

## **CONDITIONS AND PROCEDURES FOR RECRUITMENT FOR ACADEMIC POSITIONS AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE**

### **I General provisions**

1. This Regulation sets forth procedures for creating and filling positions of academic staff and heads of academic units at the Estonian Academy of Music and Theatre (hereinafter Academy).
2. Academic staff includes professors, senior lecturers, lecturers and junior lecturers, senior researchers, researchers and junior researchers, and teachers. The academic career model consists of four levels, which are presented as a table in Annex 1 to this Regulation.
3. Academic staff have the status of regular or visiting staff members.
4. The position of head or chief coordinator of an academic unit is filled by a member of the Academy's teaching or research staff as a leadership assignment specified in the employment contract and compensated for by additional remuneration.
5. All regular academic staff must conform to the professional requirements set forth in Annex 2 to this Regulation. A visiting staff member may also be a person who does not meet all professional requirements.
6. A regular member of the academic staff is elected for an indefinite period by a public recruitment procedure. As an exception, the Rector may appoint a regular member of the academic staff for a term of up to five years. A visiting member of the academic staff is invited by the Rector for a term of up to five years.
7. A regular member of the academic staff is transferred from one academic position to another without a public recruitment procedure. As an exception, a public recruitment procedure is always announced to fulfil the position of a regular professor.

### **II Announcement of public recruitment procedures and submission of application documents**

8. A public recruitment procedure for filling an academic position may be announced if a new position is being opened, if a position is vacant, or if less than one year is left before the expiry of the employment contract with the person working in that position.
9. Matters pertaining to the announcement of public recruitment procedures for filling academic positions are discussed and decided by the Academic Committee. The Committee is set up and headed by the Rector. The Committee consists of the Vice Rectors and seven regular professors. The Committee decides on the list of positions to be announced at the public recruitment

procedure, along with the precise title of each position. The Committee proceeds from the following in making its decision:

- data from the register of academic positions submitted by the Personnel Manager;
- the statutory objectives and development plan of the Academy;
- proposals made by the decision-making bodies of academic units for modifying positions or opening new positions;
- the maximum number of positions for regular professors, which is 30% of the total number of academic positions; and
- other circumstances known to the Committee's members.

The decision of the Academic Committee regarding the announcement of a recruitment procedure is formulated as a decree of the Rector.

10. The Secretary of the Senate is responsible for publishing the announcement of a recruitment procedure and handling the technical aspects of the procedure. The announcement of a recruitment procedure is published on the Academy's website and in at least one Estonian daily newspaper and sent to Estonian and international professional associations and networks at least 30 days before the deadline for applications. *[11.03.2020]*

11. Applicants for announced vacant academic positions submit the following documents to the Secretary of the Senate: *[11.03.2020]*

- an application addressed to the Rector;
- a curriculum vitae (CV), containing structured information about creative, research, and teaching work and management and development activities in the applicant's field of specialisation. Teaching staff in research subjects and research staff working at the Academy submit their CVs in the ETIS (Estonian Research Information System) format, while teaching staff in creative subjects submit their CVs in the format provided in the Academy's internal information system (both electronically and on paper). Applicants for the position of professor also submit a CV in English;
- a document certifying the required qualification for the position accompanied by a diploma supplement and other enclosures, if the applicant's qualification was acquired abroad. EAMT may seek an assessment from Estonia's ENIC/NARIC centre regarding the qualification's conformity to the requirements; and
- other materials that the applicant considers relevant.

12. Documents can be submitted either in person (until the end of official working hours on the last day of the application period) or sent by post (documents postmarked up to and including on the last day of the application period, and digitally signed documents are accepted). A person may apply for one teaching or research position at a time.

13. The Secretary of the Senate registers the applicants that submitted all the required documents, along with their documents. Incomplete documents are not registered, and the Secretary of the Senate sends a notice of disqualification to the person that submitted such documents. *[11.03.2020]*

### III Assessment of candidates

14. The Rector forms a Recruitment Committee of at least three members and appoints a chairperson. The Committee must include at least one member from outside the Academy who conforms to the requirements for the position of professor. Conflicts of interest must be avoided when appointing the Recruitment Committee. The Committee must not include an applicant participating in the recruitment procedure.

