Republic of Latvia

Cabinet

Regulation No. 129

Adopted 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**

*Issued pursuant to*

*Section 34, Paragraph five of the Law on Higher Education Institutions*

1. The Regulation prescribes:

1.1. the criteria for the number of publications and the quality and citation thereof, the number of patents, and also other criteria related to research, scientific, study or organisational work of artistic creation (hereinafter – the criteria);

1.2. the time period and the procedures by which the council of professors in the field evaluates 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.

2. The council of professors in the field shall evaluate 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, on the basis of documents, derivatives thereof and documented information that certify conformity with the criteria referred to in Paragraphs 3 and 4 of this Regulation for the last six years, except for the minimum h-index referred to in Sub-paragraph 3.1.1. of this Regulation. Conformity with the h-index can be evaluated in an unlimited period (without self-citation) on condition that at least one of the publications referred to in Sub-paragraph 3.1.1. of this Regulation is published during the last six years.

3. For an applicant for the position of professor or associate professor and for a professor or associate professor holding the position:

3.1. the scientific qualification shall be evaluated according to the following criteria:

3.1.1. the minimum number of anonymously reviewed scientific publications in scientific journals or conference proceedings indexed in SCOPUS or Web of Science Core Collection database or included in ERIH+ database and the minimum h-index indicated in the relevant Latvian field of science in SCOPUS or Web of Science Core Collectiondatabase or the minimum number of reviewed scientific monographs correspond to the Annex to this Regulation;

3.1.2. giving a presentation at international scientific conferences in Latvia and abroad (for a professor – at least five conferences, for an associate professor – at least three conferences);

3.1.3. scientific supervision of research and development projects or scientific participation in the implementation thereof (a professor as a scientific supervisor or performing the duties of a senior researcher in at least one research and development project, an associate professor who performs the duties of a senior researcher or researcher in the implementation of at least one research and development project);

3.1.4. awarded the right of an expert of the Latvian Council of Science;

3.1.5. review of doctoral theses (for a professor – at least two reviewed doctoral theses, for an associate professor – at least one reviewed doctoral thesis);

3.1.6. acquired intellectual property rights related to, for example, a patent for an invention (including supplementary protection certificates for medicinal products and plant protection products), topography of a semiconductor product, trademark, design, copyright or related rights, plant variety, and also disposal or licensing of such property rights and transfer of technology rights to introduce a new product or service in a market taking into consideration production and sales required for achieving commercial success (commercialisation);

3.1.7. supervision of scientific contract work or participation in the implementation thereof;

3.1.8. improvement of scientific skills in foreign higher education institutions and scientific institutions;

3.1.9. other criteria if the higher education institution has set such;

3.2. the teaching qualification shall be evaluated according to the following criteria:

3.2.1. supervision of theses of doctoral students and number of presented doctoral theses (for a professor – supervisor for at least one doctoral thesis for which a doctoral degree is awarded, for an associate professor – supervisor for at least one doctoral thesis);

3.2.2. supervision of master’s theses and number of presented master’s theses;

3.2.3. conducting of classes in a doctoral study programme, except for foreign students;

3.2.4. conducting of classes in a master’s study programme, except for foreign students;

3.2.5. conducting of classes for foreign students in Latvia;

3.2.6. conducting of classes in foreign higher education institutions;

3.2.7. prepared teaching aids, including teaching aids sent for publication;

3.2.8. improvement of teaching skills in Latvian and foreign higher education institutions or scientific institutions;

3.2.9. other criteria if the higher education institution has set such;

3.3. the results of artistic creation work shall be evaluated according to the following criteria:

3.3.1. conformity of the results of artistic creation work with international excellence in the corresponding field of artistic creation;

3.3.2. the results of artistic creation work have a significant importance in national culture and art;

3.3.3. the results of artistic creation work demonstrate international cooperation or involvement in dealing with and raising problems and issues important for the society;

3.3.4. the results of artistic creation work reflect the ability to participate, manage and implement international or internationally financed artistic creation projects;

3.3.5. the results of artistic creation work promote developments in art and culture, art education or research, including artistic research, and also their popularity and visibility in the society;

3.3.6. other criteria if the higher education institution has set such.

