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

JOB DESCRIPTIONS OF ACADEMIC STAFF

Adopted based on clause 14 (3) 4¹ 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 sections 14–20 of the Standard of Higher Education, adopted by Regulation no. 178 of the Government of the Republic of 18 December 2008, and section 8 of the Organisation of Research and Development Act.

I. General provisions

1. The University of Tartu (‘university’) Job Descriptions of Academic Staff lay down the rights and responsibilities of teaching and research staff members (together also ‘academic staff’), descriptions of the positions and requirements for the person 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.

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. A teaching portfolio is a purposefully compiled and systematised set of materials, in which teaching staff members analyse their understanding of teaching, teaching activities and their personal development in teaching.
   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;  
7.6. other social and public activities.  
8. 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 schedule
for at least a year, but not longer than for the progress review period. The work schedule
may be amended by agreement of the parties. Head of the structural unit keeps records on
work schedules. 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, assistant and lead
research fellow, teaching and activities related to the administration and
development of teaching, and research, development and creative activities cannot
be fully substituted by other principal duties; in the case of a senior research fellow,
research fellow and junior research fellow, research, development and creative
activities, and in the case of a teacher, teaching and activities related to the
administration and development of teaching cannot be fully substituted by other
principal duties.

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
functions of a programme director, the time and contribution spent on activities
related with programme management are taken into account, and the volume and
content of such work is agreed with each programme director in a work schedule or
employment contract.

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 use of modern teaching methods and
educational technology 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 a teaching portfolio if the employee has one, and feedback to
teaching, incl. from students, is taken into consideration.

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.

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. Regular members of teaching staff are entitled to one sabbatical semester of paid leave for every five years of service for the purpose of improving their professional skills or for other creative pursuits.

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 teaching staff in their specialisation, who actively participate in research, development and creative activities at the international level, organise and conduct teaching in their specialisation, direct research, development and creative activities and secure the funding necessary for those activities, and effectively supervise students and academic staff involved in these activities. The duties of a professor are provided in more detail in annex 1.

21. A professor must hold a doctoral degree or an equivalent qualification and have previous work experience as a professor, associate professor, lead research fellow or senior research fellow or in an equivalent positions in foreign countries. International experience is required. Further requirements for an applicant to the position of professor are provided in annex 1.

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
23. Associate professors are recognised members of teaching staff in their specialisation, who teach at all levels of higher education at the university, actively participate in research, development and creative activities and effectively supervise students and other academic staff involved in those activities. The duties of an associate professor are provided in more detail in annex 2.

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.

25. In creative arts, a person who conforms to the job requirements of associate professor must have teaching skills and experience, including the experience of 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.

III.3. Lecturer
26. Lecturers are members of the teaching staff who teach primarily at the first two levels 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.

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. Assistant
29. Assistants are members of the teaching staff who teach at the first two levels of higher
education at the university. The duties of an assistant are provided in more detail in annex 4.

30. An assistant must hold a master’s degree or an equivalent qualification. Further requirements for an applicant to the position of assistant are provided in annex 4.

III.5. Teacher
31. Teachers are members of the teaching staff who teach seminars, practical study and exercise classes at the first two levels of higher education at the university and perform other practical type of teaching tasks. The duties of a teacher are provided in more detail in annex 5.

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. Lead research fellow
33. Lead research fellows are internationally recognised members of the research staff in their specialisation, who direct the research, development and creative activities in their specialisation at the university, take care of the availability of finances for the activities and supervise doctoral students. The duties of a lead research fellow are provided in more detail in annex 6.

34. A lead research fellow must hold a doctoral degree or an equivalent qualification and have a total of at least ten years of previous work experience as a professor, associate professor, lead research fellow or senior research fellow or in equivalent positions in foreign countries. International experience is required. Further requirements for an applicant to the position of lead research fellow are provided in annex 6.

III.7. Senior research fellow
35. Senior research fellows are recognised researchers in their specialisation, whose main duties include high-level research, development and creative activities and organising thereof, and supervising. The duties of a senior research fellow are provided in more detail in annex 7.

36. A senior research fellow must hold a doctoral degree or an equivalent qualification. International experience is required. Further requirements for an applicant to the position of senior research fellow are provided in annex 7.