15. On the basis of the documents submitted, the Recruitment Committee assesses the applicants' conformity to the professional requirements listed in the Annex 2 to this Regulation and submit a written reasoned decision to the Secretary of the Senate within one week of receiving the documents. *[11.03.2020]*

16. The decisions of the Recruitment Committee are made by simple majority. If there is more than one eligible candidate per position, the Recruitment Committee ranks them in the order of excellence based on the level of each applicant's creative and research work and the success of their teaching activity to date.

17. By decision of the Rector, applicants are not allowed in the recruitment procedure if:

- they clearly do not, in the opinion of the Recruitment Committee, meet the professional requirements;
- they have repeatedly received very low ratings from students regarding academic work; or
- they have seriously violated generally accepted norms of academic ethics.

18. Applicants that are not allowed to participate in the recruitment procedure will be sent personal notices with a justification. The submitted documents are not returned to the applicants. The Secretary of the Senate keeps these documents for six months after the submission deadline. *[11.03.2020]*

19. The documents of candidates admitted to the recruitment procedure for the position of a professor are sent for additional assessment to two outstanding researchers or creative persons outside the Academy, while at least one of such experts must be from outside Estonia.

20. The Rector may request that the candidates hold a public lecture, open lesson, or other public appearance. The request to this effect is sent to the candidates by the Secretary of the Senate. The Secretary of the Senate notifies all Senate members of the time and place of the public appearance of the candidates. *[11.03.2020]*

21. The documents of the candidates admitted to the recruitment procedure are forwarded to the head or chief coordinator of the academic unit teaching the respective main subject, who conducts a recommendation vote among the regular academic staff teaching the respective main subject or subject group. If the head or chief coordinator of the academic unit is a candidate in the recruitment procedure, the Vice-Rector for Academic Affairs and Research conducts the

recommendation vote. The purpose of the recommendation vote is to discover the degree to which the academic staff teaching the relevant main subject or subject group support the candidates participating in the recruitment procedure. The minutes with the results of the recommendation vote are forwarded to the Secretary of the Senate. [11.03.2020]

#### **IV Election**

22. The election is held at a meeting of the Senate of the Academy no earlier than ten days after the application deadline and no later than a month before the start of the term of office. [11.03.2020]

23. At the Senate meeting, the Secretary of the Senate presents the following documents concerning each candidate: [11.03.2020]

- application documents;
- the decision of the Recruitment Committee;
- the results of the recommendation vote; and
- expert assessments in the case of candidates for the position of professor.

24. Senate members may ask questions about the documents and express their opinion regarding the candidates. [11.03.2020]

25. Candidates, including any Senate members participating in the recruitment procedure, cannot be present at the presentation and discussion of their own candidacy or that of other candidates for the same position. As an exception, the Senate may invite the applicants for the position of head or chief coordinator of an academic unit to the meeting so that they may present their platforms and answer questions. [11.03.2020]

26. After the presentation of documents and discussion, the Senate decides on retaining the applicants in the voting list by way of an open vote. The Senate may remove a candidate from the voting list if it has become evident that the candidate does not conform to the requirements for the position or has seriously violated generally accepted norms of academic ethics. [11.03.2020]

27. Voting is secret and is conducted by using ballot slips. Each Senate member has one vote. [11.03.2020]

28. A three-member vote counting committee is formed to count the votes. The committee selects a chairperson from among its members.

29. The names of candidates for one position are listed on the same ballot. If more than one identical position have been announced, the names of all the candidates are listed on the same ballot along with the number of positions.

30. Each voter marks on their ballot the candidates that they prefer for the given position. Each voter may indicate their preference for only one candidate per position.

31. If the number of votes on the ballot is larger than the number of positions shown on the ballot, the ballot is declared invalid.

