

Dokumenta veids:	Plāns	Reģ. Nr.:	CFI-SD-26- 008
Izstrādājis/-usi: Amats:	Elīna Lodīte Pārvaldības un lietvedības daļas vadītāja	Apstiprināšanas datums:	22.09.2026
Apstiprinājis/- usi: Amats:	Andris Anspoks Direktors		
	Versija:	1	



**LATVIJAS UNIVERSITĀTES
CIETVIELU FIZIKAS INSTITŪTS**

KĒNGARAGA IELA 8, RĪGA, LV-1063, LATVIJA
REĢ. NR. 90002124925, ZIN. REĢ. NR. 381016
T. +371 6718 7816
WWW.CFILLU.LV, ISSP@CFILLU.LV

Guidelines for Open, Transparent and Merit-Based Recruitment of Research Personnel at the Institute of Solid State Physics University of Latvia

1. Introduction

The Guidelines for Open, Transparent and Merit-Based Recruitment of Research Personnel of the University of Latvia Institute of Solid State Physics (hereinafter referred to as ISSP UL) (hereinafter referred to as the Guidelines) define the principles and procedures for ensuring the recruitment, selection and assessment of research personnel at various stages of employment. The Guidelines apply to the recruitment of all research personnel at career levels P1-P4 in accordance with the Research Career Framework, including Research Professors, Senior Researchers, Senior Researchers with Practical Competence, Researchers, Researchers with Practical Competence, Postdoctoral Researchers and Scientific Assistants. The Guidelines shall apply irrespective of whether the selection process consists solely of recruitment or whether election to an academic position is carried out following the recruitment procedure.

The principles set out in these Guidelines are based on the European Charter for Researchers, which serves as the current European Union policy framework for attracting excellent researchers at all stages of their careers and ensuring the best possible conditions for conducting research. The Guidelines also provide for the recruitment of international research personnel in accordance with the research fields and sub-fields defined in the ISSP UL Research Strategy and ISSP UL Research Programme. Furthermore, the Guidelines promote gender balance and diversity in accordance with the fundamental principles of gender equality and the Gender Equality Plan 2026-2030 of ISSP UL, as well as the ISSP UL Diversity, Equality and Inclusion Policy, thereby ensuring equal opportunities throughout the recruitment process. To the extent possible, the principles of these Guidelines shall also be observed when establishing cooperation with students as potential future employees of ISSP UL within their studies and when recruiting laboratory assistants. Students may apply for currently available research topics, which are updated on a regular basis and published on the ISSP UL website. Where students have previously been involved in research activities at ISSP UL, for example through coursework, internships or participation in projects within a particular research field, their candidacies may be considered on a priority basis, taking into account the experience and contribution already demonstrated. At the same time, ISSP UL shall ensure that other students are also provided with open opportunities to apply. Where necessary, an open or internal competition may be announced in accordance with the internal regulations of ISSP UL and the principles of good governance.

Dokumenta veids:	Plāns	Reģ. Nr.:	CFI-SD-26- 008
Izstrādājis/-usi: Amats:	Elīna Lodīte Pārvaldības un lietvedības daļas vadītāja	Apstiprināšanas datums:	22.09.2026
Apstiprinājis/- usi: Amats:	Andris Anspoks Direktors		
	Versija:	1	



**LATVIJAS UNIVERSITĀTES
CIETVIELU FIZIKAS INSTITŪTS**

KĒNGARAGA IELA 8, RĪGA, LV-1063, LATVIJA
REĢ. NR. 90002124925, ZIN. REĢ. NR. 381016
T. +371 6718 7816
WWW.CFILLU.LV, ISSP@CFILLU.LV

2. Recruitment Procedure for Research Personnel at ISSP UL

2.1. General Principles:

- recruitment procedures shall be open, efficient and transparent;
- where appropriate, guidelines developed and implemented within international projects of ISSP UL may be applied, including the document Report on the Recruitment of the ERA Chair Team developed as deliverable D2.2 of the SWEB project;
- discrimination and bias shall not be permitted in the recruitment process;
- personal data protection shall be ensured throughout the recruitment process.