III.8. Research fellow
37. Research fellows are members of the research staff who participate in research, development and creative activities. The duties of a research fellow are provided in more detail in annex 8.

38. A research fellow must hold a research degree or an equivalent qualification. Further requirements for an applicant to the position of research fellow are provided in annex 8.

III.9. Junior research fellow
39. Junior research fellows are members of the research staff who participate in research, development and creative activities under the supervision of a professor, associate professor, lead research fellow or senior research fellow. The duties of a junior research fellow are provided in more detail in annex 9.

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 9.
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.
41.2. In subject didactics disciplines, professors, associate professors, lecturers and assistants must have at least three years’ teaching experience in their subject or specialisation in an educational establishment of the corresponding level of education.

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.

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.
## Requirements for an applicant to the position of professor and duties of a professor

<table>
<thead>
<tr>
<th>Teaching and activities related to the administration and development of teaching</th>
<th>Requirements for applicant to the position</th>
<th>II. Duties</th>
</tr>
</thead>
</table>
| **Volume: at least 30% of working time** | I.1. Ability to organise teaching and teach at all levels of higher education.  
I.2. Previous teaching experience at least at the first two level of higher education, incl. effective supervising of master’s and doctoral students.  
I.3. Experience in creating study and teaching aids for higher education institutions.  
I.4. Knowledge of modern study aids, learning environments, learning methods and their development opportunities. | II.1. Teaching at all levels of higher education, using modern teaching methods and educational technology.  
II.2. Supervising students (primarily master’s and doctoral students). Doctoral dissertations have been defended under the supervision of the professor within five years.  
II.3. Ensuring the availability of future academic staff in the field.  
II.4. Activities related to the administration and development of teaching.  
II.5. Teaching development.  
II.6. Professional development to enhance teaching and supervising skills. |

<table>
<thead>
<tr>
<th>Research, development and creative activities</th>
<th>Requirements for applicant to the position</th>
<th>II. Duties</th>
</tr>
</thead>
</table>
| **Volume: at least 40% of working time** | I.5. Ability to organise RDC activities in the specialisation.  
I.6. Internationally recognised professional research, the volume of which so far is equivalent to at least three doctoral theses.  
I.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.  
I.8. Success in applying for research funding as well as managing and performing RDC-related contracts in the last five years.  
I.9. Participation in the work of the international community in the specialisation, incl. participation in the work of professional | II.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.  
II.8. Directing a research theme or a part of it and within this work, supervising other teaching and research staff.  
II.9. Internationally recognised research in five years at least in the volume equivalent to that of two doctoral theses.  
II.10. Participation in research administrative activities of international dimension, incl. participation in collaboration networks, work on the editorial panel of research publications or as a reviewer, work as an expert in foreign institutions |
| Participation in university governance and institutional development | Volume: at least 10% of working time | I.11. Experience in team or project management. | II.13. Activities related to the governance and institutional development of the university, including
II.13.1. participation in the work of academic and administrative decision-making bodies;
III.13.2. performing at least one managerial task at the university;
II.13.3. professional development to enhance management skills. |
| Social and public activities | Volume: at least 5% of working time | I.12. Participation in working groups and/or expert councils related to the promotion and implementation of the specialisation at the national or international level. | II.14. Social and public activities, including
II.14.1. popularisation of the specialisation;
II.14.2. recommended is initiating projects with the aim of applying specialist knowledge for the benefit of the society;
II.14.3. participation in the promotion and implementation of the specialisation at the national or international level. |

- Societies or 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 staff or allocating research grants), organising international research conferences.
- 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 analyses.
- Organising international research conferences.
- Participation in team or project management.
- Activities related to the governance and institutional development of the university, including participation in the work of academic and administrative decision-making bodies; performing at least one managerial task at the university; professional development to enhance management skills.
- Social and public activities, including popularisation of the specialisation; recommended is initiating projects with the aim of applying specialist knowledge for the benefit of the society; participation in the promotion and implementation of the specialisation at the national or international level.
### Annex 2

