ADOPTED by the Senate of the University of Tartu Regulation no. 8 of 15 December 2017 (effective as of 1 January 2018)

AMENDED by the Senate of the University of Tartu Regulation no. 10 of 21 December 2018 (effective as of 1 January 2019)

AMENDED by the Senate of the University of Tartu Regulation no. 8 of 19 June 2020 (effective as of 1 January 2021)

JOB DESCRIPTIONS OF ACADEMIC STAFF

Adopted based on clause 33 (6) of the Higher Education Act, subsection 23 (4) of the University of Tartu Act and clause 12 (2) 13) of the Statutes of the University of Tartu, and pursuant to sections 7–11 of the Standard of Higher Education, adopted by Regulation no. 62 of the Government of the Republic of 11 July 2019, and section 8 of the Organisation of Research and Development Act.

[effective as of 1 January 2021]

I. General provisions

1. The University of Tartu (‘university’) Job Descriptions of Academic Staff lay down the rights and responsibilities of ordinary academic staff, descriptions of the positions and requirements for the persons holding the position, all of which are taken into account when creating a job, applying for and working in the position and during performance evaluation, incl. professional review. [effective as of 1 January 2021]

2. For the purposes of this document, the following terms have the following definitions.
   2.1. A structural unit is an institute, college and a non-faculty institution.
   2.2. An analysis of teaching development is a purposefully compiled and systematised overview, in which teaching academic staff members analyse their understanding of teaching, teaching activities and their personal development in teaching. [effective as of 1 January 2021]
   2.3. The volume of a doctoral thesis is the volume of research work which is defined as minimum requirements to a doctoral dissertation in the Procedure for Awarding Doctorates established by the senate.
   2.4. International experience means acquiring a doctoral degree or an equivalent qualification, completion of postdoctoral fellowship, completion of professional continuing education, leading a large-scale collaboration project in a foreign country or active professional work in an academic institution, influential enterprise or international organisation in a foreign country.

3. The principal duties of academic staff, depending on their position, are:
   3.1. teaching and activities related to the administration and development of teaching;
   3.2. research, development and creative activities (also: ‘RDC activities’);
   3.3. participation in university governance and institutional development;
   3.4. social and public activities.

4. Teaching and activities related to the administration and development of teaching include:
   4.1. preparation, organisation and conducting of teaching, including in e-learning and continuing education;
   4.2. supervision of students’ research, creative work and graduation papers;
   4.3. arranging and supervision of students’ traineeship;
   4.4. associating teaching with practical topics, incl. cooperation with enterprises, institutions, practitioners, etc., and traineeship with enterprises and institutions;
   4.5. giving feedback to and assessing students’ work (supportive assessment, administration
of pass/fail evaluations and examinations, participation in evaluation committees, reviewing traineeship reports, seminar papers and graduation theses of the first and second level of higher education, etc.;
4.6. teaching development (compiling and updating textbooks, teaching aids, e-learning materials; creating and developing teaching content and methodology, etc.);
4.7. participation in activities related to the administration and development of teaching (syllabi and curricula design and development, administration of entrance examinations);
4.8. professional development to enhance teaching and supervising skills; personal development as a teacher and self-reflection;
4.9. other work related to teaching.

5. Research, development and creative activities include:
5.1. fundamental and applied research and creative activities;
5.2. procurement and administration of resources needed for research, development and creative activities;
5.3. publication of the results of research, development and creative activities and introducing them in professional circles;
5.4. participation in conferences and professional development, incl. traineeship with enterprises and institutions;
5.5. work as an expert, reviewer, opponent and consultant, incl. pre-reviewing and opposing doctoral dissertations;
5.6. cooperation with enterprises and institutions, incl. participation in establishing start-ups and spin-offs and counselling them;
5.7. applying and commercialisation of the results of research, development and creative activities;
5.8. participation in the organisation of research, development and creative activities (participation in the work of research organisations and professional associations, editorial panels of journals, research publications, books, etc., compiling and editing of research publications, organisation of international academic conferences, etc., organisation of creative work presentations, development and administration of databases, research collections and other research infrastructure);
5.9. other work related with research, development and creative activities.