The recruitment of research personnel at ISSP UL shall be carried out in accordance with the Labour Law, the Law on Scientific Activity, in particular taking into account amendments to Section 26 of the Law on Scientific Activity concerning recruitment procedures (election or appointment), which enter into force on 1 December 2026, as well as other applicable legal acts. Recruitment shall be conducted through a competition procedure based on clearly defined assessment criteria. The processing of personal data at ISSP UL shall be carried out in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation) and other applicable legal acts. ISSP UL shall ensure that personal data are processed solely for the intended purpose and only to the extent necessary, guaranteeing fair and lawful data processing. Access to personal data shall be granted only to those employees whose duties require such access and only to the extent necessary for the performance of specific tasks. Personal data shall not be retained longer than necessary and shall be deleted or destroyed within one year after completion of the recruitment process, subject to the applicant's consent. Personal data protection at ISSP UL shall be ensured through the Data Protection Specialist, the Personal Data Processing Regulations, and the approved Privacy Policy.

2.2. Vacancy Publication Stage:

- the vacancy announcement shall include information on the recruitment procedure, assessment criteria, the number of available positions, employment conditions and employee rights (including references to publicly available ISSP UL regulations), as well as a description of the required knowledge and competencies, including the required level and field of education and any other relevant qualifications;
- applicants may contact the contact person indicated in the vacancy announcement if they have questions regarding the position;
- vacancy announcements shall not contain discriminatory conditions or wording based on race, skin colour, sex, age, disability, religious, political or other beliefs, ethnic or

Dokumenta veids:	Plāns	Reģ. Nr.:	CFI-SD-26- 008
Izstrādājis/-usi: Amats:	Elīna Lodīte Pārvaldības un lietvedības daļas vadītāja	Apstiprināšanas datums:	22.09.2026
Apstiprinājis/- usi: Amats:	Andris Anspoks Direktors		
	Versija:	1	



**LATVIJAS UNIVERSITĀTES
CIETVIELU FIZIKAS INSTITŪTS**

KĒNGARAGA IELA 8, RĪGA, LV-1063, LATVIJA
REĢ. NR. 90002124925, ZIN. REĢ. NR. 381016
T. +371 6718 7816
WWW.CFILLU.LV, ISSP@CFILLU.LV

social origin, financial or family status, sexual orientation or any other prohibited grounds, in accordance with the Labour Law;

- a reasonable period shall be provided between the publication of the vacancy announcement and the application deadline, which shall not be shorter than the minimum period established by applicable legislation.

Vacancies shall be published in the Official portal (Latvijas Vēstnesis), the National Scientific Activity Information System, the portal of the State Employment Agency, and on the ISSP UL website. ISSP UL may also utilise additional communication channels, including social media and international platforms such as EURAXESS and LinkedIn, as well as other cooperation channels commonly used within the academic community, since attracting international research personnel has been established as one of ISSP UL's strategic objectives. Where appropriate, talent acquisition agencies may also be engaged.

With regard to applicants for research positions, excluding applicants for visiting academic positions, recruitment procedures for the third and fourth stages of the research career framework shall observe the following requirements:

- applicants for the position of Research Professor shall be selected through an international open competition or on the basis of a direct invitation issued by ISSP UL.
- applicants for the positions of Senior Researcher and Senior Researcher with Practical Competence shall be selected through an international open competition;
- international open competitions shall be announced at least one month in advance through publication on the vacancy portal of the State Employment Agency, international platforms such as EURAXESS and LinkedIn, as well as other cooperation channels commonly used within the academic community.

Each recruitment procedure shall be based on a detailed position description that complies with legal requirements and is tailored to the specific position. The detailed description of requirements forms the basis for a meaningful and appropriate vacancy announcement, ensuring an open, transparent and merit-based recruitment process.