**Requirements for an applicant to the position of associate professor and duties of an associate professor**

<table>
<thead>
<tr>
<th>I. Requirements for applicant to the position</th>
<th>II. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching and activities related to the administration and development of teaching</strong></td>
<td><strong>II.1. Teaching at all levels of higher education, using modern teaching methods and educational technology.</strong></td>
</tr>
<tr>
<td>Volume: at least 40% of working time</td>
<td><strong>II.2. Supervising students (primarily master’s and doctoral students).</strong></td>
</tr>
<tr>
<td>I.1. Ability to organise teaching and teach at all levels of higher education.</td>
<td><strong>II.3. Activities related to the administration and development of teaching</strong></td>
</tr>
<tr>
<td>I.2. Previous teaching experience at least at the first two level of higher education, incl. effective supervising of master’s or doctoral students.</td>
<td><strong>II.4. Teaching development.</strong></td>
</tr>
<tr>
<td>I.3. Experience in creating study and teaching aids for institutions of higher education.</td>
<td><strong>II.5. Professional development to enhance teaching and supervising skills.</strong></td>
</tr>
<tr>
<td>I.4. Knowledge of modern study aids, learning environments, learning methods and their development opportunities.</td>
<td><strong>II.6. High-level RDC activities, incl. securing the resources necessary for RDC activities and performing contracts related to RDC activities.</strong></td>
</tr>
<tr>
<td><strong>Research, development and creative activities</strong></td>
<td><strong>II.7. Internationally recognised research in five years at least in the volume equivalent to that of one doctoral thesis.</strong></td>
</tr>
<tr>
<td>Volume: at least 30% of working time</td>
<td><strong>II.8. If necessary, supervision of the RDC activities of lecturers, assistants, research fellows and junior research fellows.</strong></td>
</tr>
<tr>
<td>I.5. Internationally recognised professional research, the volume of which is equivalent to that of at least two doctoral theses.</td>
<td><strong>II.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 international conferences, participation in Estonian and international expert groups and committees.</strong></td>
</tr>
<tr>
<td>I.6. 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.</td>
<td><strong>II.10. Participation in the development of specialist terminology or organisation thereof.</strong></td>
</tr>
<tr>
<td>I.7. Success in applying for research funding and performing RDC contracts in the last five years.</td>
<td><strong>II.11. Development of skills necessary for RDC activities, and professional development.</strong></td>
</tr>
<tr>
<td>I.8. 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 publications or as a reviewer, work as an expert in foreign institutions (e.g. evaluating academic staff or allocating research grants), organising international research conferences.</td>
<td><strong>II.12.</strong></td>
</tr>
</tbody>
</table>


| Participation in university governance and institutional development | I.9. Experience in team or project management is recommended. | II.12. Activities related to the governance and institutional development of the university, including  
II.12.1. participation in the work of academic and administrative decision-making bodies is recommended;  
III.12.2. performing at least one managerial task at the university is recommended;  
II.12.3. professional development to enhance management skills. |
|---|---|---|
| Social and public activities | I.10. Participation in activities related to the promotion and implementation of the specialisation at the institutional, national or international level. | II.13. Social and public activities, including  
II.13.1. popularisation of the specialisation;  
II.13.2. participation in activities related to the promotion and implementation of the specialisation at the national or international level. |

Volume: at least 5% of working time

Volume: at least 5% of working time
## Annex 3

### Requirements for an applicant to the position of lecturer and duties of a lecturer

<table>
<thead>
<tr>
<th>Requirements for applicant to the position</th>
<th>II. Duties</th>
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<tbody>
<tr>
<td><strong>Teaching and activities related to the administration and development of teaching</strong></td>
<td><strong>II.1.</strong> Teaching at all levels of higher education, using modern teaching methods and educational technology. <strong>II.2.</strong> Supervising students at the first and second level of higher education. <strong>II.3.</strong> Teaching development. <strong>II.4.</strong> Activities related to the administration and development of teaching. <strong>II.5.</strong> Professional development, incl. to enhance teaching and supervising skills.</td>
</tr>
<tr>
<td>Volume: at least 40% of working time</td>
<td><strong>I.1.</strong> Ability to teach at the first two levels of higher education, incl. to supervise students of the first and second level of higher education. <strong>I.2.</strong> Earlier teaching experience in an institution of higher education. Experience in supervising students and teaching e-courses is recommended. <strong>I.3.</strong> Knowledge of modern study aids, learning environments, learning methods and their development opportunities.</td>
</tr>
<tr>
<td><strong>Research, development and creative activities</strong></td>
<td><strong>II.6.</strong> Participation in RDC activities of the faculty, usually under the supervision of a professor, associate professor, lead research fellow or senior research fellow. <strong>II.7.</strong> Research in five years at least in the volume equivalent to that of 2/3 of a doctoral thesis. <strong>II.8.</strong> Development of skills necessary for RDC activities, and professional development.</td>
</tr>
<tr>
<td>Volume: at least 20% of working time</td>
<td><strong>II.9.</strong> Participation in the work of the university’s decision-making bodies is recommended. <strong>II.10.</strong> Popularisation of the specialisation.</td>
</tr>
<tr>
<td><strong>Participation in the governance and institutional development of the university and social and public activities</strong></td>
<td><strong>II.11.</strong></td>
</tr>
<tr>
<td>Volume: up to 15% of working time</td>
<td><strong>II.12.</strong></td>
</tr>
</tbody>
</table>