6. Participation in the governance and institutional development of the university includes:
6.1. participation in the work of the decision-making bodies and committees of the university;
6.2. performing managerial tasks in the faculty, structural unit, unit of work organisation, work group, etc.;
6.3. professional development to enhance management skills;
6.4. programme management;
6.5. participation in the development of the university bylaws and strategies, counselling the members of the university governance structure;
6.6. other activities related to the governance and institutional development of the university.

7. Social and public activities include:
7.1. popularisation of the specialisation;
7.2. promotion of the university;
7.3. participation in Estonian and international cooperation networks;
7.4. participation in science-based solution of social problems, preparation of regulations and strategies, national programmes and strategic plans;
7.5. participation in the work of higher education, scientific or professional decision-making bodies and committees outside the university;

8. other social and public activities. The proportion of principal duties in the workload of academic staff member is agreed between the employee and the head of structural unit or, by the decision of the head of structural unit, between the employee and the immediate organiser of work, based on the academic position, its specific nature and the needs of the structural unit, and considering the employee’s development goals and duties as a whole. On the proposal of a faculty council,
the senate may establish more specific principles for the evaluation of performance of all the four principal duties in the respective faculty in an annex to these rules.

9. For an academic staff member working under employment contract for an unspecified term, the agreement referred to in clause 8 is made in the form of a written work plan for at least a year, but not longer than for the progress review period. The work plan may be amended by agreement of the parties. Head of the structural unit keeps records on work plans. For an academic staff member with employment contract made for a specified term, the agreements are included in the employment contract. When making the agreements, the following may be taken into account, among other things.

9.1. In justified exceptional cases, a higher volume of work and performance in one principal duty may substitute for lower volume and performance in other principal duties. In the case of a professor, associate professor, lecturer and junior lecturer, other principal duties must not fully substitute teaching and activities related to the administration and development of teaching, and research, development and creative activities; in the case of a research fellow and junior research fellow, other principal duties must not fully substitute research, development and creative activities, and in the case of a teacher, other principal duties must not fully substitute teaching and activities related to the administration and development of teaching. [effective as of 1 January 2021]

9.2. When an agreement is made with an academic staff member who performs the functions of a dean, vice dean or head of institute, the volume of work spent on the governance and institutional development of the university is taken into account as follows: for the dean, by an agreement with the rector, up to 75% of the working time; for vice dean and head of institute, by an agreement with the dean, up to 50% of the working time. In the case of an academic staff member who performs the duties of a programme director, the time and work spent on activities related to programme management are taken into account, and the volume, content and duration of such work is agreed with each programme director in their work plan or employment contract. [effective as of 1 January 2021]

10. Evaluation of the performance of an academic staff member is based on success in the performance of duties specified in the annexes to the rules. In addition, the following is taken into account for evaluation.

10.1. For evaluation of teaching, the conformity of teaching with the good practice of teaching is evaluated, and the volume of organised subject courses, success in supervising, development of new subject courses, success in teaching support activities, professional development to improve teaching and supervising skills, the content of the analysis of teaching development, and the consideration of feedback in teaching development is taken into account. [effective as of 1 January 2021]

10.2. For evaluation of research, development and creative activities, the volume and quality of dissemination (incl. publication) of work results, activeness and success in obtaining resources necessary for research, development and creative activities (incl. research grants, service contracts) and performing contractual obligations, success in the application and/or commercialisation of the results of research, development and creative activities, and recognition related to these activities, depending on the specific nature of different fields of research are taken into consideration. In justified cases, the required quantity of research work may be compensated for by its very high quality. The decision whether the quantity of research can be compensated for by its very high quality is made for an applicant to the job by a dean or the director of a non-faculty institution, and upon professional review, by professional review committee.

