REGULATIONS FOR RECRUITMENT OF TEACHING AND RESEARCH STAFF

Adopted based on clause 14 (3) 13) of the Universities Act, clause 23 (4) 6) of the University of Tartu Act and clause 12 (2) 13) of the Statutes of the University of Tartu and pursuant to clauses 34 (1)–34 (5) and 39 (1)–39 (4) of the Universities Act and clause 9 of the Organisation of Research and Development Act. [effective as of 1 January 2016]

1. The Regulations for Recruitment of Teaching and Research Staff (‘these regulations’) govern the recruitment of teaching and research staff at the University of Tartu (‘the university’) by public recruitment procedure, by non-public recruitment procedure, or by invitation of a visiting member of teaching staff to a position in the university.

1. For the purposes of these regulations, a structural unit is an institute, a college and a non-faculty university institution. [effective as of 1 January 2016]

I. Creation of and recruitment to teaching and research positions

2. The procedures for recruiting teaching and research staff are as follows:

2.1 ordinary teaching and research staff are recruited by public recruitment procedure or by non-public recruitment procedure.

2.2 Visiting teaching staff members are recruited by invitation.

I.1. Creation of and recruitment to teaching and research positions by public and non-public recruitment procedure

3. Ordinary teaching and research staff are recruited by public recruitment procedure with equal conditions applying to all parties, except in cases specified in clause 4.

3. Winning a public recruitment procedure organised outside the university which includes
financing for the research and development work of a researcher referred to in clause 3 may be considered equivalent to the results of a public recruitment procedure. Public recruitment procedures are also:
1) awarding of a personal research grant to the head of a research project;
2) awarding of a research grant for a post-doctoral or top researcher or other researcher mobility programme;
3) awarding of a European Union, European Union member state or third country’s other research grant.  
[effective as of 18 December 2017]

4. Non-public recruitment procedure (appointing an employee to a position) may be used to recruit ordinary teaching or research staff for a fixed term of up to five years if:
4.1. recruitment to the same position by a public recruitment procedure has failed;
4.2. the work of the position is temporary (fixed-term) by nature;
4.3. the position has been filled for a fixed term shorter than five years pursuant to clauses 4.1 and 4.2 of these regulations and the same person’s employment contract is extended to a term not exceeding five years.  
[effective as of 1 January 2015]

5. The creation of a teaching or research position, the type of recruitment procedure and the term of a temporary position are determined by the university officials as follows: [effective as of 1 January 2015]
5.1. in case of a position of professor or research professor – by the rector, acting on a proposal from the council of a faculty or a non-faculty institution; [effective as of 1 January 2016]
5.2. in case of a position of associate professor – by the dean, acting on a proposal of the head of an institute or by the director of a college; [effective as of 1 January 2016]
5.3. in case of a position of lecturer, assistant, teacher, senior research fellow, research fellow or junior research fellow – by the head of unit. [effective as of 1 January 2015]

6. The official who proposes the creation of and recruitment to a teaching or research position referred to in clauses 5.1 and 5.2 of these regulations includes with the proposal the justification for the creation or recruitment, the corresponding job description and information on the availability of funding for the position.  
[effective as of 1 January 2016]

6¹. When a position of a research professor is created in the case referred to in clause 3¹ of these regulations, the head of the structural unit assesses the candidate’s suitability for the position based on the requirements established for the position and such assessment is added to the materials presented to the faculty council. [effective as of 18 December 2017]

7. The university official deciding the creation of and recruitment to a teaching or research position referred to in clause 5.3 of these regulations bases his/her decision on the relevant job description and the availability of funding for the position.

8. [repealed as of 1 January 2015]

9. By 1 March and 1 October of each year, the Personnel Office informs the university officials responsible for proposing the creation of and recruitment of employees to teaching and research positions, and, in cases specified in clause 5.3 above, the heads of relevant units, of employment contracts whose term will expire in the coming year.

I.2. Invitations to visiting members of teaching staff

10. Without announcing a public recruitment procedure, an invitation to take up a visiting staff position may be extended to researchers or renowned creative artists or reputable practitioners of their field to conduct teaching and research at the university for up to five years. [effective as of 1 May 2019]
10. A person who has received the title of professor emeritus may be involved in the university’s activities as a visiting teaching staff member. [effective as of 1 May 2019]

11. An invitation to take up a visiting teaching staff position may also be extended to a person who does not fulfil all qualification requirements that apply to teaching staff.

