

REQUIREMENTS FOR TEACHING AND RESEARCH STAFF

Adopted in pursuance of s. 14(3)(3)(4¹) of the Republic of Estonia Universities Act and s. 10(10) of the Statutes of the University of Tartu and on the basis of ss. 14–20 of the Cabinet of Ministers of the Republic of Estonia Regulation 178 of 18 December 2008, titled *Higher Education Standard*, of s. 8 of the Republic of Estonia Organisation of Research and Development Act and of the University of Tartu Strategic Plan 2009–2015.

1. The Requirements for Teaching and Research Staff (hereinafter 'the requirements') shall apply to the teaching and research staff of the University of Tartu (hereinafter 'the university') and shall be used in assessing the suitability of candidates for teaching and research positions in the university.

I. General requirements

2. Assessment of whether a position holder meets the requirements established for the position shall be based on the following criteria:
 - 2.1. the position holder's competence to perform the research and development duties, teaching and teaching development duties and other duties provided in the Job Descriptions of the University of Tartu Academic Staff. If the position is one that involves organisational work and requires management experience, the assessment shall focus on the qualities that make the position holder likely to discharge the corresponding duties successfully. In specialisms in which professional certificates or degrees are awarded, as well as in the creative arts, the position holder shall, in addition to, or instead of, research and development activities, be assessed with regard to his or her competence in creative professional work;
 - 2.2. in positions involving research and development duties, as well as in those involving creative professional work, the assessment shall focus on the position holder's hitherto performance, the publication of the results of his or her work and their recognition, his or her success in securing the means required to carry out research and development or creative professional work, his or her fulfilment of the obligations arising under research grants and contracts, as well as his or her experience in organising (research) work;
 - 2.3. in positions involving teaching and teaching development duties, the assessment shall focus on the position holder's teaching work (including teaching in continuing education courses and e-courses) that he or she has conducted at a university, on the position holder's supervision of students (including Master's and PhD students), as well as on any textbooks compiled and e-courses prepared by him or her, and on his or her involvement in teaching-related curriculum development activities (drafting of syllabi, programmes of study, etc.). In assessing the position holder's teaching work, regard shall also be had to the feedback received from the students;
 - 2.4. the position holder's engagement, during the last employment contract period, in professional development activities regarding the skills and knowledge required in his or her work, including, in the case of a teaching position, participation in continuing education courses aimed at improving teaching skills;
 - 2.5. the position holder's participation in the work of academic and administrative bodies and committees, his or her contributions in raising awareness of the specialism (profession), etc.

II. Requirements by position

II.1. Requirements for professors

3. General requirements

3.1. The professor must hold a Ph.D. conferred in Estonia or an equivalent qualification.

3.2. The professor must be qualified to teach the subjects of his or her specialism on all levels of higher education and, where necessary, to arrange teaching in those subjects (including doctoral studies), to direct research and/or creative professional work, to direct the work of a research team and to further the development of his or her specialism in Estonia.

3.3. The professor must possess international experience, i.e. he or she must have completed his or her PhD (or equivalent) studies, a postdoctoral fellowship or a continuing education programme abroad (preferably involving a total of at least five months of work during the last five years), or must have held an academic position abroad (preferably for a total of at least five months during the last five years).

4. Requirements concerning research and development

4.1. Candidates for the position of professor are expected to have conducted internationally recognised research in their specialism or a closely related field equivalent to at least three doctoral theses.

4.2. The professor is required to engage in research on a constant basis: within the last five years, he or she must have completed internationally recognised research equivalent to more than a doctoral thesis.

4.3. The professor is expected to be successful in securing research grants and research and development contracts and in performing the research required under those grants and contracts.

5. Requirements concerning teaching and teaching development

5.1. Candidates for the position of professor are expected to possess teaching experience at the university level equivalent to at least two years' worth of serving in the position of senior lecturer. The candidates must have supervised Master's students, preferably also PhD students. As an exception, a candidate may be allowed to have a teaching experience that covers a shorter period, provided the candidate can show outstanding research results instead; whether the exception is granted shall be decided by the Academic Committee.

5.2. A strong candidate will have experience in creating textbooks, including those intended for the first tier of higher education, and experience in conducting e-teaching.

6. Candidates for the position of professor must have experience in management work and in the organisation of research.

7. Where a person has applied for re-election to the position of professor, the assessment shall also focus on the candidate's work in the position of professor during his or her previous employment contract period. In the field of teaching, the primary consideration shall be the performance rating of doctoral studies, in which the professor must have supervised doctoral theses. The candidate must have international experience, i.e. he or she is expected during the last five years to have spent preferably at least five months abroad either participating in a continuing education programme or holding an academic position related to his or her specialism.

II.2. Requirements for senior lecturers

8. General requirements

- 8.1. The senior lecturer must hold a Ph.D. conferred in Estonia or an equivalent qualification.
- 8.2. The senior lecturer must be an independent researcher who is competent to supervise Master's and PhD students, as well as junior teaching and research staff members. The senior lecturer must be qualified to teach the subjects of his or her specialism on all levels of higher education and supervise the teaching in those subjects.