10.3. For evaluation of participation in the governance and institutional development of the university, the visibility and influence of the activities in the university, contribution to development activities, participation in decision-making processes and performing the objectives of the university are taken into account.

10.4. For evaluation of participation in social and public activities, the visibility and influence of the activities in the university, in Estonia and internationally is taken into account.
11. When applying for an academic job and upon performance evaluation during professional review, the evaluation period is extended by a period during which an employee is on pregnancy or maternity leave, parental leave, is in conscript service or alternative service. During professional review, the evaluation period is also extended by a period during which an employee has been on a leave without pay for more than six months consecutively or had temporary incapacity for work for more than six months in total.

111. In the course of regular professional review of academic staff, a research fellow and a lecturer can be promoted to the position of associate professor, and an associate professor to the position of professor. On the proposal of faculty council, the senate will approve, as an annex to this regulation, the faculties’ requirements for promotion, and in the course of regular professional review, the professional review committee will assess the conformity of academic staff member to such requirements. [effective as of 1 January 2021]

II. Rights and responsibilities of academic staff

12. The fundamental principle of the activities of academic staff is academic freedom in teaching and in research, development and creative activities. Academic activities are specified by the respective bylaws and good practice.

13. Academic staff are entitled to raise questions related to their work and the activities of the university to people in managerial positions and to the decision-making bodies of the university.

14. To perform their work duties, academic staff are entitled to use the facilities, equipment and other means of the university in accordance with the procedures established by the university.

15. Ordinary teaching academic staff members have the right to, once every five years, get one semester free of teaching duties, with full salary paid, for professional skills improvement or other creative work. [effective as of 1 January 2021]

16. Academic staff must perform the duties included in their employment contract and job description and duties agreed with the immediate supervisor, and observe the law, good practice, recognised standards in their specialisation, principles of academic and professional ethics and the principle of equal treatment.

17. If their employment contract includes a prohibition on competition clause, academic staff are forbidden to perform duties that are based on their professional competence for the university’s competitors, except in case the head of the structural unit has given a written permission for that. A competitor of the university is primarily an institution that provides higher education in Estonia and a natural or legal person who operates in the area of research and development or organises courses in formal, professional or informal education.

18. Academic staff must take good care of the property of the university, use the funds entrusted to them expediently and economically, and avoid conflicts of interests.

19. Academic staff must guarantee that classroom teaching comprises the number of teaching hours specified in the study programme and takes place at the hours of specified in the schedule of classes and that the content of courses corresponds to the course syllabus.

III. Academic job descriptions and general requirements

III.1. Professor

20. Professors are lead members of academic staff in their specialisation, who actively participate in research, development and creative activities at the international level, organise and conduct teaching in the field, direct research, development and creative activities and secure the funding necessary for those activities, and supervise students and academic staff involved in these activities. The duties of a professor are provided in more detail in annex 1. [effective as of 1 January 2021]
21. A professor must hold a doctoral degree or an equivalent qualification and have previous work experience as a professor, associate professor (kaasprofessor or dotsent in Estonian), research professor or senior research fellow or in an equivalent position in foreign countries. International experience is required. Further requirements for an applicant to the position of professor are provided in annex 1. [effective as of 1 January 2021]

22. In creative arts, a person who conforms to the job requirements of a professor must have teaching skills and experience, including the experience of supervising students, and be an internationally recognised creative artist with at least five years of active experience in creative arts, and hold at least a master’s degree or an equivalent qualification. In creative arts, assessment attributes equal weight to creative achievements and to research and development.

