

## **REGULATIONS FOR RECRUITMENT FOR ACADEMIC POSITIONS AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE**

### **I General provisions**

1. These regulations set forth the procedures for creating and filling positions for teaching and research staff and heads of academic units at the Estonian Academy of Music and Theatre (hereinafter Academy).
2. The Academy's teaching staff members shall be professors, associate professors, lecturers, assistants and teachers. Regardless of their position, teaching staff can be classified further as regular and visiting teaching staff.
3. The Academy's research staff shall be leading research fellows, senior research fellows, and research fellows.
4. The position of head of academic unit shall be filled by a member of the academy's teaching or research staff as a leadership assignment specified in the employment contract and this shall be compensated by additional remuneration pursuant to the Academy's salary regulations.
5. All regular teaching staff and research staff must conform to the requirements for the relevant position as set forth in the annex to these regulations. Visiting teaching staff may also include persons who do not conform to all requirements for teaching staff positions.
6. Regular members of the teaching and research staff and heads of academic units shall be appointed by public recruitment procedure for up to five years or appointed by the rector for up to three years. Visiting teaching staff shall be appointed by the rector for up to five years.

### **II Announcement of public recruitment procedure and submission of documents by candidates**

7. A public recruitment procedure for filling an academic position may be announced if a new position is being opened, if a position is vacant or if under a year is left on the employment contract with the person working in that position.
8. Matters pertaining to announcement of public recruitment procedure shall be discussed and decided by the Academic Committee. The Committee shall be formed and headed by the rector. The Committee shall be made up of the vice rectors and seven regular professors. The Committee shall decide on the list of positions to be announced at public recruitment procedure, along with the deadline for appointment of the person and the precise name and specification of each position (whether it is a creative or research position). The Committee shall proceed from the following in making its decision
  - data from the register of academic positions submitted by the head of personnel;
  - the statutory objectives and development plan of the Academy;
  - proposals made by the heads of academic units for modifying positions or opening new positions;
  - the limit on the number of regular professors, which shall be 26 positions;
  - other circumstances known to the Committee's members.The decision of the Academic Committee regarding announcement of the public recruitment procedure shall be formulated by directive of the rector.
9. The Council secretary shall be responsible for publication of the public recruitment procedure and the technical aspects of conducting the public recruitment procedure. The public recruitment procedure notice shall be published on the Academy's website, in at least one Estonian daily newspaper, and shall be sent to professional associations and networks in both Estonia and foreign countries at least 30 days before the deadline for candidacy.

10. Candidates for announced vacant academic positions shall submit the following documents to the Council secretary:

- application addressed to the rector;
- curriculum vitae (CV), including structured data about creative, research and teaching work and speciality management and development activities; research teaching staff and research staff working at the academy shall submit their CVs on the ETIS form, while teaching staff in creative fields shall submit their CVs on the form specified in the internal information system (both electronically and on paper); while applicants for the position of professor or leading research fellow shall submit a CV in English as well;
- document certifying the required qualification for the position accompanied by academic report and other enclosures; if the candidate's qualification was acquired abroad, EAMT shall seek, where necessary, an assessment from Estonia's ENIC/NARIC centre regarding the conformity of the qualification to the requirements;
- academic unit's development plan for a five-year period (for candidates for the position of head of academic unit);
- other materials considered relevant by the candidate.

11. Documents can be submitted either in person (until the end of the day on the last day) or sent by e-mail (documents postmarked up to and including on the last date of the candidacy period and digitally signed documents will be considered). A person may be a candidate for one teaching or research staff position at a time.

12. The Council secretary shall register the candidates that submitted all the required documents, along with their documents. Incomplete documents shall not be registered and those individuals who submitted such documents shall not be allowed to stand as candidates; the Council secretary shall send the submitting person a notice to that effect.

### **III Assessment of candidates**

13. The rector shall form at least a three-member public recruitment procedure committee and appoint a chairman. The committee must include at least one member from outside the Academy who conforms to the requirements for the position of professor. Conflict of interest must be avoided in the appointments made to the recruitment committee. The committee may not include any candidates who are participating in the public recruitment procedure.

14. On the basis of the documents submitted, the recruitment committee shall assess the conformity of the candidates to the requirements for the positions listed in the annex to these regulations and submit to the Council secretary, within one week of receiving the documents, a written decision along with its reasons. In the case of election of a head of academic unit, the level of the candidates' creative work and research shall be assessed, along with their management and development experience in the speciality and the academic unit's development plan.