9. Requirements concerning research and development

- 9.1. Candidates for the position of senior lecturer are expected to have conducted internationally recognised research in his or her specialism or a closely related field equivalent to at least two doctoral theses.
- 9.2. The senior lecturer is required to engage in research on a constant basis: within the last five years he or she must have completed internationally recognised research equivalent to at least 2/3 of a doctoral thesis.
- 9.3. The senior lecturer is expected to be successful in securing research grants and in performing the research required under those grants.

10. Requirements concerning teaching and teaching development

- 10.1. Candidates for the position of senior lecturer are expected to have teaching experience at the university level equivalent to at least two years' worth of serving in the position of lecturer. The candidates must preferably have supervised Master's and PhD students.
- 10.2. A strong candidate will have experience in creating textbooks and experience in conducting e-teaching.

11. Candidates for the position of senior lecturer must have experience in management work and in the organisation of research.

12. Where a person has applied for re-election to the position of senior lecturer, the assessment shall also focus on the candidate's work in the position of senior lecturer during his or her previous employment contract period. In the field of teaching, the primary consideration shall be the candidate's performance in supervising Master's and PhD students. The candidate must have supervised Master's theses that have been defended successfully. The candidate must have international experience, i.e. during the last five years he or she is expected to have spent preferably at least five months abroad either participating in a continuing education programme or holding an academic position related to his or her specialism.

II.3. Requirements for lecturers

13. The lecturer must hold a Master's degree conferred in Estonia or an equivalent qualification.

14. The lecturer must be qualified to teach his or her specialism on the first two tiers of higher education, including to give lectures and to supervise students on the first tier of higher education.

15. Candidates for the position of lecturer must have completed internationally recognised research equivalent to at least 2/3 of a doctoral thesis.

16. Candidates for the position of lecturer are expected to have teaching experience at the university level equivalent to at least two years' worth of serving in the position of assistant. The candidates must preferably have supervised students and have experience in conducting e-teaching.

17. Where a person has applied for re-election to the position of lecturer, the assessment shall also focus on the candidate's work in the position of lecturer during his or her previous employment contract period, including the candidate's performance as a supervisor of students.

II.4. Requirements for assistants

18. The assistant must hold a Master's degree conferred in Estonia or an equivalent qualification.

19. The assistant must be qualified to conduct seminars, consolidation sessions and colloquia in his or her specialism on the first tier of higher education and to participate in research. Experience in conducting e-teaching is preferable.

20. Where a person has applied for re-election to the position of assistant, the assessment shall also focus on the candidate's work in the position of assistant during his or her previous employment contract period.

II.5. Requirements for teachers

21. The teacher must hold a Master's degree conferred in Estonia or an equivalent qualification.

22. The teacher must be qualified to teach and supervise students, and to create teaching aids. A strong candidate will have experience in conducting e-teaching.

23. Where a person has applied for re-election to the position of teacher, the assessment shall also focus on the candidate's work in the position of teacher during his or her previous employment contract period.

II.6. Requirements for lead research fellows

24. General requirements

24.1. The lead research fellow must hold a Ph.D. conferred in Estonia or an equivalent qualification.

24.2. The lead research fellow must be an independent researcher who is competent to direct research in his or her specialism, to direct the work of a research team and to supervise teaching and research staff members. The lead research fellow must be competent to teach the subjects of his or her specialism on all levels of higher education and, in particular, to organise doctoral studies.

25. Requirements concerning research and development

25.1. Candidates for the position of lead research fellow are expected to have conducted internationally recognised research.

25.2. The lead research fellow is required to engage in research on a constant basis: within the last five years he or she must have completed internationally recognised research equivalent to at least one and a half doctoral theses.

25.3. The lead research fellow is expected to be successful in securing research grants and research and development contracts and in performing the research required under those grants and contracts.

26. Candidates for the position of lead research fellow must have held the position of senior lecturer, senior research fellow or professor for a total of at least ten years; they must have

supervised at least one doctoral thesis that has been successfully defended, or supervised research work that has resulted in a patented invention.

27. Candidates for the position of lead research fellow must have experience in management work and in the organisation of research.

28. Where a person stands for re-election to the position of lead research fellow, the assessment shall also focus on the candidate's work in directing and developing research in his or her specialism (in particular, the organisation of doctoral studies and the training of a new generation of academics in the specialism) during his or her previous employment contract period. The lead research fellow must have supervised successfully defended Master's and PhD theses and have maintained an acceptable level of efficiency in doctoral studies. The candidate must have international experience, i.e. he or she is expected during the last five years to have spent preferably at least five months abroad either participating in a continuing education programme or holding an academic position related to his or her specialism.

