

Established by TTÜ Council Regulation No 2 of 20 March 2018

In force from: 20 March 2018

## **Academic Career Management (new version)**

The Regulation is established on the basis of subsection 7 (1) and clause 6) of § 9 of the Statutes of Tallinn University of Technology.

### **Chapter 1 GENERAL PROVISIONS**

#### **§ 1. Scope of the Regulation**

(1) The Regulation continues the academic career management established by Regulation No 4 of the TTÜ Council and sets out the new version of the Regulation.

(2) The Academic Career Management lays down the following for the academic staff of Tallinn University of Technology (hereinafter referred to as "TTÜ" or "the university"):

- 1) the posts;
- 2) the general requirements for the holders of the posts;
- 3) the main responsibilities;
- 4) the job descriptions of the posts;
- 5) the procedure for establishing and filling the posts;
- 6) the procedure for the assessment of work performance and attestation;
- 7) work outcomes and the expected work performance indicators.

(3) The responsibilities, rights and obligations of visiting academic staff, incl. visiting professors, shall be laid down in a separate legal act established by the Council.

#### **§ 2. Definitions**

For the purposes of this Regulation, the terms set out below have the following meaning:

- 1) "academic staff member" means a person holding an academic post under an employment contract;
- 2) "attestation" means regular evaluation of the competencies and the work performance of an academic staff member and achievement of the expected work performance indicators with an aim to determine and ensure eligibility of the employee to the post or for job promotion;
- 3) "competency" means an integrated set of knowledge, skills and attitudes, the existence or achievement of which can be proved and assessed;
- 4) "tenure" means a permanent academic status of a professor;
- 5) "tenure track" means a career path for professors that can lead to tenure and that involves entry into a fixed-term performance agreement with the professor, who shall be granted tenure after he/she has successfully passed attestation;
- 6) "reference university" means Aalto University, Chalmers University of Technology or Technical University of Denmark;
- 7) "academic portfolio" means structured evidence-based self-evaluation documentation concerning the activities of the academic staff member;
- 8) "transition period" means the period from 1 January 2017 to 31 December 2021;
- 9) "immediate superior" means the immediate organiser of work who assigns tasks and checks performance of the tasks.

## Chapter 2 ACADEMIC CAREER STRUCTURE

### § 3. Academic posts at the university

The academic posts at the university are the following:

- 1) Professor, which is divided into:
  - a) Tenured Professor, the official ranks of which are Assistant Professor, Associate Professor and Full Professor;
  - b) Adjunct Professor;
  - c) Professor;
- 2) Lecturer, the official ranks of which are Junior Lecturer, Lecturer and Senior Lecturer;
- 3) Researcher, the official ranks of which are Early Stage Researcher, Researcher and Senior Researcher.

### § 4. Competencies of academic staff

(1) The competencies of academic staff are the following:

- 1) research competency – the capability to fulfil the research tasks and carry out the related development set out in the employment contract and the job description;
- 2) teaching competencies – pedagogical, didactic, subject related and evaluation competencies;
- 3) English language proficiency – required at least level B2<sup>1</sup>, recommended level C1;
- 4) educational technology competencies – the academic staff member selects and uses up-to-date information technology tools in support of teaching and research;
- 5) other competencies – organisational, managerial, communicative and social skills.

(2) The academic staff shall continuously develop the competencies required for work.

### § 5. The main responsibilities of academic staff

(1) The main responsibilities of academic staff are the following:

- 1) research and related development activities;
- 2) teaching and development of studies;
- 3) other activities related to research and teaching.

(2) Research and related development activities include:

- 1) fundamental or applied research;
- 2) publication of the results of research and development;
- 3) participation in science conferences;
- 4) performing research contracts;
- 5) working as an expert in the field;
- 6) supervision of PhD students;
- 7) implementation of research results through applied contracts and consultations;
- 8) inventive activity, etc.

(3) Research and related development activities involve:

- 1) participation in research organisations;
- 2) applying funding for research and development;
- 3) development of cooperation with other research and development institutions, companies and organisations, etc.

(4) Teaching includes:

- 1) classroom teaching, which includes classroom instruction by the lecturer (lectures, seminars, practical training, exercises, laboratory practice, etc.) and work in the e-learning environment;
- 2) supervision of I and II <sup>2</sup> level students (consultations, supervision in courses where there is no classroom teaching, supervision of projects, etc.);
- 3) supervision of the graduation theses of I and II level students;
- 4) supervision of internship;

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<sup>1</sup> Language proficiency rating scale of the Council of Europe.

<sup>2</sup> The levels of higher education are:

I level – professional higher education and bachelor's studies;

II level – master's studies and engineering studies based on the integrated curricula of bachelor's and master's studies;

III level – doctoral studies.

- 5) checkup of students' learning outcomes (conducting examinations and assessments, reviewing homework and test papers, participation in the work of examination and defence committees; acting as an opponent to and reviewing of student papers, etc.);
- 6) continuing education, etc.

(5) Development of studies includes:

- 1) preparation of teaching methodology;
- 2) creation of new teaching materials and tools, including materials for e-learning;
- 3) development of the laboratory base;
- 4) preparation and updating of study programmes and courses;
- 5) introducing new teaching methods;
- 6) participation in the work of committees and working groups involved in planning and organisation of studies, etc.

