

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

1. General provisions

The Job Description for Academic Staff at the Estonian Academy of Music and Theatre (hereinafter referred to as the Academy or EAMT) outlines the general duties, rights, and responsibilities of academic staff members. Specific duties are detailed at the beginning of each academic year in the staff workload calculation sheet (hereinafter referred to as workload sheet), based on the principles of workload calculation approved by the Rector.

2. The main responsibilities of the position	<ul style="list-style-type: none"> ● Teaching and instructional methodology ● Creative work and/or research ● Management and development activities in the relevant speciality <p>Detailed descriptions of specific positions are provided in the academic staff professional requirements (see Conditions and Procedures for Recruitment for Academic Positions, Appendix 2).</p>
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3. Activities	Duties
Teaching – contact teaching	<ul style="list-style-type: none"> ● Conducting classroom teaching or contact lessons in the format and volume as specified in the course description and workload sheet, ensuring the instruction meets contemporary standards. Contact teaching includes individual lessons, lectures, seminars and group sessions, as well as supervising students’ practical training and written work. Contact teaching may also be delivered through e-learning.
Other teaching and instructional methodology	<ul style="list-style-type: none"> ● Providing student consultations and guidance outside of contact teaching (e.g. during rehearsals prior to student performances) ● Monitoring and assessing students’ achievement of learning outcomes (including checking ongoing work, administering assessments and exams, and reviewing practice reports and research papers), and entering the results into the ÕIS electronic study information system ● Conducting consultations and exams related to student admission ● Preparing for contact teaching, including selecting repertoire and literature ● Creating and regularly updating course descriptions in ÕIS ● Developing teaching aids and methodological materials, including digital learning resources, when applicable to the subject ● Implementing new teaching and assessment methods ● Preparing e-supported courses when relevant to the subject
Creative work	<ul style="list-style-type: none"> ● Maintaining a high level of personal creative performance ● Engaging in activities as a performer, composer, actor, director or other creative professional, and actively participating in both Estonian and international music and theatre life
Research work	<ul style="list-style-type: none"> ● Conducting scientific research ● Publishing research findings ● Participating in academic conferences ● Initiating research projects and preparing grant applications ● Participating in knowledge transfer, including preparing analyses and expert evaluations

3. Activities	Duties
	<ul style="list-style-type: none"> ● Promoting science and the results of one's research work
Development and professional growth	<ul style="list-style-type: none"> ● Developing one's professional, pedagogical and general competencies, including digital skills ● Participating in the work of decision-making bodies, committees and working groups related to planning and organising teaching, creative work and research ● Contributing to curriculum development, including the review of curricula and course descriptions and the internal evaluation of curricula ● Organising instructional methodology, creative and academic events ● Participating in the activities of Estonian professional associations and international professional organisations ● Serving on juries for creative and academic competitions ● Promoting one's field of expertise and representing the Academy <p>The Head of Department, leading professor, academic head, curriculum coordinator and subject group coordinator also fulfil additional duties listed in the department's statutes. According to the Higher Education Act, management tasks in the position of professor are among the main tasks of the position, in the case of other positions, they are treated as additional tasks.</p>

4. Rights
<ul style="list-style-type: none"> ● The employee has the right to receive information and explanations regarding their duties and work organisation. ● The employee has the right, in accordance with good academic practices, to choose their teaching and research methodologies and to propose research topics. ● The employee has the right to use the Academy's facilities, equipment and other resources for the fulfilment of their duties, in accordance with the rules and best practices established at the Academy. ● The employee has the right to raise issues related to their work and the activities of the Academy before the EAMT's senior management and decision-making bodies. ● The employee has the right to express opinions and make suggestions regarding the employer's decisions that affect working conditions, work organisation or employee rights. ● An ordinary academic staff member is entitled to one semester free from teaching duties every five years, during which their work will focus on professional development, research and development activities, or creative work.

5. Obligations
<ul style="list-style-type: none"> ● The employee is required to fulfil the duties specified in the employment contract, job description and workload sheet, as well as those assigned by their subject group leader, structural unit leader or a member of the Rectorate. The employee must adhere to the Academy's Work Regulations and other internal rules available on the intranet (siseveeb.eamt.ee), follow the principles of academic ethics and good academic practice, and respect the Academy's traditions.

- Teaching must be conducted in the scope established by the curriculum and at the times specified in the timetable. The content of the courses must align with the course description and aim to achieve the learning outcomes described therein.
- When assessing students, the employee must follow the assessment guidelines and use the methods and criteria described in the course description, ensuring impartial and fair assessment.
- The employee must handle Academy property with care and use the material resources allocated to them in a prudent and economical manner.
- The employee's professional activities must comply with the established professional requirements (see Conditions and Procedures for Recruitment for Academic Positions, Appendix 2). To ensure compliance with these requirements, an evaluation of the employee is conducted at least once every five years.
- The employee is required to submit data on their professional activities annually by 1 February, using the Academy's CV form or the Estonian Research Information System (ETIS) form.
- The employee is required to participate in employer-organised training, including training aimed at developing digital competence.

6. Qualification requirements	
Education	For creative fields: A master's degree or an equivalent qualification. For research fields: A Doctoral degree or an equivalent qualification is required from the second grade of academic staff positions onward (see Conditions and Procedures for Recruitment for Academic Positions, Appendixes 1 and 2)
Work experience	As required by the professional requirements (see Conditions and Procedures for Recruitment for Academic Positions, Appendix 2) Teaching staff must possess the necessary pedagogical skills for working in a higher education institution.
Language proficiency	Estonian language proficiency: Native proficiency or: <ul style="list-style-type: none"> - At least B1 level if teaching is conducted in English - At least C1 level if teaching is conducted in Estonian For researchers who do not teach, there is no requirement for Estonian language proficiency. English language proficiency: <ul style="list-style-type: none"> - At least B1 level if teaching is conducted in Estonian - At least C1 level if teaching is conducted in English
Computer skills	Proficiency in using digital technologies to support teaching, creative and research work (e.g. Google Workspace and ÕIS), as well as knowledge and adherence to cybersecurity requirements

Additional professional knowledge and skills	For employees with management responsibilities, skills in team leadership
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7. Amendments to the job description

This job description may be amended in cases where changes are required by applicable legal regulations or due to organisational restructuring. Amendments to the job description are approved by the Senate.

I hereby confirm that I have read and understood the job description and commit to adhering to it.

Signed digitally

Employee's name

Signature

Date