12. The decision to invite a visiting teaching staff member to take up a position at the university is made by the rector acting on a proposal of the head of an institute or director of a college which has been endorsed by the dean, or on a proposal of the director of a non-faculty institution. The proposal must provide reasons for the invitation, describe the planned activities, and state the title of the position and the time-limit for conferring the title. The proposal must include information on the educational qualifications and work experience of the person named as the invitee. [effective as of 1 January 2016]

13. Visiting teaching staff members may be attributed the position title of visiting professor, visiting associate professor or visiting lecturer, depending on the nature of their prospective work, as well as on the educational qualifications of the member, the depth of his/her specialised knowledge and the extent of his/her professional experience. A professor emeritus employed in a visiting teaching position is called professor emeritus. [effective as of 1 May 2019]

14. A visiting teaching staff member is invited to take up his/her position at the beginning of the semester, except when the planned activities need to be commenced at another time due to the requirements of the party funding the position or due to the need for the visiting teaching staff member to apply for a work permit in Estonia. Depending on the nature of the member’s prospective work, the performance of that work may be formalised as employment, the supply of services or the supply of personal services.

II. Announcing a public recruitment procedure

15. A public recruitment procedure is announced by the rector following a decision of the university official referred to in clause 5 above.

151. One public recruitment procedure may be announced for recruitment to several identical positions, relevant information is added to the announcement. In this case, one person can be elected to one position. [effective as of 29 January 2016]

16. The public recruitment procedure for the position of professor or research professor is announced at least eight months before the date on which the recruited employee is to commence work or before the term of employment of the incumbent expires; in the case of recruitment to the position of associate professor, the period is at least five months, and for all other positions, at least three months.

17. The Personnel Office is responsible for arranging announcement of public recruitment procedures. Notices of public recruitment procedures are published, at least one month before the time-limit for applying for the position, on the university’s website and in at least one Estonian daily newspaper, as well as in other media outlets if necessary. A notice sets out the information required for recruitment to the position, including at least the following:

17.1. the name of the university;
17.2. the title of the position, the workload involved and the period of employment offered;
17.3. a reference indicating where additional information can be found regarding the public recruitment procedure and regarding the requirements candidates are expected to meet;
17.4. the time-limit for submitting applications and the list of documents that candidates are required to submit with their applications;
17.5. the address that applications should be sent to.

III. Procedure for submission of applications

18. Regardless of the type of recruitment procedure (public or non-public), candidates are required
to submit the following documents:

18.1. an application addressed to the rector;
18.2. a CV containing the information listed in Annex 1;
18.3. a list of research publications;
18.4. a copy of a document (including its annexes) which shows the candidate to hold the required qualification. A candidate can be required to submit the original or a certified copy of the document (including its annexes) showing the candidate to hold the required qualification. If the candidate has acquired the higher education in question abroad, he/she may be required to submit an assessment issued by the Academic Recognition Information Centre (the Estonian ENIC/NARIC) of his/her qualification in respect of the qualification requirements for the position;
18.5. other materials that the candidate considers relevant.

18. If a candidate to a research position has, in the meaning of clause 31 of these regulations, successfully completed a public recruitment procedure organised by the party funding the position, the candidate does not have to submit application documents listed in clauses 18.2-18.5 of these regulations, if the candidate has submitted such documents to the party funding the position and the university has access to the documents.

[effective as of 18 December 2017]

18. If a candidate who applies for a teaching or research position in a non-public recruitment procedure already holds a teaching or research position to which the candidate has been recruited by public recruitment procedure, the requirements of which are the same or more stringent than the requirements for the applied position, and provided that less than a year has passed since the candidate assumed the position to which he/she was recruited by the public recruitment procedure, the candidate is not required to submit application documents.

[effective as of 18 December 2017]

19. When submitting a CV in the established format, a candidate may, instead of listing in the CV the required information regarding his/her prior teaching and research and development work, permit the university to obtain this information from databases which the university has access to. The candidate must indicate in the CV precisely which required information the university is authorised to obtain from such databases.

20. Candidates for the position of professor or research professor must, in addition to documents listed in clause 18 above, present a statement not exceeding 1500 words of the aims to be achieved within the next five years, and an outline of an action plan for achieving these.

[effective as of 18 December 2017]

21. Candidates for the position of professor should consider adding to their CVs the names of three individuals who can be called upon to provide information regarding the candidate's work.

22. Application documents must be in Estonian. As an exception,
   a. the application documents of candidates to the position of professor or research professor must be submitted in Estonian and in English;
   b. the application documents of candidates to the position of associate professor or senior research fellow must be submitted in Estonian and in English if such a requirement is included in the notice of public recruitment procedure;
   c. if candidates are not expected to know the Estonian language, the application documents may be in English only.