(6) Other activities related to research and teaching include:

- 1) study programme management;
- 2) popularisation of one's speciality (profession);
- 3) participation in the work of the councils of the university and its structural units and in other collegial decision-making bodies and committees of the university;
- 4) participation in the work of academic and other bodies and committees outside the university;
- 5) preparation and conducting of admission tests for students, etc.

(7) The head of the structural unit and immediate supervisor of the academic staff member shall, by agreement with the staff member, set out the staff member's duties and distribution of workload between different types of academic activity in the job description based on the nature of the academic position and structural unit. Greater workload and performance in one type of academic activities can compensate for smaller workload and performance in other types.

(8) The work output and expected performance indicators of an academic staff member are set out in the academic evaluation matrix <sup>3</sup>.

## **§ 6. Rights and obligations of academic staff members**

(1) An academic staff member has the right to choose the teaching methods, research topic and method in compliance with good academic practice.

(2) The holders of the posts of Professor and Lecturer are entitled, within a five-year period, to take one semester leave free of teaching duties in order to pursue professional development or for any other creative work with continued payment of the basic remuneration.

(3) The rights of academic staff members to intellectual property created during employment at the university shall be laid down by legislation.

(4) An academic staff member is required to:

- 1) perform the duties agreed upon in the employment contract, job description and in this Regulation, abide by the legislation of the university and comply with the university's academic practice and Code of Academic Ethics;
- 2) participate in teaching in the scope set out for the corresponding post;
- 3) supply the students of the course taught by him or her with study materials required for lectures as well as for independent work;
- 4) make sure that the programmes conducted by him or her are up-to-date;
- 5) use rationally and sustainably the university's assets placed at his or her disposal.

(5) Classroom (face-to-face) teaching must be conducted at the times set out in the schedule and in the volume designated in the syllabus.

(6) Quality assurance and organisation of studies shall be approved by the programme manager. The content of the course taught and the teaching methods must support achievement of the learning outcomes laid down in the syllabus.

(7) Academic staff members must not work for competitors of the university or compete with the university in any other way without a written permission of the Rector or a person authorised by the

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<sup>3</sup> Annex 3 to the Regulation.

Rector. The competitors are educational institutions, research institutions, undertakings and other organisations operating in the same area of activity in Estonia and abroad.

(8) An academic staff member shall adhere to the Procedure for Avoiding a Conflict of Interests and for Prevention of Corruption and inform his or her immediate superior of a potential conflict of interest as soon as possible.

### **§ 7. Tenured Professor's job description**

(1) A Tenured Professor is an internationally recognised scientist or creative person, an independent researcher and an academic leader in his or her field, who organises and conducts teaching in his or her field of research at all levels of higher education, leads research, development or any other creative activity and supervises effectively the students and academic staff involved in these activities. A Professor shall, in particular, be responsible for academic offspring and mentoring, seek actively for external funding and be a leading spokesman in his or her field in Estonia as well as a coordinator of cross-sector cooperation.

(2) The expected academic work performance in the rank of the post is set out in Annex 3 to the Regulation "Academic Evaluation Matrix".

(3) A Tenured Professor must have a doctoral degree<sup>4</sup> or an equivalent qualification.

(4) If a doctoral degree has been defended in TTÜ, a prerequisite for being eligible for the post of Tenured Professor is that post-doctoral studies<sup>5,6</sup> are completed in another research institute outside TTÜ<sup>7</sup>, preferably in an international research environment.

(5) The level of scientific publications and number of citations of a Tenured Professor must be comparable to the ones of the professors in the same field at the reference universities. The effectiveness of doctoral studies is the key indicator in assessment of the effectiveness of research carried out and organised by the Professor and it is a significant component in evaluating his or her qualification.

(6) A Tenured Professor shall take the lead in educational development activities related to his or her research topic and must be involved in teaching.

(7) A Tenured Professor post is permanent, whereas:

- 1) a person elected to the post of Professor for the first time will be employed in a tenure track post and will be appointed to a tenured post after the person has successfully passed attestation;
- 2) a person who commences employment in the post of Professor for the first time will be employed in a tenure track post and will be appointed to a tenured post after the person has successfully passed attestation. A Professor with past outstanding performance may, as an exception, be granted tenure on the Dean's proposal.

(8) Tenured Professors shall be attested as follows:

- 1) Tenured Full Professors in every 5 years;
- 2) Tenured Assistant and Associate Professors in every 3 to 5 years in accordance with the Dean's proposal;
- 3) Tenure-Track Professors in every 2 to 3 years in accordance with the Dean's proposal.

(9) A Tenured Professor and his or her immediate superior shall, once a year, analyse the development of the Professor's work output and achievement of the expected performance indicators at a development and appraisal interview.

(10) The immediate superior of a Tenured Professor is the Head of the Department or the Dean in the case the Professor performs the functions of the Head of the Department.

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<sup>4</sup>An internationally recognised creative person who has been awarded a Master's degree or an equivalent qualification and who has pedagogical skills and experience, including experience in supervising students and at least five years of experience in active creative activities, is eligible for the post of Tenured Professor in fields of arts.