## Annex 4

### Requirements for an applicant to the position of assistant and duties of an assistant

<table>
<thead>
<tr>
<th>Requirements for applicant to the position</th>
<th>II. Duties</th>
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<tbody>
<tr>
<td><strong>Teaching and activities related to the administration and development of teaching</strong></td>
<td><strong>II.1.</strong></td>
</tr>
<tr>
<td>Volume: at least 40% of working time</td>
<td><strong>I.1.</strong></td>
</tr>
<tr>
<td><strong>Research, development and creative activities</strong></td>
<td><strong>II.2.</strong></td>
</tr>
<tr>
<td>Volume: at least 20% of working time</td>
<td><strong>II.3.</strong></td>
</tr>
<tr>
<td><strong>Participation in the governance and institutional development of the university and social and public activities</strong></td>
<td><strong>II.4.</strong></td>
</tr>
<tr>
<td>Volume: up to 15% of working time</td>
<td><strong>II.5.</strong></td>
</tr>
</tbody>
</table>
| Teaching and activities related to the administration and development of teaching | I.1. Ability to teach at the first two levels of higher education.  
I.2. Knowledge of modern study aids, learning environments, learning methods and their development opportunities. | II.1. Teaching at the first two levels of higher education, using modern teaching methods and educational technology.  
II.2. In the case of adequate experience, an assistant may be assigned the task of supervising students at the first and second level of higher education.  
II.3. Teaching development.  
II.4. Activities related to the administration and development of teaching.  
II.5. Professional development, incl. to enhance teaching and supervising skills. |
<table>
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<tbody>
<tr>
<td>Volume: at least 70% of working time</td>
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</table>
| Research, development and creative activities | I.3. Ability to participate in RDC activities. | II.6. Participation in RDC activities of the structural unit under the supervision of a professor, associate professor, lead research fellow or senior research fellow.  
II.7. Research in five years at least in the volume equivalent to that of 1/3 of a doctoral thesis.  
II.8. Development of skills necessary for RDC 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 | | II.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

<table>
<thead>
<tr>
<th>Requirements for applicant to the position</th>
<th>II. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching and activities related to the administration and development of teaching</strong></td>
<td><strong>II.1.</strong> Practical type of teaching at the first two levels of higher education, using modern teaching methods and educational technology. <strong>II.2.</strong> Supervising students at the first and second level of higher education. <strong>II.3.</strong> Teaching development. <strong>II.4.</strong> Participation in activities related to the administration and development of teaching is recommended. <strong>II.5.</strong> Professional development, incl. to enhance teaching and supervising skills. <strong>II.6.</strong> Popularisation of the specialisation.</td>
</tr>
<tr>
<td>Volume: at least 85% of working time</td>
<td></td>
</tr>
<tr>
<td><strong>Participation in the governance and institutional development of the university and social and public activities</strong></td>
<td></td>
</tr>
<tr>
<td>Volume: up to 5% of working time</td>
<td></td>
</tr>
</tbody>
</table>

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## Requirements for applicant to the position