III.2. Associate professor [effective as of 1 January 2021]

23. Associate professors are recognised members of academic staff in their specialisation, whose principal duties include high-level research, development and creative activities and teaching at all levels of higher education. Associate professors supervise students and other academic staff involved in those activities. The duties of an associate professor are provided in more detail in annex 2. [effective as of 1 January 2021]

24. An associate professor must hold a doctoral degree or an equivalent qualification. International experience is required. Further requirements for an applicant to the position of associate professor are provided in annex 2. [effective as of 1 January 2021]

25. In creative arts, a person who conforms to the job requirements of associate professor must have teaching skills and experience, including in supervising students, and be a recognised creative artist with experience in creative activities, and hold at least a master’s degree or an equivalent qualification. In creative arts, assessment attributes equal weight to creative achievements and to research and development. [effective as of 1 January 2021]

III.3. Lecturer

26. Lecturers are members of academic staff who teach primarily at the first and the second level of higher education at the university and participate in research, development and creative activities. The duties of a lecturer are provided in more detail in annex 3. [effective as of 1 January 2021]

27. A lecturer must hold a doctoral degree or an equivalent qualification. Further requirements for an applicant to the position of lecturer are provided in annex 3.

28. In creative arts, a person who conforms to the job requirements of lecturer must be a recognised creative artist who holds at least a master’s degree or an equivalent qualification. In creative arts, assessment attributes equal weight to creative achievements and to research and development.

III.4. Junior lecturer [effective as of 1 January 2021]

29. Junior lecturers are members of academic staff who teach at the first and the second level of higher education and, under the supervision of more experienced academic staff, also participate in research, development and creative activities. The duties of a junior lecturer are provided in more detail in annex 4. [effective as of 1 January 2021]

30. A junior lecturer must hold a master’s degree or an equivalent qualification. Further requirements for an applicant to the position of junior lecturer are provided in annex 4. [effective as of 1 January 2021]

III.5. Teacher

31. Teachers are members of academic staff who teach seminars, practical study and exercise classes at the first and the second level of higher education and perform other practical type of teaching tasks. The duties of a teacher are provided in more detail in annex 5. [effective as of 1 January 2021]

31. In the Faculty of Medicine, a person in the position of teacher may be called an assistant. [effective as of 1 January 2021]
32. A teacher must hold a master’s degree or an equivalent qualification. Further requirements for an applicant to the position of teacher are provided in annex 5.

III.6. [repealed as of 1 January 2021]
33. [repealed as of 1 January 2021]
34. [repealed as of 1 January 2021]

III.7. [repealed as of 1 January 2021]
35. [repealed as of 1 January 2021]
36. [repealed as of 1 January 2021]

III.8. Research fellow
37. Research fellows are members of academic staff who do research, development and creative activities and participate in teaching. The duties of a research fellow are provided in more detail in annex 6. [effective as of 1 January 2021]

38. A research fellow holds a doctoral degree or an equivalent qualification. Further requirements for an applicant to the position of research fellow are provided in annex 6. [effective as of 1 January 2021]

III.9. Junior research fellow
39. Junior research fellows are members of academic staff who have been matriculated to doctoral studies at the University of Tartu, and who participate in research activities under the guidance of a supervisor and may teach at the first and the second level of higher education. The duties of a junior research fellow are provided in more detail in annex 7. [effective as of 1 January 2021]

391. If a junior research fellow as a doctoral student is deleted from the matriculation register, the junior research fellow’s employment contract is terminated under general grounds arising from the Employment Contracts Act. [effective as of 1 January 2021]

40. A junior research fellow must hold a master’s degree or an equivalent qualification. Further requirements for an applicant to the position of junior research fellow are provided in annex 7. [effective as of 1 January 2021]

IV. Further requirements for certain specialisations
41. In addition to the general requirements and requirements specific to academic positions, in certain specialisations the following requirements apply.

41.1. In clinical disciplines, professors, associate professors and lecturers must be highly qualified specialists in the field or in a closely related field. [effective as of 1 January 2021]

41.2. In subject didactics disciplines, professors, associate professors, lecturers and junior lecturers must have at least three years’ teaching experience in their subject or specialisation in an educational establishment of the corresponding level of education. [effective as of 1 January 2021]

V. Implementing provisions
42. The duties of a senior assistant elected before 1 January 2016 correspond to the duties of a lecturer. A senior assistant must hold a master’s degree or an equivalent qualification.