<sup>5</sup> According to subsection 2 (5) of the Organisation of Research and Development Act.

<sup>6</sup> Experience in a post in the business or public sector requiring significant competence and skills in the field can be deemed to be equivalent to post-doctoral studies.

<sup>7</sup> Undertakings in which Tallinn University of Technology holds shares shall not be deemed to be undertakings outside the university.

### **§ 8. Research Professor's job description**

- (1) A Research Professor is a recognised expert in his/her field with academic experience, a leader and promoter, who is responsible for effective implementation of a research topic or research project that receives targeted funding from an organisation, fund, etc. from outside TTÜ and who is involved in teaching.
- (2) The official title of the holder of the post of Research Professor shall be formed by combining the name of the organisation funding the post, the name of the project or research topic and the title of the Professor.
- (3) A Research Professor must have a doctoral degree or an equivalent qualification.
- (4) A Research Professor post is a fixed-term not tenured post.
- (5) A Research Professor post is established or extended by the Rector on the Dean's proposal and based on the contract entered into with the financier.
- (6) The work output and the expected performance indicators of a Research Professor depend on the goal set for the project.
- (7) The legal provisions applicable to visiting staff shall apply to a Research Professor.
- (8) The immediate supervisor of a Research Professor is the Head of the Department.

### **§ 9. Adjunct Professor's job description**

- (1) An Adjunct Professor is an internationally recognised academician, an advocate and recognised developer of his or her field, who is involved in teaching, applying for and implementation of research projects, contributes to strategic changes in his or her field, promotes internationalization and enhances the visibility of TTÜ among research universities.
- (2) The holder of the post of Adjunct Professor shall comply with the qualification requirements for a Professor and his or her performance shall comply with level 5-9 of the academic evaluation matrix at least in two types of academic activity.
- (3) An Adjunct Professor post is a fixed-term not tenured post.
- (4) An Adjunct Professor post is established or extended by the Rector on the Dean's proposal and based on the recommendation of the Academic Committee.
- (5) The Head of the Department shall formulate and agree with the holder of the post the work output and the expected performance indicators of the Adjunct Professor.
- (6) The legal provisions applicable to visiting staff shall apply to an Adjunct Professor.
- (7) The immediate supervisor of an Adjunct Professor is the Head of the Department.

### **§ 10. Lecturer's job description**

- (1) A Lecturer is an academic staff member recognised in his or her field who conducts teaching and supervises students at the university mainly at the first two levels of higher education and who may also be involved in conducting doctoral studies, whereas:
  - 1) the main responsibility of a Senior Lecturer is to give lectures, conduct practical training and practice classes, examinations and assessments, supervise graduation theses. A Senior Lecturer shall be engaged in research and development;
  - 2) the main responsibility of a Lecturer is to give lectures, conduct practical training and practice classes, examinations and assessments, supervise graduation theses. A Lecturer may be engaged in research and development;
  - 3) the main responsibility of a Junior Lecturer is to conduct seminars, practical training and practice classes as well as other practical assignments.
- (2) Lecturer's qualifications:
  - 1) a Senior Lecturer must have a doctoral degree<sup>8</sup> or an equivalent qualification;
  - 2) a Lecturer must have at least a Master's degree<sup>9</sup> or an equivalent qualification;

<sup>8</sup> A Master's degree and a diploma of a Captain or a Senior Engineer qualified to work with no limitations on ship's power correspond to a qualification equivalent to a doctoral degree of a Senior Lecturer conducting studies in curricula governed by the Maritime Safety Act.

<sup>9</sup> A diploma of a Captain or a Senior Engineer corresponds to a qualification equivalent to Master's degree of a Lecturer conducting studies in curricula governed by the Maritime Safety Act.

3) a Junior Lecturer must have at least a Master's degree or an equivalent qualification<sup>10</sup>.

(3) Participation in research:

- 1) a Senior Lecturer shall be involved in research and related development activities in order to develop his or her qualifications and acquire competence in supervision of graduation theses of II level students;
- 2) a Lecturer and a Junior Lecturer have the right to participate in research and related development activities.

(4) A Lecturer's post is permanent.

(5) Lecturers shall be attested as follows:

- 1) Senior Lecturers in every fifth year of employment;
- 2) Lecturers in every 3-5 years on the proposal of the Head of the Department.
- 3) Junior Lecturers in every 3-5 years on the proposal of the Head of the Department.

(6) The immediate supervisor of a Lecturer is the Head of the Department or a person appointed by the Head of the Department.

#### **§ 11. Researcher's job description**

(1) A Researcher is an academic staff member who participates in implementation of a research topic or research project, whereas:

- 1) a Senior Researcher is a recognised scientist in his or her field who leads a research topic or research project or is responsible for the implementation of essential parts thereof;
- 2) a Researcher participates in implementation of a research topic or research project or is involved in servicing a specific research infrastructure. The official title of a researcher holding a postdoctoral position is Postdoctoral Researcher;
- 3) an Early Stage Researcher is an academic staff member who is matriculated at the university in doctoral studies and whose main responsibility is to carry out research related to the topic of his or her doctoral thesis.

