

APPROVED:

With Decision No 7.1 of the Council of the College
dated 16.02.2010

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Qualification requirements of the academic/research staff and the procedure for evaluation and selection thereof

I General Part

1. The qualification requirements, the evaluation and selection procedure of the academic/research staff (hereinafter *the procedure*) provides the qualification requirements, evaluation, selection and recruitment procedures for the lecturers, researchers and teachers (hereinafter *the lecturers*) of Tallinn Health Care College.
2. This procedure is based on the University Act, Professional Higher Education Institutions Act, Standards of Higher Education, Vocational Education Institutions Act, Statutes of Tallinn Health Care College, Framework Requirements for Teaching and Research Staff Evaluation, Teaching and Research Staff Evaluation, Framework Conditions in Institutions of Professional Higher Education and other legislation.

II Positions of the lecturers and the research staff

3. The positions of the teaching staff of Tallinn Health Care College are - **assistant professor, lecturer, assistant, teacher**, the position of the research staff is **research fellow**.
4. Lecturers are divided into **ordinary lecturers** and **visiting lecturers**.
5. An ordinary lecturer is **elected** for the position for up to five years or **is appointed to the position upon completion of evaluation** for up to three years.
6. **Without calling a competition** the position of a ordinary lecturer may for a limited time be filled with a person meeting the qualification requirements of a lecturer if:
 - 6.1. The competition for the selection of the lecturer has failed;
 - 6.2. The teaching post has become vacant prematurely;
 - 6.3. The position of an ordinary lecturer is filled by the appointment of a lecturer for up to three years.
7. Compliance of a lecturer with qualification requirements and periodic work performance is evaluated through **evaluation** of the lecturer.
8. The Rector has the right, without calling a competition, to appoint a person **as a visiting lecturer** for up to five years, including researchers or other outstanding creative persons or practitioners of their specialty:
 - 8.1. For teaching small volume profession specific subjects;
 - 8.2. To carry out specific development activity;
 - 8.3. Or to perform other functions arising from legislation.
9. The number of teaching posts of chairs is determined by the Rector with her or his decree.
10. Filling of the position of an ordinary lecturer or a research fellow **by way of competition and appointment for the position through evaluation** is announced by the **Rector** on

the proposal of the Vice Rector of Academics: if the position is vacant, if the employment contract concluded with the person working in the position shall expire in less than two months, or when a new position is created

III Qualification requirements and main tasks of ordinary lecturers and research staff

11. Assistant professor

- 11.1.** Assistant professor is a lecturer who heads his or her field of research and development, actively participates in research and development activities, carries out training and guides efficiently the students and the lecturers involved in these activities.
- 11.2.** The post of assistant professor requires a recognized expert in his or her profession with teaching skills and experience, including experience in supervising students, with at least 5 years of professional experience and with experience of research and development or other creative activities who has a scientific degree or equivalent qualification.

12. Lecturer

- 12.1.** A Lecturer is a faculty member who carries out studies, leads research and development projects or other creative activities and supervises students involved in these activities.
- 12.2.** The position of Lecturer requires a person with teaching skills and with experience in their profession, who has a Master's degree or equivalent qualification.
- 12.3.** The main tasks of a Lecturer are:
 - 12.3.1.** Supervision of student and teachers and carrying out the teaching process;
 - 12.3.2.** Management of teaching and supervision of the teaching staff involved in teaching the module/subject;
 - 12.3.3.** Management of supervision and of reviewing of the research work, course papers, graduation theses and other large-scale independent work of their field;
 - 12.3.4.** Development and project management;
 - 12.3.5.** Making presentations at conferences;
 - 12.3.6.** Writing professional articles;
 - 12.3.7.** Participation In faculty exchange programs as an exchange lecturer for at least two times during the election period and being a host teacher to the same extent;
 - 12.3.8.** Active pursuit of R & D funding opportunities nationally and internationally.
- 12.4.** A Lecturer is responsible for ensuring that in his or her field of study there are study aids and methodological materials and if necessary organizes the compilation thereof.
- 12.5.** A Lecturer is expected to look out for the welfare of their profession on a nationwide scale, including the care for the development of professional Estonian-language terminology.
- 12.6.** On the proposal of the Head of the Chair, the obligation of development work of a lecturer can be reduced at the expense of increasing the teaching load.
- 12.7.** The immediate administrator of the work of a Lecturer is the Head of the Chair.

