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## **JOB DESCRIPTIONS OF UNIVERSITY OF TARTU ACADEMIC STAFF**

### **A. General provisions**

1. Academic staff duties and their classification
  - 1.1. The academic staff of the University consists of teaching and research staff.
  - 1.2. The principal duties of academic staff are:
    - 1.2.1. research and development;
    - 1.2.2. teaching and curriculum development;
    - 1.2.3. creative professional work duties may be added to (or substituted for) research and development activities in programmes leading to the award of professional certificates or professional degrees as well as in fine arts.
  - 1.3. Research and related development activities shall include:
    - 1.3.1. fundamental or applied research;
    - 1.3.2. publication of research results in print or their presentation in academic fora;
    - 1.3.3. publication of the results of development activities (developed technologies, patents, etc.);
    - 1.3.4. participation in academic conferences;
    - 1.3.5. carrying out research under research grants;
    - 1.3.6. participation in joint projects and collaboration agreements;
    - 1.3.7. participation in expert evaluation teams;
    - 1.3.8. application of research results in consultations and contract work;

- 1.3.9. development of research and teaching laboratories;
- 1.3.10. other similar activities.

Research and development work involves:

- 1.3.11. membership in academic bodies and related organisational activities (participation in the work of research organisations, editing research journals and collections of articles, organising conferences);
- 1.3.12. taking steps to secure research and development funding (targeted research grants, research and development support, contracts, etc.) from third parties.

1.4. Teaching activities shall include:

- 1.4.1. classroom teaching (lectures, practical study classes, practice classes, laboratory work, seminars, colloquia), including in continuing education courses and the Open University;
- 1.4.2. consultation and advising of students;
- 1.4.3. organisation and supervision of students' practice learning;
- 1.4.4. supervision of non-distance students (including Master's and PhD students) and students attending Open University;
- 1.4.5. monitoring and assessing the work of students (assessing current work, administering pass/fail evaluations and exams, reviewing practice training reports, seminar papers and graduation theses, reviewing Master's and PhD theses, etc.);
- 1.4.6. other similar activities.

Teaching activities shall also involve the organisation and administration of entrance tests.

1.5. Curriculum development shall include:

- 1.5.1. preparation for classes;
- 1.5.2. creation of study and teaching aids;
- 1.5.3. selection of appropriate textbooks and, where so agreed, creation of the same;
- 1.5.4. participation in syllabus and curriculum design;
- 1.5.5. other similar activities.

1.6. In addition, the duties of the academic staff shall include:

- 1.6.1. popularisation of the staff members' research field (profession) and the promotion of the University;
- 1.6.2. improvement of the staff members' professional skills (primarily the development of skills and acquisition of knowledge necessary in staff members' research and teaching);
- 1.6.3. participation in the work of academic decision-making bodies of the University (the University Council) and its structural units (unit councils) as well as of other collegial decision-making bodies and committees;
- 1.6.4. participation in the work of academic and administrative bodies and committees outside the University;
- 1.6.5. other similar activities.

2. The duties and rights of academic staff

- 2.1. The tasks of the teaching staff shall include research.
- 2.2. The tasks of the teaching staff shall include teaching and curriculum development work at the University, regardless of the form of such work or the source of its funding. Teaching in the Open University and in continuing education courses shall be part of the tasks of academic staff members assigned such work.