(2) Researcher's qualifications:

- 1) a Senior Researcher must have a doctoral degree or an equivalent qualification;
- 2) a Lecturer must have a doctoral degree or an equivalent qualification;
- 3) an Early Stage Researcher must have a Master's degree or an equivalent qualification.

(3) A Researcher shall be involved in teaching and development of studies for at least 10% of the working time.

(4) The ranks of Senior Researcher and Researcher are either fixed-term or permanent depending on the main functions of the post, the expected work outcome and the nature of funding sources. Permanent Researcher posts are established to strengthen the research area, to develop narrower research expertise and to service the related research infrastructure.

(5) A fixed-term post shall be established for an Early Stage Researcher for the period of his or her doctoral studies, but not for longer than 5 years.

(6) Researchers shall be attested as follows:

- 1) Senior Researchers and Researchers employed under an open-ended employment contract shall be attested in every third year of employment;
- 2) For the purposes of this Regulation, electing or appointing a person to the fixed-term post of Senior Researcher, Researcher or Postdoctoral Researcher shall be deemed equivalent to attestation.
- 3) Early Stage Researchers shall be attested every year of employment.

(7) The immediate supervisor of the Researcher is the head of the research topic or research group. The supervisor of an Early Stage Researcher is the supervisor of his or her doctoral thesis.

(8) The post of Researcher shall be funded from the external sources of the common fund.

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<sup>10</sup> A diploma of a Captain or a Senior Engineer corresponds to a qualification equivalent to Master's degree of a Junior Lecturer conducting studies in curricula governed by the Maritime Safety Act. A person with higher education is eligible for the post of a Junior Lecturer providing professional higher education.

### Chapter 3 ESTABLISHING AND FILLING ACADEMIC POSTS

#### § 12. Establishing academic posts

(1) The Rector establishes the tenured posts on the Dean's proposal. The Tenure Committee formed by the TTÜ Council on the proposal of the Rector and composed of an equal number of representatives from every department and a representative of the Personnel Office shall assess the need to establish tenured posts and the need to abolish the established posts that have not been filled.

(2) The Personnel Office shall keep records of tenured posts.

(3) Other academic posts are established by signing the employment contract upon election or appointment of employees.

(4) The main goals, responsibilities and the expected work results of a position shall be approved as follows:

- 1) by the Rector on the Dean's proposal, when a tenured post is established;
- 2) by the Dean on the proposal of the Head of the Department, when a Research Professor, Adjunct Professor or Lecturer post is established;
- 3) by the Head of the Department, when a Researcher, Senior Researcher or Early Stage Researcher post is established.

#### § 13. Procedure for filling academic posts

Academic staff are:

- 1) elected to a post by way of public competition;
- 2) appointed to a post without announcing a competition;
- 3) promoted as a result of attestation to the next rank of a post of Professor or Lecturer.

#### § 14. Announcement of competition to fill academic posts

(1) A competition for filling the posts of Professor is announced by the Rector on the Dean's proposal, a competition for filling the posts of Lecturer is announced by the Dean on the proposal of the Head of the Department and a competition for filling the posts of Researcher is announced by the Head of the Department.

(2) A proposal to announce a competition must be accompanied by:

- 1) a job description;
- 2) the date of commencement of employment;
- 3) the term of filling a fixed-term post;
- 4) the estimated gross annual basic remuneration if publication thereof in the notice of competition is justified;
- 5) in the case of tenured posts, the rank of the post if publication thereof in the notice of competition is justified.

(3) As a rule, a competition for filling the post of Professor is announced at least one year before commencement of employment in the post, a competition for filling other academic posts is announced at least six months before commencement of employment in the post.

(4) The competition notice is published in public media at least eight weeks before the deadline for submitting applications. All notices of competition to the posts of Professor shall be published in international media.

(5) In order to participate in the competition a candidate is required to submit the following documents:

- 1) an application;
- 2) in the case of first-time applicants to TTÜ, documents showing that the candidate holds the required academic degree and has acquired the required education;
- 3) a *curriculum vitae* and a list of publications, (if possible, filled out and published in ETIS <sup>11</sup>);
- 4) an academic portfolio<sup>12</sup> when applying for the post of Professor or the rank of Senior Lecturer of the post of Lecturer;

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<sup>11</sup> the Estonian Research Information System

<sup>12</sup> See Annex 2 to the Regulation.

- 5) free format assessment of the academic activity undertaken so far and the competencies required for work when applying for the ranks of Lecturer or Junior Lecturer of the post of Lecturer or for the post of Researcher;
- 6) a vision or an action plan for the next period of employment (requested only from candidates applying to the post of Professor; the maximum total length 1500 words);
- 7) other documents arising from the specific nature of the post that have been set out in the terms and conditions of the competition.

(6) Candidates may be requested to give a public lecture - *venia legendi* or to present a video recording of *venia legendi*<sup>13</sup>, whereas equal treatment of the candidates must be ensured.

(7) Any technical work required to announce the competition and register the candidates is performed by the Personnel Office.