32. The candidate that receives the votes of more than half of the voters participating in the election will be elected.

33. If there are more than two candidates for one position and none of them receives the required number of votes, a second round of voting is held as a run-off between the two candidates that received the most votes. If all the candidates in a round receive equal numbers of votes or if the single candidate in the round does not receive the required number of votes, the recruitment procedure is considered failed. *[11.03.2020]*

34. A Senate member participating in a recruitment procedure cannot vote in their own election. The quorum in such a case is one fewer and a relevant notation is made in the minutes of voting. *[11.03.2020]*

## **V Formalisation of election results and resolution of protests**

35. The vote counting committee presents the results of the vote to the Senate. The Senate approves the voting results by open vote. *[11.03.2020]*

36. The election results are formalised as a Senate decision, indicating the voting results for all candidates and all rounds of voting. *[11.03.2020]*

37. The Secretary of the Senate announces the election results to the persons having participated in the recruitment procedure after the Rector has signed the Senate decision. The list of elected teaching and research staff and heads of academic units is published through the information channels of the Academy. *[11.03.2020]*

38. If a candidate finds that the conditions of the recruitment procedure or the procedures for assessment or election have been violated, they may, within 30 days of learning of the election results file a protest with the Rector, specifying the alleged violation. The Rector forms a committee of at least three members for reviewing the protest, which must not include persons directly involved in organising the election and assessment of the candidates. *[14.06.2023]*

39. The committee submits to the Senate of the Academy the results of their review of the protest, on which basis the Senate makes one of the following decisions: *[11.03.2020]*

- to uphold the election results, if it became evident in the review of the protest that the conditions for the recruitment procedure or the assessment or election procedures were not violated or the violation could not have influenced the election results; or
- invalidate the election results, if it became evident in the review of the protest that the conditions for the recruitment procedure or the assessment or election procedures were indeed violated and the violation could have influenced the election results.

40. The Rector concludes an employment contract with the successful candidate after the elapse of the deadline for protests as specified in section 38 of this Regulation.

## **VI Appointment of regular academic staff without a public recruitment procedure**

41. An academic position may be filled for up to five years without a public recruitment procedure if:

- the recruitment procedure for filling the academic position has failed; or
- the work in the position is of a temporary nature.

42. Applicants for a regular academic position submit the following documents to the Personnel Manager:

- a curriculum vitae (CV), containing structured information about creative, research and teaching work and management and development activities in the applicant's field of specialisation; scholars working at the Academy submit their CVs in the ETIS (Estonian Research Information System) format, while teaching staff in creative subjects submit their CVs in the format provided in the Academy's internal information system (both electronically and on paper). Applicants for the position of professor also submit a CV in English; and
- a document certifying the required qualification for the position accompanied by a diploma supplement and other enclosures, if the applicant's qualification was acquired abroad. EAMT may seek an assessment from Estonia's ENIC/NARIC centre regarding the qualification's conformity to the requirements; and
- other materials that the applicant considers relevant.

43. Before formalising the hiring of the academic staff member, the Vice-Rector for Academic Affairs and Research assesses their conformity to the professional requirements.

44. The assessment is made in writing and submitted to the Rector. The Rector may appoint only a person who, on the basis of the assessment result, meets the professional requirements set out in Annex 2 to this Regulation. If necessary, the Rector may arrange for a new assessment or commission an additional expert assessment.

45. The Rector concludes an employment contract with the person appointed.

## **VII Transfer to another position**

46. The transfer of a regular member of the academic staff to a position on a higher career level is called a promotion. The position of a regular professor cannot be filled by promotion.

47. The prerequisite for a promotion is uninterrupted employment in the position of a regular member of the academic staff at one career level for at least five years (at least four years in the case of a junior researcher and junior lecturer).

48. A recommendation for the promotion of a member of the academic staff is given to the Rector by the Evaluation Committee in the evaluation decision concerning the employee. In the decision, the Evaluation Committee confirms that the employee's work is effective so far and that they meet the professional requirements for the higher position.

49. The transfer of a regular member of the academic staff to an equivalent or lower position is possible as the result of an evaluation or by agreement between the employee and the employer.

### **VIII Invitation of visiting academic staff**

50. A visiting member of the academic staff is a prominent creative person, scholar, or prominent practitioner in their field who has been invited by the Rector without a recruitment procedure to conduct lessons or research.

51. The invitation of the visiting member of the teaching staff must be necessary for achieving the objectives and learning outcomes of the curriculum.