<table>
<thead>
<tr>
<th>Research, development and creative activities</th>
<th>I.1. Ability to direct RDC activities in the specialisation, lead a research group and supervise teaching and research staff members.</th>
<th>II.1. High-level RDC activities, incl. leading and directing RDC activities in the specialisation, taking care that necessary resources are available for it, incl. making contracts with enterprises for research-intensive cooperation or promoting research-intensive entrepreneurship, and taking responsibility for the performance of RDC activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: at least 75% of working time</td>
<td>I.2. Internationally recognised professional research, the volume of which so far is equivalent to that of at least five doctoral theses.</td>
<td>II.2. Internationally recognised research in five years at least in the volume equivalent to that of three doctoral theses.</td>
</tr>
<tr>
<td>I.3. 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.</td>
<td>II.3. Supervision of academic staff members involved in RDC activities.</td>
<td></td>
</tr>
<tr>
<td>I.4. Success in applying for research funding and directing RDC activities and performing RDC contracts in the last three years.</td>
<td>II.4. Participation in the research-organisational activities of international dimension, incl. in collaboration networks, working 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.</td>
<td></td>
</tr>
<tr>
<td>I.5. 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 analyses.</td>
<td>II.5. Participation in the development of specialist terminology or in the organisation thereof.</td>
<td></td>
</tr>
<tr>
<td>I.6. 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 publications or as a reviewer, work as an expert in foreign institutions (e.g. evaluating academic staff or allocating research grants), organising international research conferences.</td>
<td>II.6. Development of skills necessary for RDC activities, and professional development.</td>
<td></td>
</tr>
</tbody>
</table>

| Teaching and activities | I.7. Ability to organise teaching and teach at all | II.7. Teaching of primarily master’s and doctoral |

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Annex 6

Requirements for an applicant to the position of lead research fellow and duties of a lead research fellow
| related to the administration and development of teaching | **Volume:** at least 5% of working time | levels of higher education. 
**I.8.** Effective supervising of master’s and doctoral students, incl. at least one supervised doctoral dissertation defended. students, using modern teaching methods and educational technology, and supervision of students, incl. doctoral students. Doctoral dissertations have been defended under the supervision of the lead research fellow in five years. 
**II.8.** Ensuring the availability of future academic staff in the field. 
**II.9.** Professional development to enhance teaching and supervising skills. |
| --- | --- | --- |
| Participation in university governance and institutional development | **Volume:** at least 5% of working time | **I.9.** Experience in team or project management. 
**II.10.** Activities related to the governance and institutional development of the university, including  
**II.10.1.** participation in the work of academic and administrative decision-making bodies; 
**III.10.2.** performing at least one managerial task at the university; 
**II.10.3.** professional development to enhance management skills. |
| Social and public activities | **Volume:** at least 5% of working time | **I.10.** Participation in activities related to the promotion and implementation of the specialisation at the national or international level. 
**II.11.** Social and public activities, including  
**II.11.1.** popularisation of the specialisation; 
**II.11.2.** recommended is initiating projects with the aim of applying specialist knowledge for the benefit of the society; 
**II.11.3.** participation in activities related to the promotion and implementation of the specialisation at the national or international level. |
### Requirements for applicant to the position

<table>
<thead>
<tr>
<th>Research, development and creative activities</th>
<th></th>
<th>II. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volume: at least 70% of working time</strong></td>
<td></td>
<td><strong>II.1.</strong> High-level RDC activities, incl. directing RDC activities in the research theme, taking care that necessary resources are available for it, and taking responsibility for the performance of RDC activities.</td>
</tr>
<tr>
<td><strong>I.1.</strong> Ability to direct a research theme and to supervise teaching and research staff within the research theme.</td>
<td></td>
<td><strong>II.2.</strong> Internationally recognised research in five years at least in the volume equivalent to that of two doctoral theses.</td>
</tr>
<tr>
<td><strong>I.2.</strong> Internationally recognised professional research, the volume of which so far is equivalent to that of at least two doctoral theses.</td>
<td></td>
<td><strong>II.3.</strong> Supervision of academic staff members involved in RDC activities.</td>
</tr>
<tr>
<td><strong>I.3.</strong> 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.</td>
<td></td>
<td><strong>II.4.</strong> Participation in the research-organisational activities of international dimension, incl. participation in collaboration networks, working 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.</td>
</tr>
<tr>
<td><strong>I.4.</strong> Success in applying for research funding and performing RDC contracts in the last five years.</td>
<td></td>
<td><strong>II.5.</strong> Development of skills necessary for RDC activities, and professional development.</td>
</tr>
<tr>
<td><strong>I.5.</strong> 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 publications or as a reviewer, work as an expert in foreign institutions (e.g. evaluating academic staff or allocating research grants), organising international research conferences.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I.6.</strong> 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 analyses.</td>
<td></td>
<td><strong>II.6.</strong> Teaching, using modern teaching methods and</td>
</tr>
</tbody>
</table>