#### **§ 15. Organisation of elections**

(1) To conduct the elections of a Professor, the Rector shall, on the proposal of the Dean, appoint a six-member recruitment committee, which shall include, in addition to the Dean, at least three members from the academic staff, one member from the Research Administration Office and one from the Personnel Office. The elections of other academic staff members shall be organised by the Head of the Department.

(2) The recruitment committee conducts the elections of Professor, targeted recruitment, if necessary, and provides the candidates information and notifies them of the decisions related to the competition.

(3) The Personnel Office shall, within three working days after the deadline for submission of applications, submit the documents of the candidates for the post of Professor to the recruitment committee and the documents of candidates for other academic posts to the Head of the Department.

(4) The recruitment committee shall verify compliance of the documents of the candidates for the post of Professor, the Head of the Department shall verify compliance of the documents of candidates for other academic posts. If, upon verification of the application documents, it turns out that a candidate's documents are not sufficient to proceed with the candidate's evaluation with respect to the requirements established for the post, the candidate may be required to submit additional documents or to provide an explanation as to why the candidate should be regarded to meet the requirements.

(5) A member of the recruitment committee or the Dean or Head of the Department organising the elections shall remove himself or herself from actions related to the elections if a candidate is personally related to him or her or a risk of a conflict of interests arises that prevents him or her to perform his or her duties impartially.

#### **§ 16. Expert assessment**

(1) At least three experts, whose qualifications must meet the qualification requirements of the post evaluated, shall assess the eligibility of the candidates for academic posts. Experts shall be appointed based on the research field of the elected post and in a way that avoids any conflict of interests. The candidates who apply for a post of Professor must be evaluated by experts from outside Estonia.

(2) The Rector appoints experts for evaluation of the candidates for a post of Professor and establishes a deadline for submitting the evaluation results and rankings of the candidates. The recruitment committee, with the approval of the Vice-Rector for Research, shall make a proposal for appointing experts. The recruitment committee ranks the candidates on the basis of the evaluation of the experts.

(3) The Dean appoints experts for evaluation and ranking of the candidates for other academic posts and establishes a deadline for submitting the evaluation results and rankings of the candidates.

(4) The deadlines for submitting the evaluation results and rankings shall be established by taking into account that the experts should have at least six weeks, in the case of evaluation of the candidates for the position of Professor at least eight weeks, to provide their evaluation results.

(5) The recruitment committee or the Dean or Head of the Department respectively shall forward the documents of eligible candidates together with students' feedback<sup>14</sup> to the experts, by making a pre-selection of candidates where number of candidates is high. The documents of applicants who fail to

<sup>13</sup> The length of the lecture shall be 10 to 45 minutes.

<sup>14</sup> In case of a candidate who has conducted studies at TTÜ



meet the application requirements will be returned to the applicants not later than within one month after the deadline for submitting application documents.

### **§ 17. Elections**

- (1) The persons filling the posts of Professor shall be elected in the TTÜ Council, the persons filling the posts of Lecturer shall be elected in the school council and the persons filling the posts of Researcher shall be elected in the department council.
- (2) The recruitment committee shall, at least two weeks before the date of elections, forward to the TTÜ Council the documents for the posts of Professor, the experts' opinion and the ranking prepared by the recruitment committee based on Annex 3 "Academic Evaluation Matrix". The documents and experts' opinion of the candidates for other academic posts shall be submitted to the school or department council by the Dean or the Head of the Department respectively.
- (3) As a rule, elections for the posts of Professor are held six months before commencement of employment in the post, elections for other academic posts are held two months before commencement of employment in the post.
- (4) The Academic Committee has the right to declare a competition failed if the recruitment committee proposes to the Council candidates that meet the requirements set out in the call for proposals but whose academic or professional work experience and level fail to meet the level of the reference universities or for any other good reason.
- (5) The elections are held by secret ballot.
- (6) The results of the elections shall be approved by the council who elected the person for the post.
- (7) The Head of the Department or the Dean in the case the Professor performs the functions of the Head of the Department shall approve and notify the employee of the rank of an elected Professor based on a recommendation of the recruitment committee and by agreement with the Vice-Rector for Research.
- (8) The Head of the Department or the Dean in the case the Professor performs the functions of the Head of the Department shall negotiate the terms of employment with the elected holder of the academic post. The Rector or a person authorised by the Rector concludes an employment contract with the person elected to fill an academic post. A decision not to conclude an employment contract may be made if an infringement of this Regulation has taken place or if the parties fail to reach an agreement regarding the terms of employment.
- (9) If the university and the elected candidate fail to reach an agreement regarding the terms of employment within one month from approval of the results of election, a new election is held, without announcing a public competition, among the other candidates ranked by the experts or the competition is declared to have failed.

### **§ 18. Appointing to a post without announcing a public competition**

- (1) The Rector has the right to appoint, without announcing a public competition, a person complying with the qualification requirements to an academic post for the term of up to five years if:
  - 1) recruitment to the post by public competition has failed, or
  - 2) the work to be performed in the post is temporary and fixed-term.
- (2) A proposal in respect of a person to be appointed is made by the Head of the Department with the approval of the Dean.