421. Junior research fellows who started work under a fixed-term employment contract before 1 January 2021 and have not been matriculated to doctoral studies may work in the position of junior research fellow until the expiry of their employment contract. The employment contracts of junior research fellows who started work under an employment contract made for an unspecified term before 1 January 2021 and have not been matriculated to doctoral studies will be terminated under general grounds arising from the Employment Contracts Act and, if possible, they are offered another job. [effective as of 1 January 2021]

422. Research fellows who started work under a fixed-term employment contract before 1 January
2021 and do not hold a doctoral degree or an equivalent qualification may work in the position of research fellow until the expiry of the employment contract. Research fellows who started work under an employment contract made for an unspecified period before 1 January 2021 and do not hold a doctoral degree or an equivalent qualification are granted time until 31 December 2025 to get a doctoral degree. If the research fellow has not got a doctoral degree by that date, their employment contract will be terminated under general grounds arising from the Employment Contracts Act and, if possible, they are offered another job. [effective as of 1 January 2021]

43. Work plans specified in clause 9 of these bylaws are prepared on 31 December 2018 at the latest. The duties of an employee working under an employment contract made for an unspecified term before 1 January 2018 are specified, if necessary, in the employment contract.

44. The Job Descriptions of University of Tartu Academic Staff, adopted by the Senate of the University of Tartu regulation no. 14 of 20 December 2013 and amended by regulation no. 28 of 18 December 2015, apply to academic staff members who started work before 1 January 2018 during their first professional review following the adoption of this regulation.

45. The Requirements for Teaching and Research Staff, adopted by the Senate of the University of Tartu regulation no. 13 of 20 December 2013 and amended by regulation no. 29 of 18 December 2015, and the Job Descriptions of University of Tartu Academic Staff, adopted by the Senate regulation no. 14 of 20 December 2013 and amended by regulation no. 28 of 18 December 2015, are hereby repealed.

46. The regulation takes effect on 1 January 2018.
### 1. Requirements for applicant to the position

| Teaching and activities related to the administration and development of teaching | 1.1. Ability to organise teaching and teach at all levels of higher education.  
1.2. Previous teaching experience at least at the first two levels of higher education, incl. effective supervising of master’s and doctoral students.  
1.3. Experience in creating study and teaching aids for higher education institutions.  
1.4. Knowledge of modern study aids, learning environments, learning methods and their development opportunities. | 2.1. Teaching at all levels of higher education, using modern teaching methods and educational technology.  
2.2. Supervising students, primarily master’s and doctoral students. Doctoral dissertations have been defended under the supervision of the professor within five years.  
2.3. Ensuring the availability of future academic staff in the field.  
2.4. Activities related to the administration and development of teaching.  
2.5. Teaching development.  
2.6. Professional development to enhance teaching and supervising skills. |
<table>
<thead>
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<tbody>
<tr>
<td><strong>Volume:</strong> at least 25% of working time</td>
<td><strong>Teaching activities related to the administration and development of teaching</strong></td>
<td><strong>Research, development and creative activities</strong></td>
</tr>
</tbody>
</table>
| **Research, development and creative activities** | **Volume:** at least 40% of working time | **1.5. Ability to direct research, development and creative activities (‘RDC activities’) in the specialisation, lead a research group and supervise academic staff.  
1.6. Internationally recognised professional research, the volume of which so far is equivalent to at least three doctoral theses.  
1.7. Ongoing active engagement in research: internationally recognised research in the last five years at least in the volume equivalent to that of 1.5 doctoral thesis.  
1.8. Success in applying for research funding as well as managing and performing RDC contracts in the last five years.** | **2.7. High-level RDC activities, incl. directing RDC activities in the specialisation and taking care that necessary resources, incl. research grants are available for it and being responsible for the efficiency of RDC activities.  
2.8. Directing a research theme or a part of it and in the course of this work, supervising other academic staff involved in the RDC activities.  
2.9. Internationally recognised research in five years at least in the volume equivalent to that of two doctoral theses.  
2.10. Participation in international research administrative activities, incl. participation in** |