52. The head or chief coordinator of the relevant academic unit verifies the competence and suitability of the visiting member of the teaching staff for the planned academic work before inviting them.

53. Depending on the nature of the work and the agreement of the parties, a fixed-term employment contract or a contract under the law of obligations is concluded with the visiting member of the academic staff. The employment contract is concluded for a term of up to five years. A contract under the law of obligations is concluded for a term of up to one year. The Rector may conclude several successive employment contracts or contracts under the law of obligations with a visiting member of the academic staff.

54. The titles of positions listed in section 2 of this Regulation are applied to visiting staff members working under employment contracts. The Rector decides on the title of the position of visiting staff members.

55. The titles of positions listed in section 2 of this Regulation are not applied to visiting staff members working under contracts under the law of obligations.

### **IX Election and appointment of heads and chief coordinators of academic units**

56. The head or chief coordinator of an academic unit is elected by the Senate of the Academy by a recruitment procedure for a term up to five years or appointed by the Rector for a term of up to three years. The Rector does not have the right to extend the term of office of the head or chief coordinator of an academic unit they have appointed and who has been in office for three years.

*[11.03.2020]*

57. In the election of the head or chief coordinator of an academic unit, only members of the academic staff working at the Academy under an employment contract can apply, who will be informed about the election via the website of the Academy and by email. An applicant for the position of head or chief coordinator submits to the Secretary of the Senate an application addressed to the Rector, a formal CV, and a plan for the development of the academic unit for a period of five years. The Recruitment Committee assesses the level of creative and research work of the candidates, their experience in management and development work in their field of specialisation, and the development plan for the academic unit. [11.03.2020]

58. The Vice-Rector for Academic Affairs and Research conducts a recommendation vote in the decision-making body of the academic unit to discover the degree to which the department supports the candidates participating in the recruitment procedure. In other respects, the selection procedure is the same as for the selection of academic staff.

59. If the head of an academic unit is transferred to another academic or research position in the Academy, their appointment as the head of the academic unit continues until the previously determined term.

60. The term of office of the head or chief coordinator of an academic unit ends prematurely if:

- their employment contract as a member of the academic staff at the Academy is terminated;
- they are elected Rector or appointed Vice-Rector;
- they are distrusted by the Senate (in the case of heads elected by the Senate) or the Rector (in the case of heads appointed by the Rector); or [11.03.2020]
- the academic unit headed by them is dissolved or reorganised by a decision of the Senate. [11.03.2020]

## **X Implementing provisions**

61. Upon the adoption of this Regulation, the Regulation of the Council of the Academy of 22 December 2010 “Regulations for Recruitment for Academic Positions at the Estonian Academy of Music and Theatre” becomes invalid.

62. Employment contracts concluded with leading researchers, associate professors, and assistants before the entry into force of this Regulation remain valid until the end of the term specified therein or until the evaluation of the employee.

63. All leading researchers, associate professors, and assistants working under open-ended employment contracts will be evaluated during the autumn semester of the academic year 2019/2020. The Academy provides all positively evaluated leading researchers with the opportunity to continue working as professors, positively evaluated associate professors with the opportunity to continue working as senior lecturers, and positively evaluated assistants with the opportunity to continue working as teachers. If a positively evaluated leading researcher, associate professor, or assistant does not accept the academic position offered to them, their employment contract will be terminated under Article 89 (1) of the Employment Contracts Act.



64. The doctoral degree requirement set out in Annex 2 of this Regulation for lecturers and researchers in research subjects will apply from 1 January 2024.