4. The organisational work related to the scientific, teaching or artistic creation work of an applicant for the position of professor or associate professor and of a professor or associate professor holding the position shall be evaluated according to the following criteria:

4.1. management of or participation in the work of a council of professors in the field, a doctoral degree conferral council, a council of science of a higher education institution or scientific institution or a council of science of its structural unit;

4.2. management of research and development projects (professor – project manager or project coordinator for at least one research and development project, associate professor – project manager, project coordinator or assistant project manager for at least one research and development project);

4.3. management of an organising committee of international conferences or participation in organising international scientific conferences;

4.4. management of the editorial board of scientific publications or participation in their operation or a anonymously reviewed scientific publication in a scientific journal or a conference proceeding, review of scientific papers in publications indexed in SCOPUS or Web of Science Core Collection database or included in ERIH+ database;

4.5. management of international scientific, academic or arts sectoral associations or participation in their operation;

4.6. management of the organising committee of scientific, academic or artistic creation competitions, festivals and other equivalent events of national and international scale or participation in organising scientific, academic or artistic creation competitions, festivals and other equivalent events of national and international scale;

4.7. other criteria if the higher education institution has set such.

5. The council of professors in the field shall evaluate the following according to Paragraph 7 of this Regulation:

5.1. for an applicant for the position of professor and for a professor holding the position, including in the field of art, if the applicant has a doctoral degree:

5.1.1. conformity of the scientific qualification with all of the criteria referred to in Sub-paragraph 3.1 of this Regulation and a positive evaluation in at least four of the criteria referred to in Sub-paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6, 3.1.7, and 3.1.8 of this Regulation;

5.1.2. conformity of the teaching qualification with all of the criteria referred to in Sub-paragraph 3.2 of this Regulation and a positive evaluation in at least four of the criteria referred to in Sub-paragraphs 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, and 3.2.8. of this Regulation;

5.1.3. conformity of organisational work related to the scientific, teaching or artistic creation work with the criteria referred to in Paragraph 4 of this Regulation and a positive evaluation in at least three of the criteria referred to in Sub-paragraphs 4.1, 4.2, 4.3, 4.4, 4.5, and 4.6 of this Regulation;

5.2. for an applicant for the position of associate professor and for an associate professor holding the position, including in the field of art, if the applicant has a doctoral degree:

5.2.1. conformity of the scientific qualification with all of the criteria referred to in Sub-paragraph 3.1 of this Regulation and a positive evaluation in at least three of the criteria referred to in Sub-paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6, 3.1.7, and 3.1.8 of this Regulation;

5.2.2. conformity of the teaching qualification with all of the criteria referred to in Sub-paragraph 3.2 of this Regulation and a positive evaluation in at least three of the criteria referred to in Sub-paragraphs 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, and 3.2.8 of this Regulation;

5.2.3. conformity of organisational work related to the scientific, teaching or artistic creation work with the criteria referred to in Paragraph 4 of this Regulation and a positive evaluation in at least two of the criteria referred to in Sub-paragraphs 4.1, 4.2, 4.3, 4.4, 4.5, and 4.6 of this Regulation;

5.3. for an applicant for the position of associate professor who meets the requirements laid down in Section 30, Paragraph three of the Law on Higher Education Institutions:

5.3.1. conformity of the teaching qualification with all of the criteria referred to in Sub-paragraph 3.2 of this Regulation and a positive evaluation in at least two of the criteria referred to in Sub-paragraphs 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, and 3.2.8 of this Regulation;

