JOB DESCRIPTIONS OF UNIVERSITY OF TARTU ACADEMIC STAFF

Adopted in accordance with point 4\(^1\) of subsection 3 of section 14 of the Universities Act, point 6 of subsection 4 of section 2\(^3\) of the University of Tartu Act and point 12 of section 32\(^2\) of the Statutes of the University of Tartu and following section 139 of the Statutes of the University of Tartu.

I. General provisions

1. The academic staff of the University of Tartu (hereinafter ‘the university’) consists of teaching and research staff.

2. The principal duties of the academic staff are
   2.1. research and development;
   2.2. teaching and teaching development;
   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.

3. Research and related development activities include:
   3.1. fundamental or applied research;
   3.2. publication of research results in print or their presentation in academic fora;
   3.3. publication of the results of development activities (developed technologies, patents, etc.);
   3.4. participation in academic conferences;
   3.5. the raising of research grants and performance of research under research agreements;
   3.6. participation in joint projects and collaboration agreements;
   3.7. participation in expert evaluation teams;
   3.8. application of research results in consultations and contract work;
   3.9. development of research and teaching laboratories;
   3.10. other similar activities.

4. Research and development work involves:
   4.1. administrative activities related to research (participation in the work of research organisations, editing of research journals and collections of articles, organisation of conferences);
   4.2. applying for research and development funding (targeted research grants, research and development assistance, contracts, etc.) to third parties.

5. Teaching activities include:
   5.1. classroom teaching (lectures, practical study classes, practice classes, laboratory work, seminars, colloquia), including in continuing education courses and in the open university format;
   5.2. consultation and advising of students;
5.3. arranging and supervising student traineeships;
5.4. supervision of students (including Master’s and PhD students);
5.5. assessing the work of students and providing feedback to students on their work (formative assessment, administering pass/fail evaluations and exams, reviewing practice learning reports, seminar papers and graduation theses, reviewing Master’s and PhD theses, etc.);
5.6. other similar work, including amongst other things also the administration of entrance examinations to degree study programmes.

6. Teaching development includes:
   6.1. preparation for classes;
   6.2. creation of study and teaching aids;
   6.3. selection of appropriate textbooks and, where so agreed, creation of the same;
   6.4. participation in syllabus and curriculum design;
   6.5. other similar activities.

7. In addition, the duties of the academic staff include:
   7.1. popularisation of the staff member’s research field (profession) and the promotion of the university;
   7.2. improvement of the staff member’s professional skills (primarily the development of skills and acquisition of knowledge necessary in staff member’s research and teaching work);
   7.3. participation in the work of academic decision-making bodies of the university and its units as well as of other collegial decision-making bodies and committees;
   7.4. participation in the work of academic and administrative bodies and committees outside the university;
   7.5. other similar activities.

II. The duties and rights of the academic staff

8. The tasks of the teaching staff include research.

9. The tasks of the teaching staff include teaching and teaching development work at the university, regardless of the form of such work or the source of its funding.

10. The workload of a member of teaching or research staff may involve different tasks in proportions determined by the head of the 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).

11. Classroom teaching must comprise the number of teaching hours specified in the programme of studies and take place at the hours of specified in the schedule of classes. The content of courses must correspond to the course syllabus.

12. Teaching and research staff must take good care of the property of the university and use the funds entrusted to them expediently and economically.

13. Teaching and research staff are obligated to perform the duties of any academic office that they are elected or appointed to.
14. Teaching and research staff are obligated to proactively seek funding for research from Estonian and international organisation, and to offer their services to prospective private and public customers in Estonia and abroad.

15. In performing their work duties, teaching and research staff are entitles to use the facilities, equipment and other means of the university in accordance with the procedures established in the university for such use.

16. Teaching and research staff are entitled to address questions related to their work and the activities of the university to university officials and decision-making bodies.

17. Teaching and research staff are 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.

18. Regular members of teaching staff are entitled to one sabbatical semester of paid leave for every five years of service for the purpose of improving their professional skills or for other creative pursuits.