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**Annex 1**

Requirements for an applicant to the position of professor and duties of a professor  
[effective as of 1 January 2021]
| Participation in university governance and institutional development | 1.9. Participation in the work of the international community in the specialisation, incl. participation in the work of professional societies and their subunits or in international RDC projects, work on the editorial panel of research publications or as a reviewer, work as an expert in foreign institutions (e.g. evaluating academic institutions, evaluating academic staff or allocating research grants), organising international research conferences. |
| Social and public activities | 1.10. Experience in the application and popularisation of theoretical knowledge, e.g. creating know-how with commercial potential, authorship in the university’s patents, participation in creating innovative solutions, participation in conducting applied research and analyses. |

| 1.11. Experience in team or project management. |

| 2.13. Activities related to the governance and institutional development of the university, incl. 2.13.1. participation in the work of academic and administrative decision-making bodies; 2.13.2. performing at least one managerial task at the university; 2.13.3. professional development to enhance management skills. |

| 2.14. Social and public activities, incl. 2.14.1. popularisation of the specialisation; 2.14.2. recommended is initiating projects with the aim of applying specialist knowledge for the benefit of the society; 2.14.3. participation in the promotion and implementation of the specialisation at the national or international level. |
## Requirements for an applicant to the position of associate professor and duties of an associate professor

[Effective as of 1 January 2021]

<table>
<thead>
<tr>
<th>Teaching and activities related to the administration and development of teaching</th>
<th>1. Requirements for applicant to the position</th>
<th>2. Duties</th>
</tr>
</thead>
</table>
| Volume: at least 20% of working time | 1.1. Ability to organise teaching and teach at all levels of higher education.  
1.2. Previous teaching experience at least at the first two level of higher education, incl. effective supervising of master’s or doctoral students.  
1.3. Experience in creating study and teaching aids for institutions of higher education.  
1.4. Knowledge of modern study aids, learning environments, learning methods and their development opportunities. | 2.1. Teaching at all levels of higher education, using modern teaching methods and educational technology.  
2.2. Supervising students, primarily master’s and doctoral students.  
2.3. Activities related to the administration and development of teaching.  
2.4. Teaching development.  
2.5. Professional development to enhance teaching and supervising skills. |

| Research, development and creative activities | 1.5. Ability to direct a research theme and supervise academic staff involved.  
1.6. Internationally recognised professional research, the volume of which is equivalent to that of at least two doctoral theses.  
1.7. Ongoing active engagement in research: internationally recognised research in the last five years at least in the volume equivalent to that of one doctoral thesis.  
1.8. Success in applying for research funding and performing contracts of research, development and creative activities (RDC activities) in the last five years.  
1.9. Participation in the work of the international community in the specialisation, incl. participation in the work of professional societies or their subunits or in international RDC projects, work on the editorial panel of research journals, organising | 2.6. High-level RDC activities, incl. securing the resources necessary for RDC activities and performing contracts related to RDC activities, being responsible for the effectiveness of RDC activities.  
2.7. Internationally recognised research in five years at least in the volume equivalent to that of one doctoral thesis. If RDC activities account for 70% of duties or more, internationally recognised research in the volume equivalent to that of at least two doctoral theses is required in five years.  
2.8. Supervision of academic staff involved the RDC activities.  
2.9. Participation in the activities of Estonian and international research organisations and professional societies and in the work of the editorial panel of recognised research journals, organising |
<table>
<thead>
<tr>
<th>Participation in university governance and institutional development</th>
<th>1.11. Experience in team or project management.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: at least 5% of working time</td>
<td>2.12. Activities related to the governance and institutional development of the university, incl. 2.12.1. participation in the work of academic and administrative decision-making bodies is recommended; 2.12.2. performing at least one managerial task at the university is recommended; 2.12.3. professional development to enhance management skills.</td>
</tr>
<tr>
<td>Social and public activities</td>
<td>1.12. Participation in activities related to the promotion and implementation of the specialisation at the institutional, national or international level.</td>
</tr>
<tr>
<td>Volume: at least 5% of working time</td>
<td>2.13. Social and public activities, including 2.13.1. popularisation of the specialisation; 2.13.2. participation in activities related to the promotion and implementation of the specialisation at the national or international level.</td>
</tr>
</tbody>
</table>
Annex 3
Requirements for an applicant to the position of lecturer and duties of a lecturer
[effective as of 1 January 2021]