23. In the case of recruitment by public recruitment procedure, application documents must be submitted to the Personnel Office who, depending on the position, transmits them to the dean or the head of a structural unit. [effective as of 1 January 2016]

24. In the case of recruitment by non-public recruitment procedure, application documents must be submitted to the dean or the head of a structural unit, who transmits them to evaluators in accordance with the provisions set out in Chapter 4 of these regulations. [effective as of 1
25. If the candidate’s educational qualifications fail to meet the requirements established for the position or the candidate lacks the required language skills, the candidate’s documents are not sent for evaluation. If the candidate has not submitted all the required application documents specified in the recruitment announcement, the candidate is given a deadline to rectify the deficiencies. If the candidate has not rectified deficiencies within the given period, the candidate’s documents are not sent for evaluation. Head of Human Resources Office ensures the notification of the candidate of removal from the recruitment procedure. In case a candidate to the position of professor, associate professor, research professor or senior research fellow fails to meet other terms of the recruitment procedure, the dean or director of a non-faculty institution may recommend to the rector that the candidate be removed from the list of candidates, and the rector decides the removal of the candidate. The candidate is notified of removal from the recruitment procedure. [effective as of 18 December 2017]

IV. Evaluation of candidates

26. Candidates’ compliance with the requirements of the position is assessed based on the Job Descriptions of Academic Staff, approved by the senate regulation, and the terms and conditions set out in the recruitment announcement. Depending on the position, the evaluation is arranged by the dean or the head of a structural unit. [effective as of 1 January 2018]

261. For evaluation of candidates to the position of professor and research professor, the rector, acting on a proposal of the dean or director of non-faculty institution, may form a committee of at least three members to evaluate the candidates and select the best candidates, whose application documents are sent to the experts. The candidates whose application documents are not sent to the experts are removed from the recruitment procedure by the decision of the committee. [effective as of 18 December 2017]

27. [repealed as of 1 January 2015]

28. Candidates for the position of professor or research professor are evaluated by at least three experts from outside Estonia. The experts are appointed by the rector, acting on a proposal of the dean or the director of a non-faculty institution. The experts are remunerated for their work. [effective as of 1 January 2016]

29. Candidates for the position of associate professor or senior research fellow are evaluated by at least three experts, of whom at least one is from outside the university. The experts are appointed by the dean on the proposal of the head of an institute or director of a college or the director of a non-faculty institution. [effective as of 1 January 2016]

30. Appointments of experts must be made such that conflicts of interest are avoided.

31. The dean, the director of a non-faculty institution or a person appointed by them transmits the application documents of a professor and research professor to the experts. The head of a structural unit or a person appointed by them transmits the application documents of an associate professor and senior research fellow. The dean or the head of a structural unit determines the time-limit for submitting their evaluations, having regard to the fact that the election must take place at least one month before the date on which the position must be filled. [effective as of 1 January 2016]

32. [repealed as of 18 December 2017]

33. Each expert assesses the candidates with respect to the requirements established for the position and submits the results of the evaluation and the rank list of candidates whom he/she considers to meet the requirements to the dean, in case of the position of professor and research professor, and to the head of a structural unit in case of the position of associate professor and senior research fellow. [effective as of 1 January 2016]
34. If a candidate for the position of professor, associate professor, research professor or senior research fellow fails to meet the position requirements in the opinion of at least two experts, the dean or director of a non-faculty institution recommends to the rector that the candidate be removed from the list of candidates, and the rector decides whether to remove the candidate. [effective as of 1 January 2016]

34\(^1\). A candidate for the position of professor and associate professor, who has not earlier worked as an associate professor or professor at the University of Tartu, may be required to deliver a public lecture (venia legendi lecture) or present a video thereof. A candidate who has worked as a professor or associate professor at the University of Tartu may be required to deliver a public presentation of the results of teaching and research and development or creative activities in the last five years. The dean decides whether to require a venia legendi lecture or public presentation. [effective as of 12 December 2017]

35. To assess candidates for the position of professor or research professor, the dean or the director of a non-faculty institution arranges a secret endorsement vote in the faculty council or the council of the non-faculty institution. The faculty council hears the opinion of the council of the institute or council of the college before the endorsement vote. [effective as of 1 January 2016]

35\(^1\). In the case of the position of associate professor, the faculty council hears the opinion of the council of the institute or the council of the college. [effective as of 1 January 2016]

36. The dean or the director of a non-faculty institution draws up a report on the basis of the evaluation of the experts and the results of the secret endorsement vote of the faculty council or non-faculty institution council, and presents the report together with the application documents to the senate. [effective as of 1 January 2016]