15. The decisions of the recruitment committee shall be made by simple majority. If there is more than one candidate per position, the recruitment committee shall rank them in order of excellence, proceeding from the level of the candidate's creative work and research as well from the success of their teaching activity to date.

16. By decision of the rector, candidates shall not be allowed in the public recruitment procedure if they

- do not, in the opinion of the recruitment committee, conform clearly to the requirements for the position;
- have repeatedly received very low ratings from university students regarding academic work;
- has been in serious breach of the code of ethics of Estonian research fellows or other generally recognized ethical norms.

17. Personal notices along with the reason shall be sent to candidates not allowed to participate in public recruitment procedure. The submitted documents shall not be returned to the candidates; the

Council secretary shall retain them for six months after the deadline for document submission.

18. The documents submitted by candidates for the position of professor and leading research fellow shall be sent for an additional opinion to two outside experts who conform to the requirements for the position of professor. At least one of the experts must be from outside Estonia. The experts shall be approved by the rector.

19. At the proposal of the recruitment committee, the rector may request that the candidates hold a public lecture, open lesson or other public performance. The request to this effect shall be forwarded to the candidates by the Council secretary. The Council secretary shall notify all of the members of the Academy Council of the time and place of the public performance of the candidates.

20. The documentation for the candidates to be allowed to participate in the public recruitment procedure shall also be reviewed by the head of the academic unit of the given speciality, who shall, pursuant to the statute, either convoke a general meeting of the academic unit or a meeting of the council of the academic unit. If the head of the academic unit is a candidate in the public recruitment procedure, the meeting shall be convoked and led by the Vice Rector for Academic Affairs and Research or a person appointed by the latter. At the meeting, the candidate's suitability shall be evaluated by way of a vote of recommendation. The excerpted minutes of the meeting shall be forwarded to the Council secretary.

#### **IV Election**

21. The elections shall take place at the meeting of the Academy Council no earlier than after 10 days have elapsed since the deadline for candidacy and no later than a month before the start of the term. Members of the Council who are entitled to vote may vote in elections. To carry out the elections, two-thirds of the members of the Council with the right to vote are required to be present.

22. At the meeting of the Council, the Council secretary shall familiarize the members with the following documents for each candidate:

- candidacy documents;
- decision of the recruitment committee;
- excerpted minutes of the general meeting of the academic unit or the council of the academic unit accompanied by the results of the vote of recommendation;
- expert assessment in the case of candidates for the position of professor and leading research fellow.

23. Council members have the right to ask questions regarding the documents and to express their opinion regarding the candidates.

24. Candidates, including members of the council who are participating in the public recruitment procedure, shall not be present at the introductions of and discussion regarding either themselves or other candidates for the same position. As an exception, the council may invite to the meeting the candidates for the position of head of academic unit in order for them to introduce their platform and respond to questions.

25. After the introduction of documents and discussion, the Council shall decide on retaining the candidates in the voting list by way of an open vote. The Council has the right to omit a candidate from the voting list if it is evident that the candidate does not conform to the requirements for the position or is in gross breach of the standards of the code of ethics for Estonian scholars or of some other generally recognized academic ethics.

26. Voting is secret and shall take place using ballot slips. Each Council member shall have one vote.

27. A three-member vote counting committee shall be formed to count the votes. The said committee shall select a chairman from among its members.

28. The names of candidates for one position shall be entered on the same ballot. If more than one identical position has been announced, all of the names of the candidates shall be entered on the

same ballot, on which the number of positions is also listed.

29. Each voter shall record on their ballot the candidates whom he or she prefers for the given position; each voter may indicate preference for only one candidate per position.

30. If the number of votes in favour recorded on the ballot is greater than the number of positions shown on the ballot, the ballot shall be declared invalid.

31. The candidate for whom more than one-half of the voters who participated in the elections voted shall be deemed to be elected.

32. If in the case of more than two candidates for one position, none receives the necessary number of votes in favour, a second round of voting shall be held as a run-off between the two candidates who received the most votes in favour. If more than one candidate receives the same number of votes, the older candidate shall advance to the second round.

33. A Council member who takes part in the public recruitment procedure shall not vote in his or her own election. The quorum will in such a case be one fewer and a corresponding notation shall be made on the minutes of the voting.

