

ANNEX

ESTONIAN ACADEMY OF MUSIC AND THEATRE TEACHING WORKLOAD ACCOUNTING FOR ACADEMIC STAFF

I. General provisions

1. The accounting of teaching workload at the Estonian Academy of Music and Theatre is based on an academic year.
2. A workload accounting table (workload sheet) shall be filled out for each academic staff member and for each instructor, who is paid an hourly fee and conducts at least 20 hours of classroom sessions per academic year. The workload sheet shall include the codes and names of subjects taught, the number of face-to-face hours, the sizes of study groups, the names of students in case of individual lessons (if any) and other relevant duties related to teaching, research and development.
3. The workload of an academic staff member shall be determined by the head of the respective academic unit, based on the subject catalogue of the Academy, the number of classroom work hours according to the subject syllabus, the number of students registered for the subject and the workload limits established by the Academy Council for the particular specialty or academic unit. If an academic unit includes subdivisions or teaches several specialties, the head of the academic unit can delegate the determination of teaching workloads to the head of the respective subdivision or to the specialty coordinator.
4. The head of an academic unit or the head of a subdivision shall present the workload of the upcoming academic year to academic staff members during an appraisal interview, which shall take place before or during the first study week of an academic year.
5. The head of an academic unit shall submit the workloads of the staff members in the respective unit to the Vice Rector for Academic Affairs and Research for approval by the end of the second study week of an academic year.
6. The Vice Rector for Academic Affairs and Research shall submit the workloads of all academic staff members of the Academy to the Rector for approval by the end of the third study week of an academic year.
7. As a rule, the workloads of academic staff members shall not be changed in the course of an academic year. Any changes in the volume of teaching can be taken into account in the calculation of teaching workloads for the next academic year. The monthly salary of instructors, who are paid an hourly fee, shall be calculated on the basis of actual lessons: the salary is proportionally reduced in case of reduced teaching volume, while a new teaching workload shall be approved by a Rector's directive in case of increased teaching volume.
8. An academic staff member can be hired with a workload of 1.0, 0.75, 0.5 or 0.25; workloads of 0.6 or 0.4 are permitted as exceptions. The workload of a position shall be specified in the employment contract. If the tenure of an academic staff member is longer than one year and there is a justified need to change the workload limit of that staff member, the change shall be formalised in an annex to the employment contract for a term of one academic

year.

II. Face-to-face teaching

9. Face-to-face teaching includes lectures, workshops, group lessons and individual lessons. The accounting of face-to-face teaching can also include supervision of practical training if the respective face-to-face hours are foreseen in the subject syllabus. Face-to-face teaching generally takes place in the learning environment. The accounting of face-to-face teaching shall not include supervision of student research papers, consulting and advising students, as well as examinations and pass/fail tests.

10. As an exception, the volume of face-to-face teaching as specified on a syllabus can be modified by 10% subject to an arrangement with the Vice Rector for Academic Affairs and Research.

11. The nominal standard workloads of face-to-face teaching by instructors shall be as follows:

Position	Individual lesson instructors	Individual lesson instructors whose workloads includes up to 30% of lectures and group lessons	Instructors without research duties whose workload includes more than 30% of lectures and group lessons	Instructors of lecture subjects with research duties
Assistant	900-1100	800-1000	750-900	
Lecturer	800-1000	750-900	650-800	550-650
Associate professor	750-950	700-850	600-750	500-600
Professor	700-900	650-800	550-700	450-550

12. The nominal volume of face-to-face teaching by full-time research staff shall be up to 250 academic hours per academic year.

13. The heads of main academic units shall receive additional remuneration for managerial work and their workload of face-to-face teaching can be reduced by up to 30%.

14. The heads of subdivisions shall receive additional remuneration for managerial work and their workload of face-to-face teaching can be reduced by up to 10%.

15. Subject to a Rector's consent the volume of face-to-face teaching by an instructor can be changed by up to 10% compared to the standard workload.

III. Other work duties

16. In addition to face-to-face teaching the workload sheet of an academic staff member shall

list any other relevant teaching, research and development duties of that staff member.

17. The performance of the following duties entitles an instructor to substitution of the face-to-face teaching volume as follows:

Duty	Maximum nominal volume in academic hours
Co-chair of the Doctoral Council	200
Vice chair of the Doctoral Council	80
Member of the Doctoral Council	40
Manager of a research project	100
Main executor of a research project	50
Practical training coordinator	50
Supervision (course papers, graduation, Master's and Doctoral theses)	200

18. As an exception, the standard workload of face-to-face teaching can also be reduced for the performance of duties not listed in clause 16. The head of the academic unit and the Vice Rector for Academic Affairs and Research shall conclude an agreement regarding the respective duty and its nominal volume.

19. For instructors, who are paid an hourly fee, the worksheet shall list under other duties also administration of examinations and pass/fail tests, as well as advising and consulting students. The standard accounting volume of the aforementioned activities shall be 1 hour per semester per student.

IV. Non-recurrent additional remuneration

20. Academic staff members can be paid non-recurrent additional remuneration for the performance of the following additional duties:

Duty	Basis for calculation of additional remuneration
Substituting for a colleague (starting from 10 academic hours)	Number of substitution hours and the established hourly fee rate of the position
Chairing a final examination panel at another academic unit	Duration of the examination and the subsequent discussion in academic hours and the established hourly fee rate of the position ('other' hours)
Critical review of a Doctoral thesis (written study) in the creative branch	10 'other' working hours of a professor
Successful research supervision of a Doctoral thesis	50 'other' working hours of a professor (payable after successful defence of the Doctoral thesis)

21. As an exception, non-recurrent additional remuneration can be paid for the performance of other additional duties, not listed in clause 20. The payment of additional remuneration shall be decided by the Rector, based on a proposal by the head of the academic unit or by the Vice Rector for Academic Affairs and Research.