II.7. Requirements for senior research fellows

29. General requirements

29.1. The senior research fellow must hold a Ph.D. conferred in Estonia or an equivalent qualification.

29.2. The senior research fellow must be an independent researcher, who is competent to direct a research theme and to supervise teaching and research staff members, as well as Master's and PhD students. The senior research fellow must be competent to teach his or her specialism on all levels of higher education.

30. Requirements concerning research and development

30.1. The senior research fellow is expected to have conducted internationally recognised research in his or her specialism or a closely related field equivalent to at least two doctoral theses.

30.2. The senior research fellow is required to engage in research on a constant basis: within the last five years he or she must have completed internationally recognised research equivalent to at least one doctoral thesis.

30.3. The senior research fellow is expected to be successful in securing research grants and in performing the research required under those grants.

31. A strong candidate to the position of senior research fellow shall have teaching experience at a university and shall have experience in supervising PhD students.

32. A strong candidate to the position of senior research fellow shall have experience in management work and in the organisation of research.

32. Where a candidate stands for re-election to the position of senior research fellow, the assessment shall also focus on the candidate's work in the position of senior research fellow during his or her previous employment contract period. In particular, the candidate's success in performing research under his or her research theme and research grants and contracts, as well as in securing the means for research, shall be assessed. A strong candidate shall have teaching experience and shall have experience in supervising students. The candidate must have international experience, i.e. he or she is expected during the last five years to have spent preferably at least five months abroad either participating in a continuing education programme or holding an academic position related to his or her specialism.

II.8. Requirements for research fellows

34. The research fellow must hold a research degree conferred in Estonia or an equivalent qualification.

35. The research fellow must be competent to conduct research in his or her specialism under the supervision of a professor, senior lecturer, or senior research fellow.

36. Where a person stands for re-election to the position of research fellow, the assessment shall also focus on the candidate's work in the position of research fellow during his or her previous employment contract period. A strong candidate shall have teaching experience and shall have experience in supervising students. A strong candidate shall also have international experience, i.e. it is recommended that during the last five years the candidate has completed a continuing education programme abroad or held an academic position related to his or her specialism abroad.

III. Requirements specific to certain specialisms

37. In addition to the requirements (both general and specific to particular type of academic positions) listed above, in certain specialisms the following requirements shall apply:

37.1. in clinical disciplines, professors and senior lecturers must be highly qualified specialists in their field or in a closely related field;

37.2. in the creative arts, professors and senior lecturers are required to hold at least a Master's degree or an equivalent qualification; the professor must be an internationally recognised creative artist, who has at least five years of active experience in creative arts; the senior lecturer must be a recognised creative artist, who has experience in creative arts. The assessment shall attribute equal weight to achievements in creative arts and to research work.

37.3. in subject didactics disciplines, assistants, lecturers or senior lecturers are required to have at least three years' teaching experience in their subject or specialism in an educational establishment of the corresponding tier of education.

IV. Criteria for research publications

38. Editions shall be regarded as international if they meet the requirements set forth in the University of Tartu Constitutive Regulations for Research Degrees in regard to publication of results of doctoral research.

39. A research publication shall be considered international in scope if it is repeatedly cited in leading research journals of the specialism, or if it is regarded as significant from the point of view of the Estonian society, the Estonian economy or the Estonian national culture and has not been previously published in an edition of the level specified in section 38 above.

40. A translation annotated with scholarly commentary, the text of a statute or bill drawn up in its entirety or in part by the candidate, the scholarly commentary of a statute, or an original textbook for higher education institutions may also be considered a research publication.

V. Implementing provisions

41. The University of Tartu Guidelines for Evaluating Candidates for Positions of University of Tartu Teaching and Research Staff adopted by the Council of the University of Tartu Regulation 15 of 22 December 2000 and amended by the Council of the University of Tartu Regulation 18 of 1 June 2001, Regulation 3 of 1 April 2005, Regulation 23 of 23 December 2005, Regulation 2 of 23 February 2006 and Regulation 11 of 27 April 2007 are hereby

repealed.

42. Point 2.3¹ of the Job Descriptions of University of Tartu Academic Staff adopted by the Council of the University of Tartu Regulation 53 of 25 June 1999 and amended by the Council of the University of Tartu Regulation 18 of 1 June 2001, Regulation 3 of 1 April 2005, Regulation 2 of 23 February 2006 and Regulation 11 of 27 April 2007 is hereby repealed.

43. If a recruitment procedure has been announced (i.e. a vacancy in respect of which a vacancy notice has been published, or the non-public recruitment procedure or the procedure of granting the title of a visiting teaching staff member has been initiated) in respect of a teaching or research position before the date these regulations take effect, assessment of the candidates for the teaching or research position shall be based on the requirements that applied to the members of teaching or research staff before this regulation took effect.

44. The Requirements for Teaching and Research Staff shall take effect on 1 October 2010.

45. The requirements regarding the international experience of teaching or research staff members described in sections 3.3, 12, 28, 33 and 36 above shall apply to teaching and research staff members who take up their position on or after 1 September 2015.