## ANNEX 1

### CAREER LEVELS FOR ACADEMIC POSITIONS AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

Career level	Position	Main responsibility; other responsibilities
4	Professor	Teaching, creative work and/or research, management and development activities
3	Senior researcher	Research; teaching and development activities
	Senior lecturer	Teaching; creative work and/or research, development activities
2	Researcher	Research; teaching
	Lecturer	Teaching; creative work and/or research
1	Junior researcher	Creative work and/or research; teaching
	Junior lecturer	Teaching; creative work
	Teacher	teaching

## **ANNEX 2**

### **PROFESSIONAL REQUIREMENTS FOR ACADEMIC STAFF AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE**

#### **I General provisions**

1. The professional requirements of the academic staff of the Academy are based on the Republic of Estonia Higher Education Act, the Standard of Higher Education, and the quality agreements of Estonian universities.
2. The professional requirements for academic staff include requirements for professional competence, qualification (requirements for academic degrees), creative work, research and past teaching work, as well as other criteria to be taken into account in the assessment.
3. Conformity to professional requirements is assessed in the course of a public recruitment procedure before the appointment of regular teaching or research staff by the Rector or upon the evaluation of teaching staff.
4. Some of the requirements vary for research and creative positions. The type of position is decided before the assessment of conformity to the professional requirements by the Academic Committee (in the case of public recruitment procedures) or by the Rector (in the case of appointments).
5. If a member of the teaching staff in a research subject or a member of the research staff does not hold a full-time position, the publication requirements applicable to them are reduced proportionately.

#### **II Professor**

1. A professor is an internationally recognised scholar in their field or an internationally recognised creative person who is competent to teach subjects in their speciality on all levels of higher education and, if necessary, to organise studies in these subjects, including doctoral studies. A professor is competent to lead research or creative activities, to lead a research group (in the case of research subjects), and to be responsible for the development of the speciality on a nationwide level.
2. A doctorate or an equivalent qualification is required for staff in research subjects.
3. In creative subjects, a master's degree or an equivalent qualification is required. When assessing an applicant for a position, their having a doctoral degree or an equivalent qualification is taken into account.
4. In research subjects, the applicant for the position must have published at least three papers in the past five years which conform to the requirements of section 1.1 of the Estonian Research Information System (hereinafter ETIS) publication classification or at least five publications that conform to the requirements of sections 1.1, 1.2, 2.1, 3.1 and 3.2 of the ETIS publication classification. For the purposes of assessment, a monograph either published by a recognised international scholarly publishing house or relevant to Estonian national research may be considered the equivalent of three papers. The number of publications may be smaller if their total volume corresponds to the volume of at least one doctoral thesis.
5. In creative subjects, the candidate must demonstrate a high level of creative activity in the field, including, within the past five years, at least three performances of works or appearances as a soloist, ensemble player or conductor at a public concert, or theatrical performances or other

performances of creative work. The said performances or appearances must have taken place abroad or in the framework of an international creative project, or must have received positive international attention. As an exception, this requirement may be waived for a person with at least 25 years of experience in high level creative work in the field and at least 15 years of teaching experience at a higher educational institution, provided that the applicant has other noteworthy achievements in the field on the basis of the criteria listed in sections 8–11 of these professional requirements.

6. The candidate is required to have at least ten years of work experience in research and development or creative work in the field and at least five years of teaching experience at a higher educational institution.

7. In research subjects, at least one doctorate must have been defended in the past five years under the supervision of the applicant for the position, except if the applicant has not previously worked as a professor.

8. In assessing the applicant for the position, the achievements of the university students supervised by the applicant are taken into consideration.

9. In assessing applicants for the position, leadership and development activities are taken into consideration, including activities in professional associations, leading roles in research projects, organising of creative and research events, participation in expert committees and competition juries, etc.

10. In assessing the applicant for the position, international academic mobility is considered, including employment as a visiting member of the teaching or research staff in a foreign university, teaching masterclasses and holding visiting lectures, participation in international conferences, etc.

11. In assessing the applicant for the position, the preparation of textbooks and other teaching aids, sheet music, dictionaries, and other speciality publications is taken into account.

12. Good results in at least two of the areas listed in sections 8 to 11 are required in the past five years.

### **III Senior lecturer and senior researcher**

1. Senior lecturers and senior researchers are recognised experts in their field or recognised creative persons who are competent to teach subjects in their speciality on all levels of higher education and to supervise master's degree students and, if necessary, doctoral students.

2. A doctorate or an equivalent qualification is required for staff in research subjects.

3. In creative subjects, a master's degree or an equivalent qualification is required. When assessing an applicant for a position, their having a doctoral degree or an equivalent qualification is taken into account.