37. Candidates for the position of lecturer, are evaluated by the head of an institute or director of college or a person/persons appointed by them. Candidates for the position of assistant, teacher, research fellow and junior research fellow are evaluated by the prospective immediate supervisor. The opinion is submitted having regard to the fact that elections to the position must take place at least a month before the elected candidate is to assume the duties of the position. [effective as of 1 January 2016]

38. If the prospective immediate supervisor considers that a candidate for the position of assistant, teacher, research fellow or junior research fellow fails to meet the requirements of the respective position, an opinion as to whether the candidate meets those requirements is issued by the head of a structural unit. [effective as of 1 January 2016]

38\(^1\). If the head of an institute or director of a college considers that a candidate for the position of a lecturer, assistant, teacher, research fellow and junior research fellow fails to meet the requirements of the position, he/she recommends to the dean that the candidate be removed from the list of candidates, and the dean decides whether or not to remove the candidate. In the case of non-faculty institutions, the removal of the candidate is decided by the director of the non-faculty institution. [effective as of 1 January 2016]

39. If a candidate to a research position has, in the meaning of clause 3\(^1\) of these regulations, successfully passed a public recruitment procedure organised by the party who funds the position, and the requirements in the public recruitment procedure were similar to those established for holders of the position in the university, the candidate is not required to undertake an evaluation. [effective as of 18 December 2017]

39\(^1\). [repealed as of 18 December 2017]

40. If a candidate who applies for a teaching or research position in a non-public recruitment procedure already holds a teaching or research position to which the candidate has been recruited by a public recruitment procedure, and the requirements of which are the same or more stringent than the requirements for the applied position, and provided that less than a
year has passed since the candidate assumed the position to which he/she was recruited by the public recruitment procedure, the candidate is not required to undertake an evaluation. [effective as of 18 December 2017]

41. If term of the employment contract of the employee appointed to the position is extended pursuant to clause 4.3 of these regulations, the candidate is not required to undertake an evaluation. [effective as of 1 January 2015]

42. If a person has himself or herself applied for a position whose evaluation he/she would normally be expected to arrange, the corresponding duties are performed as follows: duties of the dean or the director of a non-faculty institution person are performed by an employee appointed by the rector; the duties of the head of an institute or director of a college are performed by a person appointed by the dean and the duties of the prospective immediate supervisor are performed by a person appointed by the head of a structural unit. [effective as of 1 January 2016]

V. Elections and challenges to election results

43. Except in the case described in clause 44 below, elections to teaching and research staff positions filled by public or non-public recruitment procedure are held as follows:
   43.1. elections to the position of professor or research professor are held in the senate. Before the elections, the senate hears the opinion of the area council regarding the candidates;
   43.2. elections to the position of associate professor are held in the faculty council; [effective as of 1 January 2016]
   43.3. elections to the position of lecturer, assistant, teacher, senior research fellow, research fellow and junior research fellow are held in the council of a structural unit unless the charter of the structural unit stipulates otherwise. [effective as of 1 January 2016]

44. The election procedure described in clause 43 above is not required if the term of the employment contract of employee appointed to the position is extended pursuant to clause 4.3 of these regulations – the election is replaced by the decision of the official referred to in clause 5 of these regulations on extending the employment contract of the employee appointed to the position. [effective as of 1 January 2015]

44.1. [repealed as of 1 January 2015]

45. The teaching and research staff are elected and the secret vote of endorsement in respect of candidates for the position of professor or research professor is taken pursuant to the procedure established by the senate.

46. If there are several candidates for a position, the decision-making body referred to in clauses 43.1–43.3 draws up a rank list of the candidates on the basis of the number of votes tallied by each.

47. Candidates are notified of election results within two weeks following the election. Candidates for the position of professor or research professor are notified by the academic secretary, candidates for other positions are notified by the head of the unit.

48. In case a candidate considers that an infringement of the requirements of the public recruitment procedure, or of election procedure, has taken place, he/she may contest the results of the election within a two-week period following notification of its results. Candidates for the position of professor or research professor must transmit the appeal via the rector to the senate and the appeal is dealt with pursuant to regulations governing the work of the senate as a matter tabled for discussion in the senate. Candidates for other positions must transmit the appeal to the rector. The rector makes a decision on the appeal within one month of receiving the appeal. [effective as of 18 December 2017]

49. If upon a consideration of the appeal it is concluded that the requirements of the public
recruitment procedure or of the evaluation or election procedure have been infringed, but the infringement had no effect on the result of the election, the result in question is upheld.