- 2.3. The workload of a member of teaching or research staff may involve different tasks in proportions determined by the Head of the structural unit and/or the immediate supervisor of that staff member pursuant to standard classroom teaching loads. Those loads may differ by semesters (or teaching weeks).
- 2.4. Classroom teaching shall take place in the volume and during such hours as specified in the schedule of classes. The content of the subject taught shall correspond to the subject syllabus.
- 2.5. Teaching and research staff shall take good care of the property of the University and use the funds entrusted to them expediently and economically.
- 2.6 Teaching and research staff shall be obligated to perform the duties of elected and appointed academic offices.
- 2.7. Teaching and research staff shall be obligated to seek funding for research from Estonian and international organisations, and to offer their services to prospective private and public customers in Estonia and abroad.
- 2.8. Teaching and research staff shall be entitled to use University facilities, equipment and other means necessary for the discharge of their tasks in accordance with the procedures established by the University.
- 2.9. Teaching and research staff shall be entitled to address questions related to their work and the activities of the University to University officials and decision-making bodies.
- 2.10. Teaching and research staff shall be entitled to express opinions and make proposals concerning matters related to their field when those matters are debated in decision-making bodies of the University.
- 2.11. Members of teaching staff in ordinary shall be entitled to one sabbatical semester of paid leave for every five years of service for the purpose of improving their professional skills or engaging in a creative project.
- 2.12. Teaching and research staff members shall be entitled to a salary that is higher than the minimum salary in their salary grade where their workload exceeds the standard workload, where their performance in research and curriculum development work exceeds the relevant average or where they have been assigned additional duties of administrative nature, according to the procedure established in UT Salary Rules and within the budgetary constraints of their structural unit.

## **B. Academic positions**

### **1. Professors**

- 1.1. Professors are lead members of teaching staff in their speciality. Professors shall be responsible for organising the teaching of their subjects and directing the respective research. The principal task of Professors is the organisation of post-graduate studies (especially PhD study) and the taking of steps to ensure being able to fill future academic staff vacancies in their field. The results of PhD and Master's programmes shall be the indicators according to which the effectiveness of the teaching conducted and organised by a Professor as well as the academic qualifications of that Professor shall be assessed.
- 1.2. While Professors may teach at all levels of higher education, their primary area of responsibility is teaching speciality subjects in Master's and PhD programmes and supervising Master's and PhD theses. The classroom teaching load of a Professor shall be at least 128 academic hours per calendar

year (on average, 4 hours per week). The classroom teaching load of an extraordinary Professor hired for a specified term in order to carry out a task funded by research receipts may be reduced to the level of standard workload of research staff (at least 64 academic hours per calendar year), provided the Professor demonstrates an elevated level of performance in research work. [effective as of 27 April 2007]

- 1.3. Professors shall take part in designing curricula and be responsible for syllabus design in subjects taught at their Chair. Professors shall be entitled to monitor teaching in those subjects, including sitting in as observers during classroom teaching and organising observation team sit-ins. Professors shall take steps to ensure the presence of study and teaching aids in the subjects taught at their Chairs and shall where necessary arrange the creation of such aids.
- 1.4. Professors shall direct research and development activities in their speciality and take steps to secure the funding necessary for those activities. Professors shall act as directing researchers of a research theme or part thereof and shall where necessary supervise the work of junior teaching staff members. During the elected term of office (5 years) a Professor shall carry out research exceeding that required of a PhD thesis, publish at least five internationally peer-reviewed research articles as the author or a co-author, and supervise one or more PhD theses until the stage of defence. Professors shall develop contacts with academics of other universities, they shall invite visiting faculty members where this is possible, etc. [effective as of 27 April 2007]
- 1.5. Professors are expected to look out for the development of their speciality on the national level, including looking out for the development of speciality terminology in Estonian.
- 1.6. Unless work in the structural unit is organised otherwise, the immediate supervisor of a Professor shall be the Head of the relevant Institute (Department).

## 2. Senior Lecturers

- 2.1. Senior Lecturers are recognised teaching staff members in their speciality who possess a *venia legendi*, which gives them competence to teach (including to lecture and administer examinations) at all levels of higher education (including PhD programmes). The classroom teaching load of a Senior Lecturer shall be at least 224 academic hours per calendar year (on average, 7 hours per week). [effective as of 01 June 2001]
- 2.2. The principal task of Senior Lecturers shall be the teaching of a subject or a cluster of subjects. Senior Lecturers shall organise and plan teaching in their subject(s) and look out for the effectiveness of that teaching. Senior Lecturers shall design syllabi, select textbooks, create study and teaching aids and supervise teaching staff members involved in the teaching of their subjects. Senior Lecturers shall also supervise students in Bachelor's and Master's programmes, including those of the Open University. Effective supervision of students shall be one of the indicators of the performance of a Senior Lecturer. Senior Lecturers may supervise PhD students.

