

JOB DESCRIPTION OF ACADEMIC STAFF AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

I. General provisions

1. The Job Description of academic staff at the Estonian Academy of Music and Theatre ('the Academy') specifies the duties, rights and obligations of academic staff members, as well as the principles of accounting and reporting of work performance.

2. The academic staff of the EAMT comprises teaching staff and research staff. *[11.03.2020]*

3. The main duties of teaching staff members include:

- teaching and educational methodological work and the associated development;
- creative and/or research work and the associated development;
- other professional activities associated with the aforementioned duties. *[11.03.2020]*

4. The main duties of research staff members include:

- research work and the associated development;
- other professional activities associated with the aforementioned duties.

Research staff members can also perform teaching assignments.

5. Teaching includes:

- classroom teaching or face-to-face teaching (lecture, workshop, group lesson, individual lesson, e-learning or another form of studies specified in the subject syllabus);
- consulting and supervising students (consultations and advice, supervision of subject-related research papers, graduation theses, Master's and Doctorate theses, etc);
- preparing students for concerts, competitions, festivals, conferences and other subject-related performances;
- organization and supervision of students' practical training;
- assessing and marking the study performance of students (assessing assignments in the course of a subject course; administering pass / fail assessments and examinations; reviewing practical training reports, research papers, course papers and graduation theses; presenting critical reviews of Master's and Doctoral theses, etc);
- administering consultations and examinations associated with admission of students.

6. Educational methodological work and the associated development includes:

- methodological preparation for classroom teaching;
- selection of repertoire and literature;
- compilation of teaching aids and methodological support materials;
- participation in the work of committees and working groups on planning and organising educational activities (incl. development and updating of study programmes);
- implementation of new teaching and assessment methods;
- organisation of methodological conferences, master classes, etc;

- participation in internal and inter-university projects associated with educational activities.

7. Creative work and the associated development includes:

- working as a practicing performer, composer, actor, stage director or in another creative capacity, taking an active part in Estonian and international music and theatre life;
- organizing creative events;
- participating in festivals, conferences and other events in the area of specialisation;
- participating in the work of Estonian professional associations and international professional organisations;
- publishing scholarly articles and essays in printed or other media;
- participating in juries of creative competitions and festivals;
- applying for resources required for creative work and development.

8. Research work and the associated development includes:

- conducting research;
- publishing research result in print and in research forums;
- organising research-related events;
- participating in conferences and other research forums;
- initiating, managing and participating in the implementation of research projects;
- participating in the work of Estonian and international research organisations and working groups;
- participating in expert panels and evaluation committees;
- applying for resources required for research and development.

9. Other professional activities include

- continuing professional development (in particular, the development of knowledge and skills required for teaching and creative and/or research work);
- popularisation of one's main subject / field of science and presentation of the Academy;
- administrative activities (participation in the work of internal and external decision-making bodies and committees, participation in legal drafting, etc.).

10. The total working time of full-time academic staff members shall be approximately 1,700 hours per year. The volume of teaching included within this is determined at the beginning of each academic year based on the principles for calculating teaching workloads approved by the Rector. [11.03.2020]

II. Rights and obligations of academic staff

11. Academic staff members shall perform the duties specified in the employment contract, the Job Description and the teaching workload table (workload sheet), the duties assigned to them by the head of their main subject or subject group, the head of the structural unit and members of the Rector's Office, shall adhere to the internal procedures and other internal rules of the Academy, and shall follow and respect the traditions of the Academy and good academic practice. [11.03.2020]

12. If a member of the academic staff in teaching or research position performs managerial or administrative tasks related to academic activity, they have the right to apply for a reduction of the workload associated with their teaching activity or to receive additional remuneration.

[11.03.2020]

13. Subject to complying with good academic practice, academic staff members have the right to select a method of teaching and research, as well as a subject area for non-commissioned research.

14. Teaching shall take place in accordance with the volumes specified in the study programme and at the times specified in the academic timetable. The content of subjects taught shall correspond to the subject syllabus and shall be directed towards achievement of specified learning outcomes.

15. Assessment of students' performance shall be based on the assessment methods and criteria specified in the subject syllabus and shall be conducted in impartial and fair manner.

16. Academic staff members have the right to use the premises, equipment and other resources of the Academy for the performance of their professional duties in accordance with the established procedure rules and good practice of the Academy. The premises and equipment of the EAMT shall not be used for private lessons or for the provision of any other paid services without a prior approval of the employer.

17. Academic staff members shall be prudent in their use of the assets of the EAMT and they shall use any material resources entrusted to them in an efficient and sustainable manner.

18. Academic staff members shall make sure that all study aids, which are required for classroom and independent work of students, are available.

19. Academic staff members have the right to raise issues concerning their work and activities of the EAMT with the officials and decision-making bodies of the EAMT, as well as to express opinions and make proposals on matters related to their field of specialization if they are discussed in the decision-making bodies of the EAMT.

20. Full-time academic staff members shall obtain an approval from the Rector if they intend to work for other employers for extended periods of time.

21. Ordinary teaching staff members have the right to take a sabbatical leave of one semester once every five years in order to improve their professional skills, including time for research and creative work, while continuing to receive their basic salary. [11.03.2020]

III. Reporting, performance assessment and appraisal interview

22. Academic staff members shall submit reports on their professional activities during the preceding calendar year by 1 February of each year. The reports shall be submitted in the internal information system of the Academy (the employee CV form), while reports on the results of research shall be submitted in the Estonian Research Portal. In their reports, academic staff members shall specify:

- results of teaching activity (incl. graduates, major achievements of students, master classes and lectures given outside of the Academy, development of study aids, self-analysis based on students' feedback);
- creative activity (new artistic creations, concerts, roles, etc);
- research activity (publications, presentations, etc);
- management and development activity (participation in the work of professional organizations, participation in juries and committees, organization of creative or research events, etc.);
- professional development (participation in training, practical training abroad, etc);
- any recognitions and awards received;
- any other information, which is considered important by the academic staff member.

23. If necessary the head of an academic unit or the Rector's Office may require that academic staff members update their CVs or submit a report on a particular area of work at a different date.

24. Academic staff members participating in implementation of research projects shall follow the reporting requirements established by the project donor.

25. The performance of academic staff members is evaluated at least once every five years during attestation. The evaluation is based on the professional requirements established by the Senate. *[11.03.2020]*

26. At least once during the attestation period (no later than one year before the attestation), a development interview is conducted with the academic staff member, the purpose of which is to evaluate their performance, provide feedback to them and plan their development. Interviews with professors and heads of academic units (chief coordinators) are conducted by the Vice-Rector for Academic Affairs and Research, while those with other academic staff are conducted by the head of the academic unit, who includes the head of the main subject or subject group in the development interview as necessary. *[11.03.2020]*