*Annex to*

*the application on establishing*

*a tenured professorship position*

*i*

**Regulation on Competition for Tenured Professorship Position**

1. The Regulation hereby prescribes the special qualification requirements and criteria for the evaluation of the qualification, the key terms of reference and indicators to be achieved, and the course of the competition for the tenured professorship position of the University of Latvia (hereinafter - UL) in the area of digital humanities in the field of *linguistics and literature theory and literature criticism* (hereinafter - tenured professorship) insofar as it is not regulated by the UL Regulation on Tenured Professorship (hereinafter – UL Tenure Regulation) and other regulatory enactments.
2. In addition to the minimum requirements laid down in paragraph 5 of the UL Tenure Regulation, the following special qualification requirements are laid down for the candidate for the tenured professor position: the minimum performance in research, and organisational or other professional activities shall comply with or exceed the requirements laid down in Annex 1 to this Regulation.
3. The selection commission established in accordance with the procedures laid down in the UL Tenure Regulation (hereinafter – Selection Commission) shall evaluate the applicant’s professional and academic qualifications in conformity with the general and special requirements prescribed for the tenured professorship position, based on the following:

3.1. professional competencies

3.2. performance in research, pedagogical, organisational or other professional activities

3.3. the conformity of the objectives set out in the applicant's research plan with the objectives of the strategically important development areas of UL

1. The key terms of reference and the indicators to be achieved by the tenured professor are set out in Annex 2 to this Regulation.
2. The course of competition for the tenured professor position shall be as follows:
   1. The UL Administration shall publish the call for applications in Latvian and English on the UL website [www.lu.lv](http://www.lu.lv), the vacancy portal of the State Employment Agency in [www.nva.gov.lv](http://www.nva.gov.lv) and international portals, for example, [www.euraxess.ec.europa.eu/](http://www.euraxess.ec.europa.eu/) .
   2. After the announcement of the call for applications, the applicants for the tenured professorship position shall submit the application documents until 15 September 2024 (in electronic form) by submitting an application which has been signed with a secure electronic signature and contains a time stamp. The applicant shall submit the application electronically by e-mail to [pd.vakances@lu.lv](mailto:pd.vakances@lu.lv) no later than by 17.00 EET on the closing date for the submission of applications, with the indication “for the competition to the tenured professorship position of the University of Latvia”;
   3. when applying for the tenured professorship position, the applicant shall submit the following in Latvian and in English:
      1. an application addressed to the UL Rector
      2. *Curriculum Vitae* that includesself-assessment of the applicant’s language skills, the applicant’s contact information (telephone number, e-mail address, postal address), ORCID iD number, scientific, pedagogical, organisational, as well as other professional work experience, qualification development, major publications, other information, which more fully characterises the the applicant’s qualification and compliance with the requirements, information regarding the persons who may provide references, or feedback from co-operation partners the applicant has collaborated or is collaborating with.
      3. Copies of documents certifying the applicant’s scientific and academic degrees
      4. Research plan for the next 6 years comprising the applicant’s vision of their academic activity at UL over next 6 years, including their research programme, and collaboration or contribution to the research areas of UL and beyond
      5. Completed form of Annex 1 to the Regulation on the Competition for the tenured professorship position: Requirements for the candidate’s special qualifications (<https://www.lu.lv/par-mums/vakances/> , <https://www.lu.lv/en/about-us/vacancies/> )
   4. The initial evaluation of the applicants for tenured professorship positions shall be performed by the Selection Commission and in accordance with the procedures provided for in the UL Tenure Regulation and the Regulation hereby. The Selection Commission may, if necessary, involve experts in its work, request applicants to provide an explanation of the submitted documents, and address other institutions in order to clarify the information related to the applicant. The Selection Commission shall not evaluate the applicant if the documents they have submitted do not conform to the requirements specified in the Regulation.
   5. The time period for conformity assessment and election of applicants to the tenured professor position shall be 6 (six) weeks after the deadline for the submission of applications.
3. UL shall organize the election to the tenured professorship position in accordance with the UL Tenure Regulation and other laws and regulations of the Republic of Latvia and UL.

*Annex 1 to the*

*Regulation on Competition*

*for tenured professorship position*

***Requirements for the Applicant’s Special Qualifications***

**RESEARCH**

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | Minimum requirements | Applicant’s performance (completed by the applicant) | Selection Commission evaluation\* (completed by the Selection Commission) |
| Author’s Hirss Index of scientific publications (without self-citation) by SCOPUS or Web of Science database | 4 | Number (database) | Evaluation: |
| Publications indexed in SCOPUS, Web of Science and ERIH PLUS databases over recent 6 years | 5 | Number, list of publications in the attachment | Evaluation: |
| Involvement in research and development projects over recent 6 years | 2 | Project title, time, role | Evaluation: |
| Development of scientific qualifications in foreign institutions of higher education and research | - | Institution, time, aim | Evaluation: |
| Research plan for next 6 years | Includes the specifics of the field[[1]](#footnote-1) | Provide the title of the annex | Evaluation: |