## **V Formalization of the election results and resolution of protests**

34. The vote-counting committee shall present the result of voting to the Council. The Council shall approve the voting results by open vote.

35. The election results shall be formalized as a Council decision showing the voting results for all candidates and all rounds of voting.

36. The Council secretary shall announce the election results to the individuals who took part in the public recruitment procedure after the signing of the Council decision by the rector. The list of teaching and research staff and heads of academic units who were elected shall be posted on the Council bulletin board.

37. If the candidate believes that there was a violation of the public recruitment procedure conditions or procedures for assessment or elections, he or she may file a protest to the rector within 10 days of learning of the election results. The candidate shall specify the alleged violation in the protest. The rector shall form a committee of at least three members for reviewing the protest, the committee may not include persons directly related to organizing the elections and assessment of candidates.

38. The committee shall submit to the Academy Council the results of their review of the protest, on the basis of which the Council will make one of the following decisions:

- uphold the election results, if it became evident in the review of the protest that the public recruitment procedure conditions or procedures for assessment or election were not violated or the violation could not have influenced the election results.
- invalidate the election results, if it became evident in the review of the protest that the public recruitment procedure conditions or procedures for assessment or election were indeed violated and the violation could have influenced the election results.

39. The rector shall enter into an employment contract with the candidate after the deadline for filing the protests specified in clause 37.

40. If the election of a head of an academic unit results in the election of a person who will not work for or is not hired at the Academy as teaching or research staff as a result of the same public recruitment procedure elections, a new teaching or research staff position shall be opened for him or her. The rector shall appoint him or her to that position or invite him or her as a visiting teaching staff member.

## **VI Appointment of regular teaching and research staff without a public recruitment procedure**

41. An academic position may be filled for up to three years without a public recruitment procedure if

- the public recruitment procedure for filling the academic position was unsuccessful;
- the academic position became vacant prematurely;
- the academic committee finds that it is expedient to fill the regular academic position by appointing an employee without a public recruitment procedure;
- the work in the given position or the source of financing for the given position is of a temporary or irregular nature.

42. Applicants for the regular academic position shall submit the following documents to the head of personnel:

- curriculum vitae (CV), including structured data about creative, research and teaching work and speciality management and development activities; research teaching staff and research staff working at the academy shall submit their CVs on the ETIS form, while teaching staff in creative fields shall submit their CVs on the form specified in the internal information system (both electronically and on paper); while applicants for the position of professor or leading research fellow shall submit a CV in English as well;
- document certifying the required qualification for the position accompanied by academic certificate and other enclosures; if the candidate's qualification was acquired abroad, EAMT shall seek, where necessary, an assessment from Estonia's ENIC/NARIC centre regarding the conformity of the qualification to the requirements;
- other materials deemed relevant by the applicant.

43. Before formalizing the hiring of the teaching staff or research staff member, the conformity of the individual to the requirements for the position shall be assessed. The assessment is performed by

- in the case of the position of regular professor or leading research fellow, by an expert committee of at least three members formed by the rector, including at least one outside member conforming to the requirements for the position of professor;
- in the case of the position of regular associate professor or senior research fellow, by an expert committee of at least three members formed by the rector, including at least one member from another academic unit who conforms to the requirements for the position of associate professor;
- in the case of the position of regular lecturer, assistant teacher and research fellow, the Vice Rector of Academic Affairs and Research.

44. The assessment shall be formalized in writing and submitted to the rector. The rector shall have the right to appoint solely a person who, on the basis of the assessment results, conforms to the requirements for the position. If necessary, the rector may arrange for a new assessment or commission additional expert analysis.

45. The rector shall sign an employment contract with applicants for the position who have undergone assessment and who conform to the requirements for the position. As an exception, an authorization agreement may be signed with a regular teaching staff member.

## **VII Inviting visiting teaching staff**

46. A visiting teaching staff member is

- an outstanding creative person, scholar or practitioner outstanding in his or her speciality, who has been invited to perform academic work for up to five years without a public recruitment procedure;
- a teaching staff member who performs at the Academy academic functions of a minor or temporary nature on the basis of an authorization agreement or contract for services.

47. The invitation of the visiting teaching staff member must be necessary for achieving the objectives and learning outcomes of the curriculum.