4. In research subjects, the applicant for the position must have published at least two papers in the past five years that conform to the requirements of section 1.1. of the ETIS publication classification or at least three papers that conform to the requirements of sections 1.1, 1.2, 2.1, 3.1 and 3.2 of the ETIS publication classification. For the purposes of assessment, a monograph either published by a recognised international scholarly publishing house or relevant to Estonian national research may be considered the equivalent of three papers. The preparation of a textbook, teaching aid or methodological material and, in pedagogical subjects, development activities of significant importance in the field can also be equated with a scientific publication.

The number of publications may be smaller if their total volume corresponds to the volume of at least two thirds of a doctoral thesis.

5. In creative subjects, the candidate must have demonstrated a high level of creative activity in the speciality, including, within the past five years, at least three performances of works or appearances as a soloist, ensemble player or conductor at a public concert, or theatrical performances or other significant performances of creative work. As an exception, this requirement may be waived for a person with at least 25 years of experience in creative work in the field and at least 15 years of teaching experience at a higher educational institution, provided that the applicant has other noteworthy achievements in the field on the basis of the criteria listed in sections 7–10 of these professional requirements.

6. The candidate is required to have at least five years of work experience in research and development or creative work in the field and at least three years of teaching experience at a higher educational institution.

7. In assessing the applicant for the position, the achievements of the university students supervised by the applicant are taken into consideration.

8. In assessing applicants for the position, leadership and development activities are taken into consideration, including activities in professional associations, leading roles in research projects, organising of creative and research events, participation in expert committees and competition juries, etc.

9. In assessing the applicant for the position, international academic mobility is considered, including employment as a visiting member of the teaching or research staff in a foreign university, teaching master classes and holding visiting lectures, participation in international conferences, etc.

10. In assessing the applicant for the position, the preparation of textbooks and other teaching aids, sheet music, dictionaries, and other speciality publications is taken into account.

11. Good results in at least two of the areas listed in sections 7 to 10 are required in the past five years.

#### **IV Lecturer**

1. A lecturer is an expert in their field who is competent to teach subjects in their speciality at the bachelor's and master's degree levels.

2. A doctorate or an equivalent qualification is required for staff in research subjects.

3. In creative subjects, a master's degree or an equivalent qualification is required. When assessing an applicant for a position, their having a doctoral degree or an equivalent qualification is taken into account.

4. The candidate is required to have experience in research and development or creative work in their field.

5. In assessing applicants for the position, research activities, creative activities, development activities in the field, and the success of teaching activities are taken into account. Good results are required in at least two of these areas.

#### **V Researcher**

1. A researcher is a member of the research staff who is competent to take part in implementing a research topic or research project and, if necessary, to teach at the bachelor's and master's degree levels.
2. A doctor's degree or an equivalent qualification is required.
3. In assessing the applicant for the position, publications from the past five years are considered. If the person has worked as a researcher for at least five years and wants to continue in the same position, they must have published at least three papers in the past five years that meet the requirements of sections 1.1, 1.2, 2.1, 3.1 and 3.2 of the ETIS publication classification. For the purposes of assessment, a monograph either published by a recognised international scholarly publishing house or relevant to Estonian national research may be considered the equivalent of three papers. The number of publications may be smaller if their total volume corresponds to the volume of at least two thirds of a doctoral thesis.

## **VI Junior lecturer**

1. A junior lecturer is a young specialist in their field who is competent to teach the subjects of their specialty at bachelor's and master's degree levels in cooperation with a professor, senior lecturer, or senior researcher.
2. A master's degree or an equivalent qualification is required.

## **VII Junior researcher**

1. A junior researcher is a doctoral student who participates in research and creative work under the supervision of a professor, senior lecturer, or senior researcher and pursues a doctoral studies curriculum.
2. A master's degree or an equivalent qualification is required.
3. Applicants for the position are assessed on the basis of the admission requirements for doctoral studies.

## **VIII Teacher**

1. A teacher is competent to complete teaching assignments of a practical nature in their speciality at the bachelor's and master's studies levels.
2. A master's degree or an equivalent qualification is required.
3. In assessing applicants for the position, past activity in the speciality and the candidate's suitability for performing the functions of the position are considered.