**PEDAGOGICAL ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | Minimum requirements | Applicant’s performance (completed by the applicant) | Selection Commission evaluation\* (completed by the Selection Commission) |
| Supervision of doctoral students over recent 6 years | - | Doctoral student’s name, last name, theme of the thesis, institution, date of defence | Evaluation: |
| Number of the supervised and defended doctoral thesis over recent 6 years | - | Doctoral student’s name, last name, theme of the thesis, institution, date of defence | Evaluation: |
| Experience as a faculty member, incl. course design and implementation | - | Description | Evaluation: |

**ORGANIZATIONAL WORK** *(over recent 6 years)*

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | Minimum requirements | Applicant’s performance (completed by the applicant) | Selection Commission evaluation\*  (completed by the Selection Commission) |
| Management of research and development projects | 1 | Title, sponsor, amount of funding, period of the project | Evaluation: |
| Raising of funding through international and national project competitions and research contracts | - | Total amount, description | Evaluation: |
| Experience in drafting research and academic project proposals | - | Description | Evaluation: |
| Participation in collegial authorities | - | Description | Evaluation: |
| Participation in organizing international conferences | - | Description | Evaluation: |
| Participation in the administration of a university faculty, department, institute, laboratory and/or any other administrative work | - | Description | Evaluation: |

\* Applicant performance rating scale: 3 – outstanding, 2 – very good, 1 – good, 0 – minimum requirement not met. If, in any of the positions with minimum requirements, the applicant's performance has scored 0 points, the applicant's qualification shall be deemed to be inadequate.

*Annex 2 to*

*The Regulation on*

*Competition for*

*tenured professorship position*

**Terms of reference for the tenured professorship position of the University of Latvia**

1. The title of the field and subfield of the academic position: linguistics and literature theory and literature criticism.
2. Area of research: digital humanities.
3. Research, pedagogical and organizational work over the reporting period (6 years):

|  |  |
| --- | --- |
| **Terms of reference** | **Indicators to be achieved over a 6-year period** |
| **3.1. Research** | *Quantitative indicators* |
| *Terms of reference in the area provided in paragraph 1 above* |  |
| Peer-reviewed scientific publications in Q1 and Q2 quartile journals indexed in SCOPUS or Web of Science Core Collection databases, or included in database ERIH+, by indicating the UL  affiliation | At least 6 publications |
| Creation of a research group | 1 group |
| **3.2. Pedagogical work** | *Quantitative indicators* |
| *Terms of reference in pedagogical work* |  |
| Supervision of doctoral theses, number of defended doctoral theses | At least 3 doctoral thesis supervised, incl. at least 1 defended |
| Delivering of study courses | As appropriate, but not more than 4 academic hours per week |
| Involvement in the design of study programs | As appropriate |
| **3.3. Organizational work** | *Quantitative indicators* |
| *Terms of reference in organizational work* |  |
| Raising of funding | At least 600’000 EUR (incl. at least 400’000 EUR over a 3 year period) |
| Management of research and development projects | At least 3 projects |
| Promotion of digital humanities | As appropriate |

UL Rector   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_/

I am aware of the evaluation of the performance of these terms of reference every other year during the reporting period

        Date:                                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_

*Annex 3*

*to the Regulation on Tenured Professorship*

**Opinion of the Selection Commission about the candidates for the tenured professorhip position**

Candidate’s name, last name, amount of points

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, last name) professional and academic qualification

COMPLIES / DOES NOT COMPLY\* with the requirements of the Regulation No. …. on the Competition for the tenured professor position.

Rationale of the Selection Commission in the case of the applicant’s incompliance with the qualification requirements:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, last name, signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, last name, signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, last name, signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, last name, signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, last name, signature)

*Annex 4*

*To the application (date) (No.) on establishing*

*a tenured professorship position*

**PROPOSAL ON THE MEMBERS OF THE SELECTION COMMISSION**

1. *Dr.philol*. Andra Kalnača, tenured professor, UL Faculty of Humanities

2. *Dr.philol.* Ojārs Lāms, professor, UL Faculty of Humanities

3. *Dr.* Jurgis Pakerys, professor, Vilnius University

4. *Dr.* Till Dembeck, associate professor, University of Luxembourg

5. *Dr.* Jurgita Vaičenoniene, associate professor, Vytautas Magnus University

6. *Dr.phil.* Raivis Bičevskis, tenured professor, UL Faculty of Humanities.

1. Includes a description of the establishment of a research group in the field of digital humanities, as well as the opportunities for joint digital humanities research and study development in UL, links to the European Research Area and relevant European research infrastructures. [↑](#footnote-ref-1)