48. The rector shall decide on the invitation of the visiting teaching staff member, coordinating it with the head of the relevant academic unit. The head of the academic unit may make proposals to the rector regarding inviting a visiting teaching staff member.
49. The head of the academic unit shall coordinate with the Vice Rector for Academic Affairs and Research the invitation of visiting teaching staff who perform temporary academic functions.
50. Depending on the level of the visiting teaching staff member's professional activity and the nature of the planned academic work, the visiting teaching staff member may be a professor, associate professor, lecturer, teacher or assistant. The proposal regarding appointment of the visiting teaching staff member shall be made to the rector by the head of the academic unit.
51. The competence and suitability of the visiting teaching staff member for the planned academic work shall be verified before inviting the visiting teaching staff member by the head of the academic unit.
52. The visiting teaching staff member shall have equal rights to use the university infrastructure compared to other university members.
53. Depending on the nature of the work and agreement between the parties, the visiting teaching staff member shall be signed to an employment contract, authorization agreement or contract for services.

### **VIII Implementing provisions**

54. The election statute of the EAMT adopted by decision of the Academy Council of 10 January 2007 is hereby repealed.
55. These regulations shall enter force as of their adoption.
56. Employment contracts signed with teaching and research staff prior to adoption of these regulations shall remain valid until the term specified in the respective contracts.

## **ANNEX**

### **REQUIREMENTS FOR TEACHING AND RESEARCH STAFF POSITIONS AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE**

#### **I General provisions**

1. The requirements for the teaching and research staff positions at the Academy are based on the Republic of Estonia's Universities Act, the Standard of Higher Education, the Organization of Research and Development Act and the quality agreement between Estonian public universities.
2. The requirements for teaching and research positions include requirements for speciality competence, qualification (requirement of academic degrees), creative and research and past teaching work, as well as other criteria to be taken into account in assessment.
3. Conformity to requirements for the positions shall be assessed in the course of public recruitment procedure elections, before the appointment of regular teaching staff or research staff by the rector or upon evaluation of regular teaching staff.
4. Some of the requirements vary for research and creative specialities, respectively. The type of position shall be decided on prior to assessment of conformity to the requirements for the position by the academic committee (in the case of public recruitment procedure elections) or by the rector (in the case of appointments).

#### **II Professor**

1. A professor shall be an internationally recognized scholar in his or her field or an internationally recognized creative person who is competent to teach subjects in his or her speciality on all levels of higher education and, if necessary, to organize academic work to be conducted in these subjects, including doctoral studies; the professor is competent to head research or creative activities, to lead a research group (in the case of research specialities) and to be responsible for the development of the speciality on a nationwide level.
2. A doctorate or the equivalent qualification is required for research specialities.
3. In creative specialities, a master's degree or the equivalent qualification is required.
4. In research specialities, the applicant for the position must have published at least three papers in the last five years which conform to the requirements of clause 1.1 of the Estonian Research Information System (hereinafter ETIS) publication classification or at least five publications that conform to the requirements of clauses 1.1, 1.2, 2.1 and 3.1 of the ETIS publication classification. For the purposes of assessment, a monograph either published by a recognized international scholarly publishing house or relevant to Estonian national research may be considered the equivalent of three articles.
5. In creative specialities, the candidate must display a high level of creative activity in the speciality, including, within the last five years, at least three performances of works, or appearances as a soloist, ensemble player or conductor at a public concert, performance or other performance of creative work. The said performances or appearances must have taken place abroad or in the framework of an international creative project, or must have received positive international attention.
6. The candidate is required to have at least five years of work experience in research and development or creative work and at least three years of teaching experience at a higher educational institution.
7. In research specialities, at least one doctorate must have been defended in the last five years under the supervision of the applicant for the position, except for a case in which he or she was not previously employed as a professor.
8. In assessing the applicant for the position, the achievements of university students who have been supervised by the applicant shall be taken into consideration.

9. In assessing applicants for the position, leadership and development activities shall be taken into consideration, including activities in professional associations, research projects, organizing of creative and research events, participation in expert committees and competition juries, etc.

10. In assessing the applicant for the position, international academic mobility shall be considered, including employment as visiting teaching staff member or research fellow in a foreign university, at master's courses and holding of visiting lectures, participation in international conferences, etc.

11. In assessing the applicant for the position, the preparation of textbooks and other study materials, sheet music, dictionaries and other speciality publications shall be considered.

