures for international students;

Developing the teaching/study process

- 3.4. Pedagogical Action Plan. Use of the latest methods and innovation in the study process;
- 3.5. Development of teaching and methodological materials;

Other criteria for pedagogical performance.

- 3.6. Designing, developing or running study programmes or courses;
- 3.7. Quality of course delivery (assessed by student survey results, other evidence).

4. Valorisation (last 6 years):

- 4.1. Cooperation with companies or the public sector, incl. scope of contractual works;
- 4.2. Obtained patents, concluded agreements on licensing or sale of intellectual property;
- 4.3. Innovation and product commercialization, participation in the creation and operation of start-ups.

5. Organizational work and management (for the last 6 years):

Organizational work and management

- 5.1. Participation in the organization committees of scientific conferences and sections management;
- 5.2. Work as a reviewer in scientific journals and collections of articles; reviewing doctoral theses; participation in the editorial boards of 11 scientific publications;
- 5.3. Creation and management of a new laboratory or research group. Participation in the management of the university (administrative work of the faculty, institute, group of professors, department, laboratory, etc.). Participation in university councils, working groups and commissions;
- 5.4. Involvement in the operation and representation of the university;
- 5.5. Expertise and consultations;
- 5.6. Personal development (academic staff mobility, experience exchange activities, internships, professional development and training seminars, courses, conferences, self-improvement activities);
- 5.7. Visibility in society (media space, forums, etc.), opinion leadership;
- 5.8. Various awards and recognitions.

ANNEX 3
On Tenured Professorship at Riga Technical University
(expressed in the version approved at the Senate meeting on April 24, 2023)

**Declaration of disinterest
for submission to the Personnel Department.**

1. I, _____, as implemented by Riga Technical
University
/name surname/

(RTU) contest, _____ *of the competition for the selection*
/status in the competition /
of Candidates for the Position of Tenured Professors at RTU

declare, that I provide and will continue and during of period of RTU selection of candidates for the position of tenured professors will continue provide, my compliance with the following disinterest criteria:

- 1) I am not aware of any circumstances that could lead me to believe that I am in any way interested in the selection of a particular Candidate;
- 2) I do not represent the interests of any Candidate, I am not the current or former direct manager or subordinate of any Candidate for the past 24 months;
- 3) I am not a relative of any Candidate up to the second degree of consanguinity, spouse or brother-in-law / sister-in-law up to the first degree of consanguinity or a person with whom he shares household;
- 4) Decision-making or participation in decision-making, in the case of any Candidate, cannot affect the personal or property interests of me, my relatives up to the second degree of consanguinity, spouse or brother-in-law / sister-in-law up to the first degree of consanguinity, or a persons with whom I share a household, or business partners pecuniary and private interests.

/signature/

Riga, _____, 202_