Applicants shall be requested to submit only those documents that are relevant to the recruitment process in order to reduce administrative burden. Such documents may be submitted via the designated e-mail address, in hard-copy format, or uploaded through an online application system (EURAXESS, CV.LV or other relevant platforms).

2.3. Selection and Assessment Stage:

- the Selection Committee shall include representatives with diverse qualifications and professional experience and shall, where possible, ensure an appropriate gender balance. Depending on the nature and requirements of the vacancy, the Committee may also include representatives from different disciplines and sectors (both public and

Dokumenta veids:	Plāns	Reģ. Nr.:	CFI-SD-26- 008
Izstrādājis/-usi: Amats:	Elīna Lodīte Pārvaldības un lietvedības daļas vadītāja	Apstiprināšanas datums:	22.09.2026
Apstiprinājis/- usi: Amats:	Andris Anspoks Direktors		
	Versija:	1	



ĶENGARAGA IELA 8, RĪGA, LV-1063, LATVIJA
 REĢ. NR. 90002124925, ZIN. REĢ. NR. 381016
 T. +371 6718 7816
WWW.CFILLU.LV, ISSP@CFILLU.LV

private), including experts from other countries with relevant experience in assessing candidates;

- members of the Selection Committee shall be appropriately trained for the performance of their duties;
- where appropriate, a broader range of assessment methods should be used during the selection process, including on-site or remote interviews, practical assignments, and public lectures. The full range of a candidate's experience shall be taken into account, and achievements shall be assessed using both qualitative and quantitative criteria;
- depending on the specific nature of the vacancy, particular attention shall be paid to candidates' contributions to patents and inventions, especially where candidates are recruited from industry;
- lifelong professional development shall be recognised throughout the selection process. Career breaks or variations in the chronological sequence of CV shall not be regarded as shortcomings, but rather as elements of career development that may contribute valuable experience to the professional growth of research personnel and support multidimensional career pathways;
- any mobility experience, including residence in another country or region, changes in research environment, transitions between disciplines or sectors, and virtual mobility, shall be recognised as a valuable contribution to the professional development of research personnel;
- academic and professional qualifications shall be assessed, including non-formal qualifications of research personnel, particularly in the context of international and professional mobility;
- when recognising and evaluating qualifications, the Selection Committee shall focus on the individual's achievements rather than circumstances under which the candidate was employed or the reputation of the institution where the qualification was obtained.
- upon completion of the selection process, candidates shall be informed whether they have been selected for employment;
- upon individual request, candidates may receive feedback regarding the strengths and weaknesses of their application after the completion of the selection process.

During the selection procedure, the criteria defined in the vacancy announcement shall be compared against the materials submitted in order to identify the candidate who best meets the requirements. Candidate applications shall be assessed against both qualitative and quantitative selection criteria, including not only publication output but also involvement in teaching, supervision of research, teamwork, knowledge transfer, research and innovation management, science communication and public engagement, and other relevant activities.

Applications shall be processed without undue delay in order to ensure an efficient and timely selection and evaluation procedure. Applicants shall be informed of the receipt of their

Dokumenta veids:	Plāns	Reģ. Nr.:	CFI-SD-26- 008
Izstrādājis/-usi: Amats:	Elīna Lodīte Pārvaldības un lietvedības daļas vadītāja	Apstiprināšanas datums:	22.09.2026
Apstiprinājis/- usi: Amats:	Andris Anspoks Direktors		
	Versija:	1	



ĶENGARAGA IELA 8, RĪGA, LV-1063, LATVIJA
 REĢ. NR. 90002124925, ZIN. REĢ. NR. 381016
 T. +371 6718 7816
WWW.CFILLU.LV, ISSP@CFILLU.LV

application. Applications who meet the established eligibility and assessment criteria shall, following the screening shall go to the next stage of the selection process. In inviting candidates to interviews, the organisation shall ensure compliance with the principle of gender equality and shall provide candidates with sufficient time to prepare for the interview. In areas where a particular gender is underrepresented, a candidate of that gender shall be invited to interview, provided that the candidate fulfils the requirements and qualifications for the position.

