ADOPTED by the Senate of the University of Tartu
Regulation 13 of 20 December 2013
(effective as of 20 December 2013)

REQUIREMENTS FOR TEACHING AND RESEARCH STAFF

Adopted based on clause 14 (3) 41 of the Universities Act, clause 23 (4) 6) of the University of Tartu Act and clause 322 12) of the Statutes of the University of Tartu and pursuant to clauses 14–20 of the Regulation 178 “Higher Education Standard” of 18 December 2008 of the Government of the Republic, clause 8 of the Organisation of Research and Development Act, the University of Tartu Strategic Plan 2009–2015 and clause 139 of the Statutes of the University of Tartu.

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

I. General requirements

2. The assessment of whether a position holder meets the requirements established for the position is to be based on the following criteria:

2.1 the position holder’s competence to perform 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, assessment is to focus on the qualities that make the position holder likely to discharge the corresponding duties successfully. In specialisations in which professional certificates or degrees are awarded, as well as in the creative arts, the position holder is, in addition to, or instead of, research and development activities, to be assessed with regard to his/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 is to focus on the position holder’s hitherto performance, the publication of the results of his/her work and their recognition, his/her success in securing research grants and means required to carry out research and development or creative professional work, his/her fulfilment of the obligations arising under contracts, as well as his/her experience in organising (research) work;

2.3 in positions involving teaching and teaching development duties, the assessment is to focus on the position holder’s teaching work (including teaching in continuing education courses and e-courses) that he/she has conducted at a university, on the position holder’s supervision of students (including master’s and doctoral students), as well as on any textbooks compiled and e-courses prepared by him/her, and on his/her involvement in activities related to the administration of teaching (drafting of curricula and syllabi, etc.). In assessing the position holder’s teaching work, amongst other things the feedback received from the students is taken into account;

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/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/her contributions in raising awareness of the specialisation (profession), etc.
II. Requirements by position

II.1. Requirements for professors

3. General requirements
   3.1 A professor must hold a doctoral or an equivalent qualification.
   3.2 A professor must be qualified to teach the subjects of his/her specialisation 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/her specialisation in Estonia.
   3.3 A professor must possess international experience, i.e., he/she must have completed his/her doctoral (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 specialisation or a closely related field equivalent to at least three doctoral theses.
   4.2 A professor is required to engage in research on a constant basis: within the last five years, he/she must have completed internationally recognised research equivalent to more than a doctoral thesis.
   4.3 A professor is expected to be successful in raising research grants and in performing research and development 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 associate professor. The candidates must have supervised master’s students, preferably also doctoral 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 will be decided by the senate.
   5.2 A strong candidate will have experience in creating textbooks, including those intended for the first level of higher education, and experience in conducting e-learning.

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 a position of professor, assessment is also to focus on the candidate's work in the position of professor during his/her previous employment contract period. In the field of teaching, the primary consideration is the performance rating of doctoral studies, in which the professor must have supervised doctoral theses. The candidate must have international experience, i.e., he/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/her specialisation.

II.2. Requirements for associate professors

8. General requirements
   8.1. An associate professor must hold a doctoral or an equivalent qualification.
8.2. An associate professor must be an independent researcher who is competent to supervise master’s and doctoral students, as well as junior teaching and research staff members. An associate professor must be qualified to teach the subjects of his/her specialisation on all levels of higher education and to supervise teaching in those subjects.

9. Requirements concerning research and development
9.1. Candidates for the position of associate professor are expected to have conducted internationally recognised research in his/her specialisation or a closely related field equivalent to at least two doctoral theses.
9.2. An associate professor is required to engage in research on a constant basis: within the last five years he/she must have completed internationally recognised research equivalent to at least 2/3 of a doctoral thesis.
9.3. An associate professor is expected to be successful in securing research grants and in performing research contracts.