### **III Leading research fellow**

1. A leading research fellow is a research fellow internationally recognised in his or her field who is competent to lead studies in his or her speciality, supervise doctoral students and, if necessary, to conduct academic work at all levels of higher education.

2. A doctorate or the equivalent qualification is required.

3. In research specialities, the applicant for the position must have, in the last five years, published at least three papers which conform to the requirements of clause 1.1 of the Estonian Research Information System (hereinafter ETIS) publication classification or at least five publications that conform to the requirements of clauses 1.1, 1.2, 2.1 and 3.1 of the ETIS publication classification. For the purposes of assessment, a monograph published by a recognized international scholarly publishing house or relevant to Estonian national research may be considered the equivalent of three articles.

4. The applicant is required to have at least ten years of work experience as an associate professor, senior research fellow or university professor.

5. At least one doctorate must have been defended under supervision of the applicant for the position.

6. In assessing applicants for the position, leadership and development activities in the speciality shall be taken into consideration, including activities in professional associations, research projects, organizing of creative and research events, participation in expert committees, etc.

7. In assessing the applicant for the position, international academic mobility shall be considered, including employment as visiting teaching staff member or research fellow in a foreign university, delivering visiting lectures, participation in international conferences, etc.

8. In assessing the applicant for the position, the preparation of textbooks and other study materials, sheet music, dictionaries and other speciality publications shall be considered.

### **IV Associate professor and senior research fellow**

1. Associate professors and senior research fellows shall be recognized experts in their field or recognized creative persons who are competent to teach subjects in their speciality on all levels of higher education and to supervise master's degree students and, if necessary, doctoral students.

2. A doctorate or the equivalent qualification is required for research specialities.

3. In creative specialities, a master's degree or the equivalent qualification is required.

4. In research specialities, the applicant for the position must have published at least three papers in the last five years including at least one publication that conforms to the requirements of clauses 1.1, 1.2, 2.1 and 3.1 of the ETIS publication classification. For the purposes of assessment, a monograph published by a recognized international scholarly publishing house or relevant to Estonian national research may be considered the equivalent of three articles.

5. In creative specialities, the candidate must have displayed a high level of creative activity in the speciality, including, within the last five years, at least three performances of works, or appearances as soloist, ensemble player or conductor at a public concert, performances or other significant performance of creative work. As an exception, the said requirement may be waived for a person

with at least 20 years of experience in creative work in the speciality and at last 10 years of teaching experience at a higher educational institution, provided that the applicant has other noteworthy achievements in the speciality on the basis of the criteria listed in clauses 7-10 of these requirements.

6. The candidate is required to have at least five years of work experience in research and development or creative work and at least two years of experience teaching at a higher educational institution.

7. In assessing the applicant for the position, the achievements of university students who have been supervised by the applicant shall be taken into consideration.

8. In assessing applicants for the position, leadership and development activities shall be taken into consideration, including activities in professional associations, research projects, organizing of creative and research events, participation in expert committees and competition juries, etc.

9. In assessing the applicant for the position, international academic mobility shall be considered, including employment as visiting teaching staff member or research fellow in a foreign university, at master's courses and holding of visiting lectures, participation in international conferences, etc.

10. In assessing the applicant for the position, the preparation of textbooks and other study materials, sheet music, dictionaries and other speciality publications shall be considered.

## **V Lecturer**

1. A lecturer is an expert in his or her field who is competent to teach subjects in his or her speciality at the bachelor's and master's degree level.

2. A master's degree or the equivalent qualification is required.

3. The candidate is required to have experience in the speciality in research and development or creative work.

4. In assessing applicants for the position, publications, creative activity, speciality development activity and the success of teaching activities shall be considered.

## **VI Research fellow**

1. A research fellow is a member of the research staff who is competent to take part in implementing a research topic or research project and if necessary to carry out academic work at the bachelor's and master's degree level.

2. A degree from an Estonian university (doctorate or master of science) or the equivalent qualification is required.

3. In assessing the applicant for the position, publications from the last five years shall be considered.

## **VII Teacher and assistant**

1. Teachers and assistants shall be competent to implement academic functions of a practical nature in their speciality at the bachelor's and master's degree level.

2. A master's degree or the equivalent qualification is required.

3. In assessing applicants for the position, past activity in the speciality and the candidate's suitability for performing the functions required in the position shall be considered.