

## **Procedure of Evaluation of Teaching and Research Staff**

### **ESTONIAN ACADEMY OF MUSIC AND THEATRE PROCEDURE OF EVALUATION OF TEACHING AND RESEARCH STAFF**

1. This Regulation sets out the conditions and procedure of evaluating academic and research staff members ('employees') of the Estonian Academy of Music and Theatre ('the Academy').
2. Evaluation means periodic appraisal of employees by their performance and compliance with the professional requirements to determine the suitability of employees for their position and to support their professional development. The professional requirements for teaching and research staff members are specified in the annex to the Regulations for Recruitment for Academic Positions.
3. Employees shall be evaluated after every five years. Evaluation shall be equivalent to appraisal of an employee by performance and compliance with professional requirements in the course of competitive recruitment or upon appointment by the Rector in accordance with the Regulations for Recruitment for Academic Positions.
4. If an employee subject to evaluation was on parental leave at the scheduled time of evaluation, evaluation can be postponed by a period of up to the total duration of the leave, subject to submission of a respective application by the employee.
5. The Personnel Manager shall keep records of evaluations and shall prepare a schedule of evaluations.
6. As a rule, evaluations shall take place in the spring semester. The Personnel Manager shall notify all employees, who are subject to evaluation in a given year, of the upcoming evaluation and the exact schedule by e-mail during the first study week of the spring semester.
7. Within one month from receipt of the aforementioned notification, the employee subject to evaluation shall submit the following documents to the Personnel Manager:
  - A curriculum vitae (CV), which includes structured information on creative, research and educational activities as well as specialist management and development activities; teaching staff members in research specialties and research staff members employed by the Academy shall submit the CV on the form of the Estonian Research Portal, while teaching staff members in creative specialties shall submit the CV on the form provided in the internal information system of the Academy (both an electronic and hard copy);
  - Any other documents, which are considered relevant by the employee as evidence of performance and compliance with the professional requirements.
8. The Rector shall establish evaluation committees of at least three members for the purpose of evaluation of employees. The committee shall include:
  - a representative of the Rector's Office;
  - the head or a representative of the structural unit of the employee;
  - an expert from outside the Academy.

The Rector shall avoid conflicts of interest when appointing committee members.

9. An evaluation committee shall conduct evaluation based on the professional requirements established by the Academy Council and the following documents and information:

- information provided in the employee's CV concerning his/her professional activities in the past five years;
- any other documents submitted by the employee;
- student feedback data on the employee from the past five years;
- any other documents considered relevant by the committee.

10. Members of an evaluation committee shall have the right to observe the teaching activity of the employee subject to evaluation.

11. The academic committee shall provide a justified opinion on the employee's performance and compliance with the professional requirements, and shall make one of the following judgments:

- the employee and his/her performance comply with the professional requirements;
- the employee and his/her performance do not comply with the professional requirements.

12. The evaluation committee can supplement the judgment, referred to in the preceding clause, with recommendations to support professional development of the employee.

13. The judgment of the evaluation committee, including the justification and any recommendations, shall be drawn up in writing and it shall be signed by all members of the committee. The Personnel Manager shall notify the employee, the head of the respective academic unit and academic members of the Rector's Office of the judgment.

14. The judgments of evaluations committees shall be approved by a Rector's directive. The Rector may return a judgment to the evaluation committee for reconsideration if it is not sufficiently justified or the judgment was made in breach of the procedure rules specified in this Regulation.

15. If an employee does not agree with the judgment of the evaluation committee, the employee has the right to contest the judgment within 10 days of receipt of the respective notification. In order to contest a judgment, the employee shall submit a challenge to the Rector, explaining the reasons for disagreement with the judgment and adding any additional documents if necessary. The Rector shall present the challenge to the Academy Council within one month and the Council shall make a decision on accepting or rejecting the challenge.

16. If an evaluation committee judges that an employee and his/her performance do not comply with the professional requirements, the Rector has the right to terminate the employee's employment contract ahead of term.

17. This Regulation shall enter into force immediately after adoption, repealing the previous version of 14 December 2011.

Approved by EAMT Council on 18 Dec 2014