19. According to the procedure established in UT Salary Rules and within the budgetary constraints of the relevant unit, a member of teaching and research staff is entitled to remuneration above the minimum salary of his or her salary grade if his or her workload exceeds the standard workload, if his or her performance in research or development work exceeds the relevant average or if he or she performs management duties.

III Job description by academic position

III.1. Job description of professors

20. Professors are lead members of teaching staff in their specialism. Professors are responsible for organising the teaching of their subjects and directing the respective research. The principal task of professors is the organisation of Master’s studies and especially PhD studies, 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 are 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 are assessed.

21. 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 is 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.

22. Professors take part in designing programmes of studies and are responsible for the drawing up of syllabi in their subjects. Professors are entitled to monitor teaching in those subjects, including sitting in as observers during classroom teaching and organising
observation team sit-ins. Professors take steps to ensure the presence of study and teaching aids in their subjects and where necessary to arrange the creation of such aids.

23. Professors direct research and development activities in their specialism and take steps to secure the funding necessary for those activities. Professors act as leaders of a research theme or part thereof and where necessary supervise the work of junior teaching staff members. During the elected term of office (5 years) a professor must 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 which pass the defence. Professors develop contacts with academics of other universities, invite visiting faculty members where this is possible, etc.

24. Professors are expected to look out for the development of their specialism on the national level, including looking out for the development of specialist terminology in Estonian.

25. Unless work in the unit is organised otherwise, the immediate supervisor of a professor is the head of the relevant institute (department, clinic).

III.2. Senior lecturers

26. Senior lecturers are recognised teaching staff members in their specialism who hold a venia legendi, which allows them to teach at all levels of higher education (including PhD programmes). The classroom teaching load of a senior lecturer is at least 224 academic hours per calendar year (on average, 7 hours per week).

27. The principal task of senior lecturers is the teaching of a subject or a cluster of subjects. Senior lecturers organise and plan teaching in their subject(s) and look out for the effectiveness of that teaching. Senior lecturers design syllabi, select textbooks, create study and teaching aids and supervise teaching staff members involved in the teaching of their subjects. Senior lecturers supervise students in the first and second tier of higher education. Effective supervision of students is one of the indicators of the performance of a senior lecturer. Senior lecturers may supervise PhD students.

28. Senior lecturers are independent researchers who may supervise the research of lecturers, assistants, research fellows and junior research fellows. During the elected term of office (5 years) a senior lecturer must 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).

29. Where the position of a professor is vacant or where, under the Employment Contracts Act, the professor is entitled to refuse to perform the work duties stipulated in his or her employment contract, a senior lecturer may temporarily act for that professor.

30. Unless work in the unit is organised otherwise, the immediate supervisor of a senior lecturer is the head of the relevant institute (department, clinic).

III.3. Lecturers
31. Lecturers are competent to deliver lectures and administer examinations and pass/fail evaluations. The standard classroom teaching load of a lecturer is at least 288 academic hours per calendar year (on average, 9 hours per week).

32. The principal task of lecturers consists in giving lectures and conducting seminars, practical study and practice classes at the first and the second tiers of higher education. A lecturer organises the teaching of his or her subject and supervises other teaching staff members who are involved in the teaching of that subject. Lecturers supervise students enrolled in Bachelor’s programmes. The professor may also assign lecturers the supervision of a Master’s thesis.

33. Lecturers take part in the research work conducted at the institute (department, clinic) (mostly under the supervision of the professor, a senior lecturer or a senior research fellow). During the elected term of office (4 years), a lecturer must carry out research at least in the volume equivalent to that of one-half of a PhD thesis. Where a corresponding proposal is brought by the head of the relevant unit, the research duties of a lecturer may be reduced provided his or her teaching load is increased. The corresponding agreement is to 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 is not required to engage in research work.

34. Unless work in the unit is organised otherwise, the immediate supervisor of a lecturer is the head of the relevant institute (department, clinic).