- 2.3. Senior Lecturers are independent researchers who may supervise the research of Lecturers, Assistants and Research Fellows. During the elected term of office (5 years) a Senior Lecturer shall carry out research at least in the volume equivalent to that of two thirds of a PhD thesis. The effectiveness of the work of a Senior Lecturer is demonstrated amongst other things by the ability of that Senior Lecturer to secure research funding (above all research grants).
- 2.3<sup>1</sup>. [repealed as of 01 October 2010]
- 2.4. Where the position of a Professor is vacant or the contract of employment of a Professor has been suspended, a Senior Lecturer may temporarily act for that Professor. If the position of a Professor is vacant, a Senior Lecturer may be appointed Holder of the Chair ad interim.  
[effective as of 05 March 2006]
- 2.5. Unless work in the structural unit is organised otherwise, the immediate supervisor of a Senior Lecturer shall be the Head of the relevant Institute (Department).  
[effective as of 05 March 2006]

### 3. Lecturers

- 3.1. Lecturers shall be competent to deliver lectures and administer examinations and pass/fail evaluations. The standard classroom teaching load of a Lecturer shall be at least 288 academic hours per calendar year (on average, 9 hours per week).  
[effective as of 01 June 2001]
- 3.2. The principal tasks of Lecturers shall consist in giving lectures and conducting seminars, practical study and practice classes at the first and the second tiers of higher education. A Lecturer shall organise the teaching of his/her subject and supervise other teaching staff members, if any, involved in the teaching of that subject. Lecturers shall also supervise students in matriculated under Bachelor's programmes, including those of the Open University. A Professor may also assign Lecturers the supervision of Master's theses.
- 3.3. Lecturers shall take part in the research work conducted at the Institute (Department) (mostly under the supervision of a Professor, a Senior Lecturer or a Senior Research Fellow). During the elected term of office (4 years), a Lecturer shall carry out research at least in the volume equivalent to that of one-half of a PhD thesis. Where a respective proposal is brought by the Head of the relevant structural unit, the research duties of a Lecturer may be reduced provided his/her teaching load is increased. The respective agreement will be drawn up in writing and annexed to the contract of employment of the Lecturer. Where a Lecturer's classroom teaching load equals or exceeds 480 hours per year, the Lecturer shall not be required to engage in research work.  
[effective as of 01 June 2001]
- 3.4. Unless work in the structural unit is organised otherwise, the immediate supervisor of a Lecturer shall be the Head of the relevant Institute (Department). [effective as of 05 March 2006]

### 4. Assistants

- 4.1. Assistants are assistant teaching staff members with a speciality qualification. The principal task of Assistants shall consist in conducting seminars, the practical study and practice classes of Bachelor's and Diploma studies programmes and, provided they possess sufficient experience and a Master's degree, also of Master's programmes. Assistants shall be competent to administer pass/fail evaluations and examinations as assigned by the Professor of the speciality concerned or, in the absence of such Professor, by the Head of the structural unit. The standard classroom teaching load of an Assistant shall be at least 320 academic hours per calendar year (on average, 10 hours per week).  
[effective as of 01 June 2001]
- 4.2. A Professor may assign Assistants the supervision and reviewing of semester and seminar papers and, provided the Assistant possesses sufficient experience, also of Diploma and Bachelor's theses.
- 4.3. Assistants shall take part in the research work of the Institute (Department) under the supervision of a Professor, a Senior Lecturer or a Senior Research Fellow. During the elected term of office (3 years), an Assistant shall carry out research at least in the volume equivalent to that of one-third of a PhD thesis.
- 4.4. Unless work in the structural unit is organised otherwise, the immediate supervisor of an Assistant shall be the Head of the relevant Institute (Department). [effective as of 05 March 2006]

## 5. Teachers

- 5.1. The principal tasks of Teachers shall consist in teaching duties of a practical nature (primarily conducting practice classes). Teachers shall be competent to administer pass/fail evaluations and examinations in their subject. The standard classroom teaching load of a Teacher shall be at least 448 academic hours per calendar year (on average, 14 hours per week).  
[effective as of 01 June 2001]
- 5.2. Teachers shall supervise Bachelor's students, including those in Open University Bachelor's programmes, create study and teaching aids as well as engage in other curriculum development work.
- 5.3. Teachers shall not be required to conduct research. Accordingly, an increased proportion of the working time of Teachers shall be devoted to teaching and curriculum development work.
- 5.4. Unless work in the structural unit is organised otherwise, the immediate supervisor of a Teacher shall be the Head of the structural unit (Centre).