### **§ 19. Promotion to the next rank in an academic post**

- (1) If the holder of a post complies with the requirements established for the post and has undergone attestation in accordance with the procedure established at the university, the Rector has the right to promote<sup>15</sup> the holder of the post without announcing a public competition as follows:
  - 1) a Junior Lecturer to a Lecturer;
  - 2) a Lecturer to a Senior Lecturer;
  - 3) a tenure-track Assistant or Associate Professor to the next tenured ranks;
  - 4) a tenured Assistant Professor to a tenured Associate or Full Professor;
  - 5) a tenured Associate Professor to a tenured Full Professor.

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<sup>15</sup> See Annex 1 to the Regulation.

(2) The Dean makes a proposal for promotion of Professors to the Rector on the basis of the decision of the attestation committee, in case of other posts the proposal is made by the Head of the Department.

#### **Chapter 4** **ASSESSMENT OF WORK PERFORMANCE AND FEEDBACK**

##### **§ 20. The purpose of assessment of work performance**

(1) The purpose of the assessment of the work performance of an academic staff member is to evaluate compliance of the work results of academic staff with the requirements and to provide them feedback as well as to motivate them to improve the academic performance of the university. Assessment of work performance must support the career perspectives and professional development of the academic staff member.

(2) Work performance of academic staff is assessed and feedback is provided:

- 1) in the course of a development and appraisal interview;
- 2) upon attestation.

##### **§ 21. Development and appraisal interview**

(1) In order to assess the work performance of the previous work period and to plan future development of an academic staff member, the immediate supervisor shall, at least once a year, conduct a development and appraisal interview with his or her subordinate covering all areas of work. If necessary, the superior conducting the interview, may ask the opinion of the experts of the relevant field to assess the employee's previous work performance.

(2) The academic staff member and his or her immediate superior shall analyse the development of the staff member's work output and achievement of the expected performance indicators based on the procedure for carrying out a development and appraisal interview.

(3) The results of a development and appraisal interview shall be documented in a memo, which shall be stored in an electronic database administered by the Personnel Office.

(4) The results of the development and appraisal interview constitute an input for attestation.

##### **§ 22. Attestation**

(1) "Attestation" means regular evaluation of the competencies and work performance of the academic staff and achievement of the expected work performance indicators, the purpose of which is to assess and ensure:

- 1) eligibility of the employee to the vacant post or
- 2) eligibility of the employee for promotion to the next rank of the post.

(2) Academic staff members are attested at the intervals laid down in this Regulation, but not less frequently than once in every 5 years of employment.

(3) The date of attestation shall be counted from the date on which the employee commenced employment in the post or on which the employee was promoted to the next rank of a post.

(4) The Personnel Office must submit, every year no later than by 1 December, a list of employees, who are subject to attestation in the following year, to the Rector or Dean respectively.

(5) If an employee is on child care leave, pregnancy and maternity leave or in compulsory military service during the term of attestation, the term for compliance with the requirements shall be extended by the period spent on child care leave, pregnancy and maternity leave or in compulsory military service.

(6) If an employee has performed the functions of the head of an academic unit during the term of attestation, the term for compliance with the requirements and the attestation term can be extended, but not more than for one nominal period of attestation. The extension of the term of attestation shall be approved by the Rector on the proposal of the Dean.

##### **§ 23. Conducting of Attestation**

(1) Attestation (with the exception of attestation of a Professor) shall be conducted by a committee established by the Dean and composed of at least three members, including the Head of the Department where the employee is employed. The chairman of the committee and the attestation schedule shall be approved by the Dean.

- (2) Attestation of a Professor shall be conducted by a committee established by the Rector and composed of at least three members, including the Head of the Department. The Dean shall participate in the work of the committee without the right to vote. The Rector has the right to appoint external experts to the committee. The chairman of the committee and the attestation schedule shall be approved by the Rector. The Personnel Office makes a proposal with respect to the attestation schedule.
- (3) The Personnel Office shall, no later than two months before the meeting of the attestation committee is held, notify the employee and the Head of the Department of the attestation schedule, the time of the meeting of the committee, the deadline for the submission of the required documents and the date for announcing the decision.
- (4) The attestation committee shall assess compliance of the employee's work performance and his or her compliance to professional standards based on the relevant job description set out in this Regulation, the individual job description, the work output and the expected performance indicators set out in the academic evaluation matrix and the following documents:
- 1) *curriculum vitae* and the list of publications (in accordance with ETIS structure);
  - 2) an academic portfolio (incl. assessment of one's work performance based on the academic evaluation matrix);
  - 3) the results of the development and appraisal interview concerning the period subject to evaluation;
  - 4) students' feedback on teaching and courses in the previous period subject to evaluation, which shall be provided by the Office of Academic Affairs based on the list submitted by the attestation committee;
  - 5) other materials considered necessary by the employee or the attestation committee;
  - 6) in case of the posts of Professor, the objectives of the next five years and an action plan to achieve the stated objectives, with the maximum total length of 1500 words, and the action plan prepared for the previous attestation or for applying to the post.
- (5) If the employee fails to submit the documents by the deadline laid down by the attestation committee without good reason, the employee and his or her work performance shall be deemed not to comply with the professional requirements.
- (6) An employee has the right to access the documents used for his or her attestation and to introduce his or her work outcomes at the meeting of the attestation committee before a decision is made.
- (7) The attestation committee shall present a reasoned assessment of the work performance of the employee and his or her compliance with the professional requirements and shall make one of the following decisions based on the objective of the attestation specified in clauses 25 (1) 1) and 2) of the Regulation:
- 1) the employee and his/her work performance meet the eligibility criteria for the post;
  - 2) the employee and his/her work performance do not meet the eligibility criteria for the post;
  - 3) the attestation committee recommends promotion;
  - 4) the attestation committee does not recommend promotion.
- (8) The attestation committee may provide advice to the employee for improving the work performance and for enhancing professional development.
- (9) The assessment, decision and recommendations of the attestation committee shall be documented in writing in the form of minutes within two weeks and the minutes shall be signed by the chairman of the committee. The Head of the Department shall notify the employee of the decision and recommendations of the attestation committee as soon as possible after the minutes concerning the committee's decision have been signed. An employee has the right to request a written summary of the results of attestation. The head of the structural unit shall prepare the summary, which shall be approved by the the chairman of the committee, and shall submit it to the employee and the Personnel Office for storage. Documentation related to attestation shall be stored by the Personnel Office.
- (10) If an employee or his or her work performance fails to meet the requirements, the Head of the Department:
- 1) will agree with the employee on activities for bringing the employee's work performance into compliance with the professional requirements and shall determine the date of re-attestation taking