III.4. Assistants

35. Assistants are assistant teaching staff members with a specialism qualification. The principal task of assistants consists in conducting seminars, practical study and practice classes in Bachelor’s and applied higher education programmes and, provided they possess sufficient experience and a Master’s degree, also in Master’s programmes. Assistants are competent to administer pass/fail evaluations and examinations as assigned by the professor of the specialism concerned or, in the absence of such professor, by the head of the unit. The standard classroom teaching load of an assistant is at least 320 academic hours per calendar year (on average, 10 hours per week).

36. The professor may assign an assistant the supervision and reviewing of semester and seminar papers and, provided the assistant possesses sufficient experience, also of Bachelor’s theses.

37. Assistants take part in the research work of the institute (department, clinic) under the supervision of a professor, senior lecturer, lead research fellow or a senior research fellow. During the elected term of office (3 years), an assistant must carry out research at least in the volume equivalent to that of one-third of a PhD thesis. Unless work in the unit is organised otherwise, the immediate supervisor of an assistant is the head of the relevant institute (department, clinic).

III.5. Teachers

38. The principal task of teachers consists in teaching duties of a practical nature (primarily conducting practice classes). Teachers are competent to administer pass/fail evaluations
and examinations in their subject. The standard workload of contact-based teaching of a teacher is at least 448 academic hours per calendar year (on average, 14 hours per week).

39. Teachers supervise Bachelor’s students, create study and teaching aids as well as engage in other teaching development work.

40. Teachers are not required to conduct research. Accordingly, an increased proportion of the working time of teachers is devoted to teaching and teaching development work.

41. Unless work in the unit is organised otherwise, the immediate supervisor of a teacher is the head of the unit (centre).

III.6. Lead research fellows

42. Lead research fellows are internationally recognised researchers in their specialism. The principal task of lead research fellows consists in research, supervision of research and development work.

43. A lead research fellow supervises the research conducted in his or her specialism at an institute (department, clinic). Lead research fellows look out for the availability of necessary resources for research and are answerable for the effectiveness of research and development. Lead research fellows supervise the research of junior members of teaching and research staff. During the elected term of office (5 years), a lead research fellow must carry out research at least in the volume equivalent to that of one and a half of a PhD thesis.

44. The duties of a lead research fellow include the organisation of Master’s and especially PhD studies 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 is to be had amongst other things to the performance 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).

45. Unless work in the unit is organised otherwise, the immediate supervisor of a lead research fellow is the head of the relevant institute (department, clinic).

III.7. Senior research fellows

46. Senior research fellows are recognised researchers in their specialism. The principal task of senior research fellows consists in conducting and supervising research and engaging in development activities.

47. A senior research fellow directs a research theme or part thereof, a research project or research conducted under a research agreement. Senior research fellows are responsible for the organisation of research and the completion of tasks. Senior research fellows may supervise the research of lecturers, assistants, research fellows and junior research fellows. During the elected term of office (5 years), a senior research fellow must 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).
48. The duties of a senior research fellow include the supervision of students, including PhD students, as well as giving lectures in his or her specialism. 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).

49. Unless work in the unit is organised otherwise, the immediate supervisor of a senior research fellow is the head of the relevant institute (department, clinic).

III.8. Research fellows

50. Research fellows are research staff members who work under the supervision of a professor, senior lecturer, lead research fellow or senior research fellow. Research fellows do not independently pursue a research theme or carry out a research project. During the elected term of office (3 years), a research fellow must carry out research at least in the volume equivalent to that of two thirds of a PhD thesis.

51. The position of a research fellow presumes a certain share of teaching load. The teaching competences of a research fellow are 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).

52. Unless work in the unit is organised otherwise, the immediate supervisor of a research fellow is the head of the relevant institute (department, clinic).

III.9. Junior research fellows

53. Junior research fellows are research staff members who work under the supervision of a professor, senior lecturer, lead research fellow or senior research fellow. Junior research fellows do not independently pursue a research theme or carry out a research project. During the elected term of office (3 years), a junior research fellow must carry out research at least in the volume equivalent to that of two thirds of a PhD thesis.

54. Junior research fellows take part in the teaching work. The teaching competences of a junior research fellow are equivalent to those of assistants. Junior 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).

55. Unless work in the unit is organised otherwise, the immediate supervisor of a junior research fellow is the head of the relevant institute (department, clinic).