<table>
<thead>
<tr>
<th>Teaching and activities related to the administration and development of teaching</th>
<th>I. Requirements for applicant to the position</th>
<th>II. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: at least 40% of working time</td>
<td>1.1. Ability to teach at the first two levels of higher education, incl. to supervise students of the first and second level of higher education. 1.2. Earlier teaching experience in a higher education institution; experience in supervising students and teaching e-courses is recommended. 1.3. Knowledge of modern study aids, learning environments, learning methods and their development opportunities.</td>
<td>2.1. Teaching at all levels of higher education, using modern teaching methods and educational technology. 2.2. Supervising students of the first and second level of higher education. 2.3. Teaching development. 2.4. Activities related to the administration and development of teaching. 2.5. Professional development, incl. to enhance teaching and supervising skills.</td>
</tr>
</tbody>
</table>

| Research, development and creative activities | 1.4. Internationally recognised professional research, the volume of which is equivalent to that of at least one doctoral thesis. | 2.6. Participation in the research, development and creative activities of the structural unit, usually under the supervision of a professor or associate professor. 2.7. Research in five years at least in the volume equivalent to that of 2/3 of a doctoral thesis. 2.8. Development of skills necessary for research, development and creative activities, and professional development. |
| Volume: at least 20% of working time |  | |

| Participation in the governance and institutional development of the university and social and public activities |  | 2.9. Participation in the work of the university’s decision-making bodies is recommended. 2.10. Popularisation of the specialisation. |
| Volume: up to 15% of working time |  | |

12
Annex 4

Requirements for an applicant to the position of junior lecturer and duties of a junior lecturer
[effective as of 1 January 2021]

<table>
<thead>
<tr>
<th>Teaching and activities related to the administration and development of teaching</th>
<th>1. Requirements for applicant to the position</th>
<th>2. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: at least 70% of working time</td>
<td>1.1. Ability to teach at the first two levels of higher education. 1.2. Knowledge of modern study aids, learning environments, learning methods and their development opportunities.</td>
<td>2.1. Teaching at the first two levels of higher education, using modern teaching methods and educational technology. 2.2. In the case of adequate experience, a junior lecturer may be assigned the task of supervising students of the first and second level of higher education. 2.3. Teaching development. 2.4. Activities related to the administration and development of teaching. 2.5. Professional development, incl. to enhance teaching and supervising skills.</td>
</tr>
</tbody>
</table>

| Research, development and creative activities | 1.3. Ability to participate in research, development and creative activities. | 2.6. Participation in research, development and creative activities of the structural unit under the supervision of a professor or associate professor. 2.7. Research in five years at least in the volume equivalent to that of 1/3 of a doctoral thesis. 2.8. Development of skills necessary for research, development and creative activities, and professional development. |
| Volume: at least 10% of working time | | |

| Participation in the governance and institutional development of the university; social and public activities | | 2.9. Popularisation of the specialisation. |
| Volume: up to 5% of working time | | |
Annex 5

Requirements for an applicant to the position of teacher and the duties of a teacher
[effective as of 1 January 2021]