into account the reasonable time required for improvement of work performance and shall notify the employee and the Personnel Office thereof;

2) has the right to initiate extraordinary cancellation of the employment contract pursuant to the terms and conditions laid down in the Employment Contracts Act and shall notify the employee and the Personnel Office thereof.

#### **§ 24. Disputing the attestation results**

(1) An employee has the right to appeal against the decision of the attestation committee within two weeks from the notification of the decision. A Professor files an appeal to the Rector, other employees file an appeal to the Dean explaining the reasons for disagreement with the decision and, if necessary, shall submit additional documents.

(2) The Rector or the Dean shall make a decision on the employee's appeal within one month from receipt of the appeal.

(3) If in reviewing the case it turns out that infringement of the attestation procedure has taken place, but the infringement could not have affected the attestation decision, the decision shall remain valid.

(4) If in reviewing the case it turns out that infringement of the attestation procedure has taken place and the infringement affected the attestation decision, the Rector shall determine the date of re-attestation.

#### **§ 25. Implementation of the Regulation**

(1) The valid employment contracts concluded with the academic staff members before entry into force of the Regulation shall be carried out on the terms and conditions laid down therein until expiry thereof or until attestation of the employee as follows:

- 1) in the case of a positive attestation result, an academic staff member shall be transferred to a post or a rank of the post specified in the Regulation (a Researcher employed under an open-ended employment contract shall pass attestation before the end of the transition period);
- 2) an Associate Professor may, upon termination of his or her contract or in case he or she receives a positive attestation result, be appointed to the post of Associate Professor, if he or she meets the requirements for the post of Senior Lecturer laid down in the Regulation. In this case the provisions of this Regulation laid down for Senior Lecturers shall apply to him or her;
- 3) a Professor employed under an open-ended employment contract can, in the case of a positive attestation result, continue to work in his or her current post by agreement of the parties if it is set out in the agreement that the Professor will become emeritus/emera no later than by 1 January 2022.

(2) The employer shall establish an individual job description for the employees specified in subsection (1) of this section no later than by 31 December 2018. Until an individual job description is established, clause 5) and Annexes 1 to 9 of the job description of TTÜ's academic staff approved by TTÜ Council Resolution No 141 of 17 December 2013 and amended by Resolution No 71 of 20 May 2014 shall apply.

(3) The Annexes to the Regulation are the following:

- 1) Annex 1 Figure;
- 2) Annex 2 Structure of academic portfolio;
- 3) Annex 3 Academic Evaluation Matrix.