10. Requirements concerning teaching and teaching development
10.1. Candidates for the position of associate professor are expected to have teaching experience at the university level equivalent to at least two years’ worth of serving in the position of lecturer or senior assistant. The candidates must preferably have supervised master’s and doctoral students.
10.2. A strong candidate will have experience in creating textbooks and experience in conducting e-learning.

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

12. Where a person has applied for re-election to a position of associate professor, assessment is also to focus on the candidate’s work in the position of associate professor during his/her previous employment contract period. In the field of teaching, the primary consideration is the candidate's performance in supervising master’s and doctoral 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/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/her specialisation.

II.3. Requirements for lecturers and senior assistants
13. A lecturer or senior assistant must hold a master’s degree or an equivalent qualification. As of 1 January 2018, a lecturer or senior assistant must hold a doctoral or an equivalent qualification.
14. A lecturer or senior assistant must be qualified to teach his/her specialisation on the first two levels of higher education, including to give lectures and to supervise students on the first level of higher education.
15. Candidates for the position of lecturer or senior assistant must have completed internationally recognised research equivalent to at least 2/3 of a doctoral thesis.
16. Candidates for the position of lecturer or senior assistant 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-learning.
17. Where a person has applied for re-election to a position of lecturer or senior assistant, assessment is also to focus on the candidate's work in the position of lecturer or senior
assistant during his/her previous employment contract period, including the candidate's performance as a supervisor of students.

II.4. Requirements for assistants

18. An assistant must hold a master’s degree or an equivalent qualification.

19. An assistant must be qualified to conduct seminars, practical study classes and colloquia in his/her specialisation on the first level of higher education and to participate in research. A strong candidate will have experience in conducting e-learning.

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

II.5. Requirements for teachers

21. A teacher must hold a master’s degree or an equivalent qualification.

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

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

II.6. Requirements for lead research fellows

24. General requirements
   24.1. A lead research fellow must hold a doctoral or an equivalent qualification.
   24.2. A lead research fellow must be an independent researcher who is competent to direct research in his/her specialisation, to direct the work of a research team and to supervise teaching and research staff members. A lead research fellow must be competent to teach the subjects of his/her specialisation on all levels of higher education and, in particular, to organise doctoral studies.

25. Requirements concerning research and development
   25.1. Candidates for a position of lead research fellow are expected to have conducted internationally recognised research.
   25.2. A lead research fellow is required to engage in research on a constant basis: within the last five years he/she must have completed internationally recognised research equivalent to at least one and a half doctoral theses.
   25.3. A lead research fellow is expected to be successful in securing research grants and in performing research and development contracts.

26. Candidates for the position of lead research fellow must have held the position of associate professor, 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 a 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 a position of lead research fellow, assessment is also to focus on the candidate's work in directing and developing research in his/her specialisation (in particular, the organisation of doctoral studies and the training of a new
generation of academics in the specialisation) during his/her previous employment contract period. The lead research fellow must have supervised successfully defended master’s and doctoral theses and have maintained an acceptable level of efficiency in master’s and doctoral studies. The candidate must have international experience, i.e., he/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/her specialisation.

II.7. Requirements for senior research fellows

29. General requirements

29.1. A senior research fellow must hold a doctoral or an equivalent qualification.
29.2. A 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 doctoral students. A senior research fellow must be competent to teach his/her specialisation on all levels of higher education.

30. Requirements concerning research and development

30.1. A senior research fellow is expected to have conducted internationally recognised research in his/her specialisation or a closely related field equivalent to at least two doctoral theses.
30.2. A senior research fellow is required to engage in research on a constant basis: within the last five years he/she must have completed internationally recognised research equivalent to at least one doctoral thesis.
30.3. A senior research fellow is expected to be successful in securing research grants and in performing research contracts.

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

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

33. Where a candidate stands for re-election to a position of senior research fellow, assessment is also to focus on the candidate’s work in the position of senior research fellow during his/her previous employment contract period. In particular, the candidate’s success in performing research under his/her research theme and research grants and contracts, as well as in securing the means for research, is to be assessed. A strong candidate will have teaching experience and will have experience in the supervision of students. The candidate must have international experience, i.e., he/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/her specialisation.