5.3.2. conformity of organisational work related to the scientific, teaching or artistic creation work with the criteria referred to in Paragraph 4 of this Regulation and a positive evaluation in at least two of the criteria referred to in Sub-paragraphs 4.1, 4.2, 4.3, 4.4, 4.5, and 4.6 of this Regulation;

5.4. for an applicant for the position of professor in the field of art or for a professor holding the position in the field of art, if the applicant has a professional doctoral degree or the applicant meets the requirements for academic positions laid down in the higher education institution:

5.4.1. conformity of the teaching qualification with all of the criteria referred to in Sub-paragraph 3.2 of this Regulation and a positive evaluation in at least four of the criteria referred to in Sub-paragraphs 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, and 3.2.8 of this Regulation;

5.4.2. conformity of the results of artistic creation work with the criteria referred to in Sub-paragraphs 3.3.1, 3.3.2, 3.3.3, 3.3.4, and 3.3.5 of this Regulation and with the requirements for academic positions laid down in the higher education institution;

5.4.3. conformity of organisational work related to the scientific, teaching or artistic creation work with the criteria referred to in Paragraph 4 of this Regulation and a positive evaluation in at least two of the criteria referred to in Sub-paragraphs 4.1, 4.2, 4.3, 4.4, 4.5, and 4.6 of this Regulation;

5.5. for an applicant for the position of associate professor in the field of art or for an associate professor holding the position in the field of art, if the applicant has a professional doctoral degree or the applicant meets the requirements for academic positions laid down in the higher education institution:

5.5.1. conformity of the teaching qualification with all of the criteria referred to in Sub-paragraph 3.2 of this Regulation and a positive evaluation in at least three of the criteria referred to in Sub-paragraphs 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, and 3.2.8 of this Regulation;

5.5.2. conformity of the results of artistic creation work with at least four of the criteria referred to in Sub-paragraphs 3.3.1, 3.3.2, 3.3.3, 3.3.4, and 3.3.5 of this Regulation and with the requirements for academic positions laid down in the higher education institution;

5.5.3. conformity of organisational work related to the scientific, teaching or artistic creation work with the criteria referred to in Paragraph 4 of this Regulation and a positive evaluation in at least two of the criteria referred to in Sub-paragraphs 4.1, 4.2, 4.3, 4.4, 4.5, and 4.6 of this Regulation.

6. Within two months from the day of receiving an application by the higher education institution for evaluation of the conformity of an applicant for the position of professor or associate professor and of a professor or associate professor holding the position with the criteria for scientific and teaching qualifications or results of artistic creation work, the council of professors in the field shall take a decision according to the procedures laid down by the higher education institution on electing the applicant to the position of professor or associate professor or on conformity of the results of work of the professor or associate professor holding the position with the evaluation of scientific and teaching qualifications or results of artistic creation work referred to in Paragraph 5 of this Regulation according to Paragraph 7 of this Regulation.

7. Each member of the council of professors in the field shall evaluate the conformity of scientific and teaching qualifications or the results of artistic creation work and the results of organisational work related to the scientific, teaching or artistic creation work of an applicant for the position of professor or associate professor and of a professor or associate professor holding the position with the criteria referred to in Paragraphs 3 and 4 of this Regulation, by substantiating it, with one of the following evaluations: ‘excellent’, ‘very good’, ‘good’, ‘satisfactory’, which is a positive evaluation, or ‘unsatisfactory’ – a negative evaluation. The evaluation by the council of professors in the field and the substantiation thereof shall be indicated in the decision referred to in Paragraph 6 of this Regulation.

8. The council of professors in the field shall take the decision referred to in Paragraph 6 of this Regulation in accordance with the procedures laid down by the higher education institution for the operation of the council of professors in the field.