## 5<sup>1</sup>. Lead Research Fellows

- 5<sup>1</sup>.1. Lead Research Fellows are internationally recognised researchers in their speciality. The principal task of Lead Research Fellows shall consist in research, supervision of research and development work.
- 5<sup>1</sup>.2. A Lead Research Fellow shall supervise the research conducted in his/her speciality at an Institute (Department). Lead Research Fellows shall look out for the availability of necessary resources for research and be answerable for the effectiveness of research and development. Lead Research Fellows shall supervise the research of junior members of teaching staff and of Research

Fellows. During the elected term of office (5 years), a Lead Research Fellow shall carry out research at least in the volume equivalent to that of one and a half of a PhD thesis.

- 5<sup>1</sup>.3. The duties of a Lead Research Fellow shall include the organisation of post-graduate studies (especially PhD study) and the taking of steps to ensure being able to fill future academic staff vacancies in their field. In assessing the effectiveness of the work of a Lead Research Fellow, regard shall be had amongst other things to the results of PhD and Master's programmes. Lead Research Fellows may be required to assume classroom teaching loads of up to 64 academic hours per calendar year (on average, 2 hours per week).
- 5<sup>1</sup>.4. Unless work in the structural unit is organised otherwise, the immediate supervisor of a Lead Research Fellow shall be the Head of the relevant Institute (Department). [effective as of 11 April 2004]

## 6. Senior Research Fellows

- 6.1. Senior Research Fellows are recognised researchers in their speciality. The principal task of Senior Research Fellow shall consist in conducting and supervising research and engaging in development activities.
- 6.2. A Senior Research Fellow shall direct a research theme or part thereof, a research project or research conducted under a research agreement. Senior Research Fellows shall be responsible for the organisation of research and the completion of tasks. Senior Research Fellows may supervise the research of Lecturers, Assistants and Research Fellows. During the elected term of office (5 years), a Senior Research Fellow shall carry out research at least in the volume equivalent to that of one and a half of a PhD thesis. The effectiveness of the work of Senior Research Fellows is demonstrated amongst other things by their ability to secure research funding (primarily specific-purpose funding and research grants). [effective as of 05 March 2006]
- 6.3. The duties of a Senior Research Fellow shall include the supervision of students of Bachelor's, Master's and PhD programmes as well as giving lectures in his/her speciality. Senior Research Fellows may be required to assume classroom teaching loads of up to 64 academic hours per calendar year (on average, 2 hours per week). [effective as of 01 June 2001]
- 6.4. Unless work in the structural unit is organised otherwise, the immediate supervisor of a Senior Research Fellow shall be the Head of the relevant Institute (Department). [effective as of 05 March 2006]

## 7. Research Fellows

- 7.1. Research Fellows are research staff members working under the supervision of a Professor, Senior Lecturer or Senior Research Fellow. Research Fellows shall not make independent contributions to a research theme or research project. During the elected term of office (3 years), a Research Fellow shall carry out research at least in the volume equivalent to that of two-thirds of a PhD thesis.
- 7.2. The position of a Research Fellow presumes a certain share of teaching load. The teaching competences of a Research Fellow shall be equivalent to those of Lecturers. Research Fellows may be required to assume classroom

teaching loads of up to 64 academic hours per calendar year (on average, 2 hours per week).

[effective as of 01 June 2001]

- 7.3. Unless work in the structural unit is organised otherwise, the immediate supervisor of a Research Fellow shall be the Head of the relevant Institute (Department). [effective as of 05 March 2006]

/Signature/

Professor Jaak Aaviksoo,  
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/Signature/

Ivar-Igor Saarniit  
Academic Secretary