II.8. Requirements for research fellows

34. A research fellow must hold a research degree or an equivalent qualification.

35. A research fellow must be competent to conduct research in his/her specialisation under the supervision of a professor, associate professor, lead research fellow or senior research fellow.

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

II.9. Requirements for junior research fellows

37. A junior research fellow must hold a master’s degree or an equivalent qualification.

38. A junior research fellow must be competent to conduct research in his/her specialisation under the supervision of a professor, associate professor, lead research fellow or senior research fellow.

39. Where a person stands for re-election to a position of junior research fellow, assessment is also focus on the candidate’s work in the position of junior research fellow during his/her previous employment contract period.

III. Requirements specific to certain specialisations

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

37.1. in clinical disciplines, professors and associate professors must be highly qualified specialists in their field or in a closely related field. As of 1 January 2018, persons holding a master’s degree or an equivalent qualification are also deemed to meet the requirements for senior assistants;

37.2. in the creative arts, professors and associate professors 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 associate professor must be a recognised creative artist, who has experience in creative arts. Assessment will attribute equal weight to achievements in creative arts and to research work. As of 1 January 2018, in the creative arts, lecturers are required to hold at least a master’s degree or an equivalent qualification and must be recognised creative artists. Assessment will attribute equal weight to achievements in creative arts and to research work.

37.3. in subject didactics disciplines, assistants, lecturers or associate professors are required to have at least three years’ teaching experience in their subject or specialisation in an educational establishment of the corresponding level of education.

IV. Criteria for research publications

41. For research publications to be recognised as international in scope, they must be published in an international edition. The following publications are regarded as international:

41.1. articles in journals which are indexed by Thomson Reuters Web of Science;

41.2. articles in journals which belong to the category “A” or “B” of ERIH;

41.3. articles in other international peer-reviewed leading scientific journals of the specialisation which have an international editorial panel, which are internationally distributed, which are indexed in international databases and which admit external contributions;

41.4. articles or chapters in publications of internationally recognised science publishers;

41.5. monographs published by an internationally recognised science publisher.

A research publication which has not been published in an edition mentioned above but which has repeatedly been cited in leading research journals of the specialisation, is also be considered international in scope.
39. A research publication which is regarded as significant from the point of view of the Estonian society, the Estonian economy or the Estonian national culture may also be deemed to have a status equal to that of an international research publication.

40. A translation annotated with scholarly commentary, the text of a statute or legislative bill drawn up in its entirety or in part by the candidate and the scholarly commentary of a statute may also be considered a research publication.

44. A textbook for higher education institutions employed in university teaching is considered equal in level to international research publications. An Estonian translation of a textbook for higher education institutions may be considered a research publication.

45. A textbook for higher education institutions in the meaning of section 44 is a printed or electronic study aid which provides a comprehensive and complete overview of the subject and relies on established teaching aims and methods. The textbook must be structured systematically, i.e., it must be divided into logically organised units, and must include a subject index. A good textbook will include tips for learning and practical tasks to consolidate learning. The textbook must be suitable for use in different courses offered in the subject field. The textbook must have been reviewed by highly qualified international reviewers.

V. Implementing provisions

41. The requirements regarding international experience of teaching or research staff members described in sections 3.3, 7, 12, 28, 33 and 36 above apply to teaching and research staff members who take up their position on or after 1 September 2015.

42. Section 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. The Requirements for Teaching and Research Staff adopted by Regulation 11 of the Council of the University of Tartu of 24 September 2010 and amended by Regulation 5 of the Council of the University of Tartu of 22 February 2011 and Regulation 19 of the Council of the University of Tartu and by Regulation 18 of the Senate of the University of Tartu of 28 September 2013 are hereby repealed.