Prime Minister A. K. Kariņš

Minister for Education and Science I. Šuplinska

**Annex**

Cabinet Regulation No. 129

25 February 2021

**Scientific Publications, Scientific Monographs and the Minimum Number Thereof of an Applicant for the Position of Professor or Associate Professor and of a Professor or Associate Professor Holding the Position**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Fields of research\* | Criteria of scientific publications and scientific monographs for evaluating the scientific qualification | Applicant for the position of professor or professor holding the position | | Applicant for the position of associate professor or associate professor holding the position | |
| number of scientific publications | h-index | number of scientific publications | h-index |
| 1. Natural sciences:  1.1. mathematics;  1.2. computer science and information science;  1.3. physics and astronomy;  1.4. chemistry;  1.5. earth sciences; physical geography and environmental sciences;  1.6. biology;  1.7. other natural sciences | Anonymously reviewed scientific publication in a scientific journal or a conference proceeding indexed in SCOPUS or Web of Science Core Collection database | 5 | 3 | 4 | 2 |
| or |  | | | |
| reviewed scientific monograph  and  anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database | 1 | – | 1 or sent for publication | – |
| 3 | 3 | 2 | 2 |
| 2. Engineering and technology sciences:  2.1. construction and transport engineering;  2.2. electrical engineering, electronics, information and communication technologies;  2.3. mechanical engineering and mechanics;  2.4. chemical engineering;  2.5. materials science;  2.6. medical engineering;  2.7. environmental engineering and energetics;  2.8. environmental biotechnology;  2.9. industrial biotechnology;  2.10. nanotechnology;  2.11. other engineering sciences and technologies, including food and beverage technologies | Anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database | 5 | 3 | 4 | 2 |
| or |  | | | |
| reviewed scientific monograph  and  anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database | 1 | – | 1 or sent for publication | – |
| 3 | 3 | 4 | 2 |
| 3. Medical and health sciences:  3.1. basic medicine, including pharmacy;  3.2. clinical medicine;  3.3. health and sports sciences;  3.4. medical biotechnology;  3.5. other medical and health sciences, including forensic medicine | Anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database | 5 | 3 | 4 | 2 |
| or |  | | | |
| reviewed scientific monograph  and  anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database | 1 | – | 1 or sent for publication | – |
| 3 | 3 | 4 | 2 |
| 4. Agricultural, forestry and veterinary sciences:  4.1. agricultural and fishery sciences, forestry science;  4.2. animal and dairy science;  4.3. veterinary science;  4.4. agricultural biotechnology;  4.5. other branches of agricultural, forestry and veterinary sciences | Anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database | 4 | 1 | 3 | 1 |
| or |  | | | |
| reviewed scientific monograph  and  anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database | 1 | – | 1 or sent for publication | – |
| 2 | 1 | 1 | 1 |
| 5. Social sciences:  5.1. psychology;  5.2. economics and business;  5.3. education sciences;  5.4. sociology and social work;  5.5. law;  5.6. political science;  5.7. social and economic geography;  5.8. mass media and communication;  5.9. other social sciences, including interdisciplinary social sciences and military science | Anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database or included in ERIH+ database | 4 | 1 | 3 | 1 |
| or |  | | | |
| reviewed scientific monograph  and  anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database or included in ERIH+ database | 1 | – | 1 or sent for publication | – |
| 2 | 1 | 1 | – |
| 6. Humanities and arts:  6.1. history and archaeology;  6.2. linguistics and literature;  6.3. philosophy, ethics and religion;  6.4. music, visual arts and architecture;  6.5. other humanities and arts, including creative industries | Anonymously reviewed scientific publication in a scientific journal or conference proceedings indexed in SCOPUS or Web of Science Core Collection database or included in ERIH+ database | 3 | – | 2 | – |
| or |  | | | |
| reviewed scientific monograph | 1 | – | 1 or sent for publication | – |

\* Note. Classification of the field of research according to Cabinet Regulation No. 49 of 23 January 2018, Regulations Regarding the Fields and Subfields of Research of Latvia.

Minister for Education and Science I. Šuplinska