<table>
<thead>
<tr>
<th>Teaching and activities related to the administration and development of teaching</th>
<th>1. Requirements for applicant to the position</th>
<th>2. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: at least 85% of working time</td>
<td>1.1. Ability to teach at the first two levels of higher education, incl. to supervise students of the first level of higher education.</td>
<td>2.1. Practical type of teaching at the first two levels of higher education, using modern teaching methods and educational technology.</td>
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<td>1.2. Knowledge of modern study aids, learning environments, learning methods and their development opportunities.</td>
<td>2.2. Supervising students of the first and second level of higher education.</td>
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<td>2.3. Teaching development.</td>
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<tr>
<td></td>
<td></td>
<td>2.4. Participation in activities related to the administration and development of teaching is recommended.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5. Professional development, incl. to enhance teaching and supervising skills.</td>
</tr>
<tr>
<td>Participation in the governance and institutional development of the university and social and public activities</td>
<td></td>
<td>2.6. Popularisation of the specialisation.</td>
</tr>
<tr>
<td>Volume: up to 5% of working time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


### Annex 6

Requirements for an applicant to the position of research fellow and duties of a research fellow

[effective as of 1 January 2021]

<table>
<thead>
<tr>
<th>Research, development and creative activities</th>
<th>1. Requirements for applicant to the position</th>
<th>2. Duties</th>
</tr>
</thead>
</table>
| Volume: at least 70% of working time         | 1.1. Ability to participate in organising research, development and creative activities in the specialisation.  
1.2. Internationally recognised professional research, the volume of which so far is equivalent to that of at least one doctoral thesis. | 2.1. Participation in research, development and creative activities under the supervision of a professor or associate professor.  
2.2. Internationally recognised research in five years at least in the volume equivalent to that of 1.5 doctoral theses.  
2.3. Development of skills necessary for research, development and creative activities, and professional development. |

| Teaching and activities related to the administration and development of teaching | 2.4. Teaching, using modern teaching methods and educational technology, supervising primarily students of the first and second level of higher education.  
2.5. Professional development to enhance teaching and supervising skills. | |
| Volume: up to 20% of working time | | |

| Participation in the governance and institutional development of the university and social and public activities | 2.6. Participation in the work of the university’s decision-making bodies is recommended.  
2.7. Popularisation of the specialisation. | |
| Volume: up to 10% of working time | | |
Annex 7

Requirements for an applicant to the position of junior research fellow and duties of a junior research fellow [effective as of 1 January 2021]

<table>
<thead>
<tr>
<th><strong>Research, development and creative activities</strong></th>
<th><strong>1. Requirements for applicant to the position</strong></th>
<th><strong>2. Duties</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: at least 80% of working time</td>
<td>1.1. Ability to participate in the research, development and creative activities in the specialisation under the supervision of a professor or associate professor.</td>
<td>2.1. Participation in research, development and creative activities under the supervision of a professor or associate professor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.2. Research in five years at least in the volume equivalent to that of one doctoral thesis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.3. Development of skills necessary for research, development and creative activities, and professional development.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Teaching and activities related to the administration and development of teaching</strong></th>
<th><strong>2. Duties</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: up to 15% of working time</td>
<td>2.4. A junior research fellow may be involved in teaching.</td>
</tr>
<tr>
<td></td>
<td>2.5. Professional development to enhance teaching skills.</td>
</tr>
</tbody>
</table>
Annex 8
Requirements for an applicant to the position of research fellow and duties of a research fellow [repealed as of 1 January 2021]

Annex 9
Requirements for an applicant to the position of junior research fellow and duties of a junior research fellow [repealed as of 1 January 2021]

Annex 10
Further principles for the evaluation of performance of principal duties in the Faculty of Social Sciences [repealed as of 1 January 2021]

Annex 11
Further principles of determining the workload of contact-based instruction in teaching and activities related to the administration and development of teaching in the Faculty of Medicine [repealed as of 1 January 2021]

Annex 12
Further principles of determining the workload of contact-based instruction in teaching and activities related to the administration and development of teaching in the Faculty of Science and Technology [repealed as of 1 January 2021]