50. If upon a consideration of the appeal it is concluded that the requirements of the public recruitment procedure or of the evaluation or election procedure have been infringed, and that the infringement had an effect on the result of the election, the result in question is overruled. In the case of elections to the position of professor or research professor, the instrument to declare the election result overruled is executed by the senate, in the case of elections to any other position, by the rector.

50¹. Candidates are informed of the decision to overrule the results of the election within two weeks of the date the senate’s resolution or the rector’s directive comes into effect. The candidates to the position of professor or research professor are informed by the academic secretary; the candidates to other positions are informed by the head of unit. [effective as of 1 January 2015]

VI. Formalisation of employment

51. The university executes an employment contract with the elected candidate after the time-limit (established in clause 48 above) for contesting the result of the election has elapsed. In the case described in clause 39 above, the employment contract is executed for a term covering the entire period of funding, provided this does not contravene the requirements established by Estonian legislation governing the employment of teaching and research staff.

52. In the case that the elected candidate declines to execute an employment contract with the university or, within one month following the candidate’s notification of the results of the election, agreement fails to be reached between the candidate and the head of the unit charged with negotiating the terms of the candidate’s employment, the head of the unit may, having obtained the approval of the university official authorised to decide the creation of the position in question and the start of recruitment to that position, open employment negotiations with the person who placed next in the rank list of election results.

53. A person employed in the position of professor in a university for the first time is required to give a public lecture (the inaugural lecture) during his/her first year as professor at the university. The public lecture is arranged by the head of the unit in cooperation with the university’s Communication Office.

VII. Implementing provisions

54. [repealed as of 1 January 2015]

55. [repealed as of 1 January 2015]

56. The Regulations for Recruitment of Teaching and Research Staff adopted by the Council of the University of Tartu Regulation no. 13 of 24 September 2010 and amended by the Council of the University of Tartu Regulation no. 4 of 22 February 2011 and by the Council of the University of Tartu Regulation no. 19 of 16 December 2011 and by the Senate of the University of Tartu Regulation no. 14 of 15 June 2012, the Senate of the University of Tartu Regulation no. 18 of 28 September 2012 and the Senate of the University of Tartu Regulation no. 10 of 25 October 2013 are repealed.

[effective as of 1 January 2018]

Curriculum vitae

I. General information
1. Name
2. Citizenship
3. Contact information: telephone, e-mail
4. Education (educational institution, level of education, specialisation, date of graduation)
5. Language skills
6. Work experience, including current position

II. Teaching and activities related to the administration and development of teaching
7. Information regarding teaching work carried out at universities (a list of courses, including new courses and continuing education courses, the workload involved, the number of students who took the courses, information on student feedback, creation of study aids, including e-courses) during the last five years.
8. Supervision. The number of students supervised, a list of supervised students who have defended their theses (for candidates to the position of professor, associate professor, research professor and senior research fellow, primarily master’s and doctoral students).
9. Activities related to the administration and development of teaching (design and development of syllabi and curricula, participation in the admission of new students, participation in evaluation committees, etc.).
10. Other activities in support of teaching.

III. Research and development and creative activities
11. Main fields of research. For each field, the candidate should submit a short overview of research results, with reference to respective items in the list of publications. If a publication has co-authors, the candidate should specify his/her contribution to the publication.
12. Total number of academic publications and the number of publications during the last five years.
13. A list of major publications; in creative arts, a list of creative work. It is advisable (required in case of candidates for the position of professor, associate professor, research professor and senior research fellow) to add such publications (a link or a file) electronically to the application documents.
14. Research grants and contracts awarded to the candidate (programme or project, source of funding, amount of funding, project start and end, role of the candidate).
15. Acting as an opponent to doctoral theses.
16. Experience in the application and popularisation of theoretical knowledge, e.g. creating know-how with commercial potential, patent authorship, participation in creating innovative solutions, participation in conducting applied research and analysis.
17. Participation in the work of the international community in the specialisation (e.g. participation in the work of scientific organisations and professional associations, participation in the editorial panels of scientific publications, series, books, etc., compiling and editing of scientific publications, organising research conferences etc., organising presentations of creative work, development and administration of databases, science collections and other science infrastructure).
18. Other activities to support research and development and creative work.

IV. Participation in the governance and institutional development of the university
19. Performance of managerial tasks (team or project management).
20. Other activities related to the governance and institutional development of the university.

V. Public and social activities
21. Participation in the activities related to the promotion and application of the specialisation at the institutional, national or international level.
22. Other public and social activities.
VI. Professional development
23. Professional development in the specialisation, incl. traineeship with enterprises and institutions.
24. Professional development to enhance teaching and supervising skills.
25. Professional development to enhance management skills.
26. Other professional development.

VII. Professional recognition and awards