It is recommended to use assessment forms tailored to the requirements of the specific position, ensuring that all applicants are evaluated under equal conditions. The highest-ranked candidate shall be appointed in accordance with the procedure established by applicable legislation. If the selected candidate declines the offer, the position shall be offered to the next-ranked candidate in the order established by the selection results. If the selection process is unsuccessful and no candidate is selected, a new competition shall be announced for the position concerned.

For senior positions at career levels P2, P3 and P4, the decision of the Selection Committee shall be recorded in the meeting minutes. Applicants who are not offered the position shall receive notification of the decision within 10 working days.

2.4. Onboarding Stage:

- special attention shall be devoted to the integration of newly recruited employees into ISSP UL (onboarding), including familiarisation with the working environment, promoting an understanding of the good research practices adopted by ISSP UL, and the use of a dedicated application developed specifically for new employees;
- prior to the commencement of employment, an employment contract shall be prepared and signed with the selected candidate. Candidates holding qualifications obtained abroad must obtain recognition of their educational credentials from the Academic Information Centre before the commencement of employment;
- responsibility for onboarding rests with the direct supervisor, who may appoint a mentor to facilitate the employee's integration into the working environment and team of ISSP UL, provide support during the initial employment period, and introduce the employee to their duties and responsibilities.

3. Assessment of Research Personnel

Pursuant to Paragraph 57 of the Transitional Provisions of the Law on Scientific Activity, Section 26.4, "Assessment of Persons Employed in Academic Positions", shall enter into force on 1 January 2029. The provision establishes that the scientific performance of a person employed in an academic position shall be assessed no later than six months before the expiry of the employment contract or every six years where the employment contract has been concluded for an indefinite period. It is further provided that, by 31 December 2027, the

Dokumenta veids:	Plāns	Reģ. Nr.:	CFI-SD-26- 008
Izstrādājis/-usi: Amats:	Elīna Lodīte Pārvaldības un lietvedības daļas vadītāja	Apstiprināšanas datums:	22.09.2026
Apstiprinājis/- usi: Amats:	Andris Anspoks Direktors		
	Versija:	1	



KĒNGARAGA IELA 8, RĪGA, LV-1063, LATVIJA
 REĢ. NR. 90002124925, ZIN. REĢ. NR. 381016
 T. +371 6718 7816
WWW.CFILLU.LV, ISSP@CFILLU.LV

Scientific Council of a scientific institution shall establish and publish the requirements and procedures for assessing scientific performance at each stage of the research career framework.

Until the Scientific Council of ISSP UL determines otherwise, ISSP UL shall apply the following principles:

- the assessment of research personnel shall be carried out by the ISSP UL Science Council prior to appointment to positions for the relevant period of employment. In the case of P4-level research personnel, the involvement of international experts is encouraged where possible;
- assessment shall take into account the overall creative and scientific contribution of the researcher, evaluating both quantitative and qualitative performance indicators;
- persons involved in the assessment process shall be appropriately trained.

ISSP UL also conducts annual performance evaluations of its structural units. The annual performance results of each unit incorporate the achievements of all research personnel employed within that unit. Performance assessment takes into account not only quantitative indicators but also qualitative indicators, including publications, patents, research leadership, mentoring, cooperation at national and international levels, administrative responsibilities, science communication and public engagement activities, and participation in all forms of mobility, such as residence in another country or region, transitions between disciplines or sectors, virtual mobility, and other comparable contributions that are recognised as valuable elements of researchers' professional development, both at the beginning of a research career and at later stages.

During the performance assessment process, discussions shall be held in order to clarify and align the objectives of research personnel, thereby contributing both to the achievement of individual career goals and the strategic objectives of ISSP UL. The ISSP UL Research Strategy 2030 and Research Programme 2030 shall serve as the basis for the development of individual research activity plans of researchers.

Signature not validated

Digitally signed by ANDRIS ANSPOKS
 Date: 2026.09.22 15:11:28 CEST
 Location: Riga, Latvia