### Duties

<table>
<thead>
<tr>
<th>Teaching and activities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I.7.</strong> Ability to organise teaching and teach at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>related to the administration and development of teaching</td>
<td>levels of higher education. <strong>I.8.</strong> Effective supervision of master’s or doctoral students.</td>
<td>educational technology; primarily supervision of students, incl. doctoral students. <strong>II.7.</strong> Professional development to enhance teaching and supervising skills.</td>
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<tr>
<td>---</td>
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</tr>
</tbody>
</table>
| Participation in university governance and institutional development | **I.9.** Experience in team or project management. | **II.8.** Activities related to the governance and institutional development of the university, including  
**II.8.1.** recommended is participation in the work of academic and administrative decision-making bodies;  
**II.8.2.** professional development to enhance management skills. |
| Social and public activities | **I.10.** Participation in activities related to the promotion and implementation of the specialisation at the national or international level. | **II.9.** Social and public activities, including  
**II.9.1.** popularisation of the specialisation;  
**II.9.2.** participation in activities related to the promotion and implementation of the specialisation at the national or international level. |
### Requirements for an applicant to the position of research fellow and duties of a research fellow

<table>
<thead>
<tr>
<th>Research, development and creative activities</th>
<th>Requirements for applicant to the position</th>
<th>II. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: at least 70% of working time</td>
<td>1.1. Ability to participate in organising RDC activities in the specialisation.</td>
<td>II.1. Participation in RDC activities under the supervision of a professor, associate professor, lead research fellow or senior research fellow.</td>
</tr>
<tr>
<td></td>
<td>1.2. Internationally recognised professional research, the volume of which so far is equivalent to that of at least one doctoral thesis.</td>
<td>II.2. Internationally recognised research in five years at least in the volume equivalent to that of 1.5 doctoral thesis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II.3. Development of skills necessary for RDC activities, and professional development.</td>
</tr>
</tbody>
</table>

| Teaching and activities related to the administration and development of teaching |                                           | II.4. Teaching, using modern teaching methods and educational technology, primarily supervising students of the first and second level of higher education. |
|---------------------------------------------------------------------------------|--------------------------------------------|II.5. Professional development to enhance teaching and supervising skills. |
| Volume: up to 20% of working time                                              |                                            | II.6. Participation in the work of the university’s decision-making bodies is recommended. |
|                                                                                 |                                            | II.7. Popularisation of the specialisation. |

<table>
<thead>
<tr>
<th>Participation in the governance and institutional development of the university and social and public activities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume: up to 10% of working time</td>
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</tbody>
</table>

|                                                                                                                   |                                           |                                           |
|                                                                                                                   |                                            |                                           |

Annex 8
# Annex 9

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

<table>
<thead>
<tr>
<th>I. Requirements for applicant to the position</th>
<th>II. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research, development and creative activities</strong></td>
<td><strong>1.1. Ability to participate in the RDC activities in the specialisation under the supervision of a professor, associate professor, lead research fellow or senior research fellow.</strong></td>
</tr>
<tr>
<td>Volume: at least 75% of working time</td>
<td><strong>II.1. Participation in RDC activities under the supervision of a professor, associate professor, lead research fellow or senior research fellow.</strong></td>
</tr>
<tr>
<td><strong>Teaching and activities related to the administration and development of teaching</strong></td>
<td><strong>1.2. Research in five years at least in the volume equivalent to that of one doctoral thesis.</strong></td>
</tr>
<tr>
<td>Volume: up to 20% of working time</td>
<td><strong>1.3. Development of skills necessary for RDC activities, and professional development.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>II.4. A junior research fellow may be involved in teaching.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>II.5. Professional development to enhance teaching skills.</strong></td>
</tr>
</tbody>
</table>