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## **ESTONIAN ACADEMY OF MUSIC AND THEATRE PROCEDURE OF EVALUATION OF TEACHING AND RESEARCH STAFF**

1. This Regulation sets out the conditions and procedure of evaluating academic and research staff members ('employees') of the Estonian Academy of Music and Theatre ('the Academy').
2. Evaluation means periodic appraisal of employees by their performance and compliance with the professional requirements to determine the suitability of employees for their position and to support their professional development. The professional requirements for teaching and research staff members are specified in the annex to the Regulations for Recruitment for Academic Positions.
3. An employee shall be evaluated at least once every five working years, generally in every fifth year counting from the time of the conclusion of the open-ended employment contract. Evaluation shall be equivalent to appraisal of an employee by performance and compliance with professional requirements in the course of competitive recruitment or upon appointment by the Rector in accordance with the Regulations for Recruitment for Academic Positions.
4. If an employee subject to evaluation was on parental leave during the evaluation period, evaluation shall be postponed by a period of up to the total duration of the leave, subject to submission of a respective application by the employee. Postponement of the evaluation may also be requested for other valid reasons. In such cases, the decision on the postponement of the evaluation shall be made by the rector. *[19.03.2025]*
5. The Personnel Manager shall keep records of evaluations and shall prepare a schedule of evaluations. In the evaluation part, the employee is advised by the head of the academic department or the Vice Rector for Academic Affairs and Research, who will conduct a preparatory interview with the employee two years before the evaluation deadline. The interview procedure and template are provided in Appendix 1. *[19.03.2025]*
6. As a rule, evaluations shall take place in the spring semester. The Personnel Manager shall notify all employees, who are subject to evaluation in a given year, of the upcoming evaluation and the exact schedule by e-mail during the first study week of the spring semester.
7. Within one month from receipt of the aforementioned notification, the employee subject to evaluation shall submit the following documents to the Personnel Manager:
  - A curriculum vitae (CV), which includes structured information on creative, research and educational activities as well as specialist management and development activities – teaching staff members in research fields and research staff members employed by the Academy shall submit the CV electronically using the form on the Estonian Research Portal, while teaching staff members in creative fields shall submit the CV using the form provided in the internal information system of the Academy;
  - Summary of student feedback together with a self-analysis;
  - Any other documents, which are considered relevant by the employee as evidence of performance and compliance with the professional requirements. *[23.03.2022]*
8. The Rector shall establish evaluation committees of at least three members for the purpose of evaluation of employees. The committee shall include:
  - a representative of the Rector's Office;
  - a representative of the structural unit where the employee works;
  - an expert from outside the Academy.

The Rector shall avoid conflicts of interest when appointing committee members.

9. An evaluation committee shall conduct evaluation based on the professional requirements established by the Senate of the Academy and the job description of academic staff, compliance with which shall be evaluated by the following criteria supporting documents: [19.03.2025]

- information provided in the employee's CV concerning his/her professional activities in the past five years;
- any other documents submitted by the employee;
- student feedback data on the employee during the evaluation period;
- in case of the first evaluation of a professor starting work in an academic position at the Academy for the first time, the work performance agreement; [07.02.2024]
- any other documents considered relevant by the committee.

10. Members of an evaluation committee shall have the right to observe the teaching activity of the employee under evaluation.

11. The academic committee shall provide a justified opinion on the employee's performance and compliance with the professional requirements, and shall make one of the following judgments:

- the employee and his/her performance comply with the professional requirements;
- the employee and his/her performance do not comply with the professional requirements.

During the first evaluation of a professor who has started working in an academic position at the Academy for the first time, the evaluation committee gives a reasoned assessment of the fulfillment of the work performance agreement concluded in the employee's employment contract.

[07.02.2024]

12. The evaluation committee may supplement the judgment, referred to in clause 11, with recommendations to support the professional development of the employee.

13. The judgment of the evaluation committee, including the justification and any recommendations, shall be drawn up in writing and it shall be signed by all members of the committee. The Personnel Manager shall notify the employee under evaluation, the head of the respective academic unit and academic members of the Rector's Office of the judgment.

14. The judgment of the evaluation committee shall be approved by a Rector's directive. The Rector may return a judgment to the evaluation committee for reconsideration if it is not sufficiently justified or the judgment was made in breach of the procedure rules specified in this Regulation.

15. If an employee does not agree with the judgment of the evaluation committee, the employee has the right to contest the judgment within 30 working days of receipt of the respective notification. In order to contest a judgment, the employee shall submit a signed challenge to the Rector, explaining the reasons for the disagreement with the judgment and adding any additional documents if necessary. The Rector shall present the challenge to the Senate of the Academy within one month and the Council shall make a decision on accepting or rejecting the challenge. [14.06.2023]

16. If an evaluation committee judges that an employee and his/her performance do not comply with the professional requirements, or if the work results of a professor who has started working in an academic position at the Academy for the first time do not meet the work performance agreement, the Rector has the right to terminate the employee's employment contract ahead of term.

[07.02.2024]

17. If an employee has given written notice of non-attendance or has not submitted the documents referred to in clause 9 of this Procedure within the prescribed time limit, his/her employment contract shall be terminated as a member of the regular academic staff at the end of the current academic year. [19.03.2025]

Appendix 1

**A TEMPLATE FOR THE PREPARATORY INTERVIEW FOR EVALUATION**

Date of the interview:	
Name of employee:	
Academic position:	
Name of interviewer:	

The interview is usually conducted by the Head of the Academic Department, in case of a professor and the Head of a Chair, the interview is conducted by the Vice Rector for Academic Affairs.

The member of academic staff shall view the interview form before the interview, fill in at least clauses 1 to 3 in writing and forward them to the person conducting the interview. The information contained in the databases (list of creative works, publication records etc.) will not be transcribed in the report. The interview preparatory to the evaluation will cover the period from the academic staff member's entry into employment or the last evaluation. Future objectives are discussed in a 5-year perspective, for immediate objectives, the period until the next evaluation. The requirements and expectations of the employee at the time of evaluation and assessment criteria for the evaluation of a staff member are set out in the evaluation form (the evaluation form for each academic position can be found at internal website).

**1. An academic staff member's review of his/her teaching and teaching-methodological work, based on self-assessment and student feedback**

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**2. A look back at creative and research activities, based on the internal information system and/or the Estonian Research Information System**

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**3. A look back at management and development activities, international mobility and professional development.**

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- 4. The requirements and criteria set out in the job description and in the “Conditions and procedures for recruitment for academic positions at the Academy”, the fulfilment of which requires attention in the period preceding the evaluation.**

- 5. Longer-term creative/scientific and pedagogical objectives**

- 6. Employee satisfaction with their job and career development. Other themes and suggestions.**

The completed form, approved by the interviewer and the employee, is sent to The Personnel Manager. Completed form shall be stored in the Human Resources programme and shall be available to the head of the relevant academic department as necessary, Rector, Vice Rectors and the Personnel Manager.