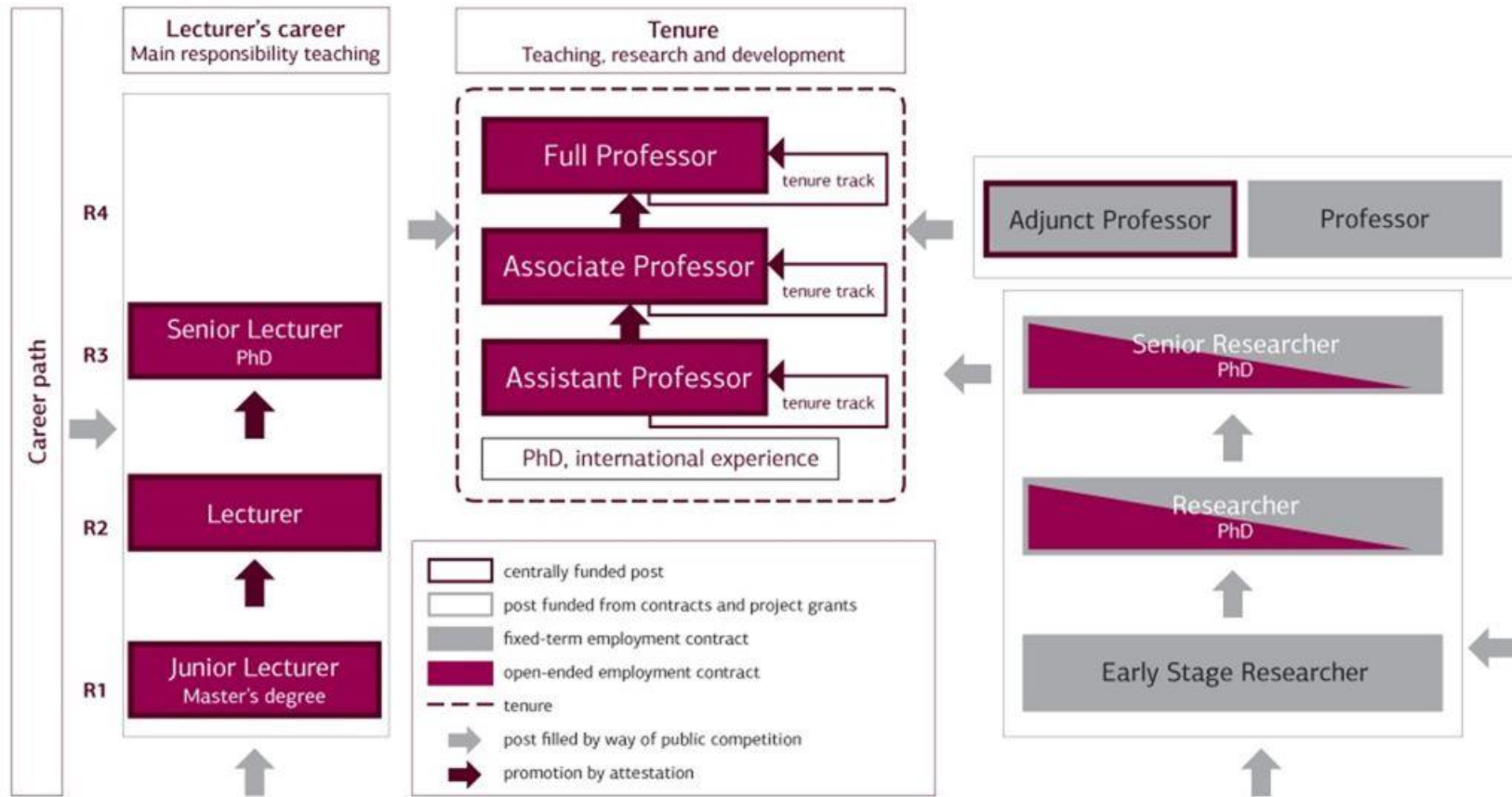
#### **§ 26. Entry into force of the Regulation**

(1) The Regulation shall enter into force from the moment of signing thereof.

(2) The following is repealed:

- 1) The TTÜ Council Regulation No 4 of 20 December 2016 "Academic Career Management" is repealed and the new version of the Regulation shall be applied;
- 2) TTÜ Council Regulation No 3 of 21 March 2017 "Annex 3 "Academic Evaluation Matrix" to Academic Career Management".

to TTÜ Council Regulation No 2 of 20 March 2018



## Structure of academic portfolio

An academic portfolio is a source document required for conducting a development and appraisal interview or attestation interview of an academic staff member of Tallinn University of Technology. A portfolio shall cover qualitative and quantitative data concerning the academic activity of the employee and provides an opportunity to the employee to present his or her competence upon application or attestation.

The structure of a portfolio is based on the main responsibilities of academic staff specified in the Regulation on the Academic Career Management and/or the employee's individual job description.

As a rule, a portfolio shall be prepared in the form of an e-portfolio in a freely chosen environment and shall include four parts and annexes whereto **active links** referring to materials from various sources (student feedback in the study information system ÕIS, the continuing education information system TÕIS, reliable feedback collected in any other way, etc.) are provided in the appropriate places in the main text. Publicly available information shall not be included in the annexes. As a rule, a portfolio shall be 4-6 pages long, annexes not included.

### Parts of a portfolio:

#### 1. Self introduction

Shall include a free form overview of one's work experience, career developments over the past few years, the impact on social life, other factors that you consider important (do not mix up with a CV).

#### 2. Academic excellence

Shall include evaluation of research and teaching activities, teaching and research philosophy based on the academic evaluation matrix, feedback from colleagues, students, collaboration partners and supervisors, a list of most important publications, personal development plans and vision, etc.

#### 3. Contribution to education and research related development and management

Shall describe contribution to the promotion of your field, incl. administrative management at the university and in projects outside the university. Allows you to point out the most important management tasks, activities and results and to analyse and describe future plans for supporting the development of education and research.

#### 4. Activities addressed to the public and professional activities, acknowledgements and other important information

Allows you to point out academic and social acknowledgements, research communication, social initiatives and activities related to policy making, legislation and work of representative bodies, professional activity and membership in professional associations or various networks, etc.

### Annexes

It is recommended to provide links to the sources of evidence (ETIS, student feedback in the study information system ÕIS, continuing education courses conducted, mobility, etc.)