13. Assistant

- 13.1.** An Assistant carries out training, supervises practical work and the internship and the graduation theses of students, is also involved in research and development or other creative activities.
- 13.2.** The post of an Assistant requires a person with professional work experience who has higher education or equivalent qualification.
- 13.3.** The main tasks of an Assistant are:
 - 13.3.1.** Carrying out teaching processes and supervision of students;
 - 13.3.2.** Preparation of teaching aids and methodological materials and other teaching and methodological work independently or under the supervision of a Lecturer;
 - 13.3.3.** Supervision and reviewing of research work, course papers, graduation theses and other large-scale independent work of their field;
 - 13.3.4.** Management of development and project management independently or under the supervision of a Lecturer;
 - 13.3.5.** Making presentations at conferences;
 - 13.3.6.** Writing professional articles;
 - 13.3.7.** Participation in faculty exchange programs as an exchange lecturer for at least once during the election period and being a host teacher to the same extent;
 - 13.3.8.** Active pursuit of development funding opportunities nationally and internationally.
- 13.4.** The Immediate administrator of the work of the Assistant is the Head of the Chair if the work organization in the chair does not provide otherwise.

14. Teacher

- 14.1.** A Teacher's main task is to conduct seminars, practical exercises and practical classes and fulfill other practical teaching tasks.
- 14.2.** The position of a Teacher requires a person who has higher education and work experience in the field being taught.
- 14.3.** The main tasks of the Teacher are:
 - 14.3.1.** Carrying out teaching processes and supervision of students;
 - 14.3.2.** Preparation of teaching aids and methodological materials and other teaching and methodological work independently or under the supervision of a lecturer/assistant;
 - 14.3.3.** Participation in faculty exchange programs as an exchange lecturer for at least once during the election period and being a host teacher to the same extent;
 - 14.3.4.** Participation in development activities and project work.
- 14.4.** The Immediate administrator of the work of the Teacher is the Head of the Chair unless the work organization in the chair provides otherwise.

15. Researcher

- 15.1.** A Researcher is a research fellow who participates in fulfilling of a research topic or research project, carries out studies, leads research and development projects or other creative activities, and supervises students involved in these activities.

- 15.2. The position of a Researcher requires a person with an Estonian Science degree or an equivalent foreign qualification. Previous teaching experience is desirable, including experience in supervising students in an institution of higher education.
- 15.3. A Researcher is obligated to carry out teaching, give lectures in her or his profession and supervise students.
- 15.4. A Researcher is a promoter of her or his profession.
- 15.5. A Researcher is engaged in development of knowledge and skills necessary for research. Participates in conferences and seminars and in professional organizational activities.
- 15.6. The immediate administrator of the work of a researcher is the Head of the Chair.

IV Qualification requirements for Visiting Lecturers

16. For the purpose of achieving objectives of the curriculum and the expected learning outcomes, the educational institution may involve in conducting the teaching process as Visiting Lecturers, scientists or other distinguished creative persons or outstanding practitioners of their profession.
17. Visiting Lecturers are qualified professional teaching staff, whose main function is to ensure that learners' knowledge and skills meet the required level in the agreed subjects and agreed volume.
18. The direct manager and the administrator of work of the Visiting Lecturer is the Head of the Chair/Department in which the learning takes place when the work organization of the Chair/department does not provide otherwise.

V. Requirements for the teaching staff teaching in the vocational education curricula

19. The teaching staff teaching in the vocational education curricula must have:
 - 19.1. Vocational pedagogical or other professional educational in the field of the curricula, taught in higher education and at least 3 years of professional experience on the vocation, profession or occupation, or;
 - 19.2. Higher or specialized secondary education in the field of the curricula, taught at least 3 - years of professional experience in the vocation, profession or occupation, taught and a completed a 320-hour course of vocational pedagogy, or;
 - 19.3. Higher or specialized secondary education in the field of the curricula, taught at least 3 years of professional experience and continuing professional work in the vocation, profession or occupation taught.
 - 19.4. Out of the vocational teachers teaching under a curriculum, at least 75% of the teachers must meet the requirements of section 14.2 or 14.3.

VI Evaluation of ordinary teaching staff

20. The Evaluation is a periodic assessment of the lecturer regarding his or her performance and the compliance of the qualification requirements set for the position. The purpose of the evaluation is in support of the lecturer's development and career opportunities and determination of suitability for the post.
21. An evaluation can be applied on the appointment to the position if the employee has worked in the same institution of higher education.

22. The proposal to the Rector for fulfilling vacant positions by way of the evaluation is made by the Vice Rector of Academic Affairs.
23. The Evaluation is carried out in the Institution of higher education once per calendar year - in April.
24. The evaluation is conducted by the evaluation committee set up to three years by the Decree of the Rector, with a minimum of three members, an alternate member and secretary. The committee is chaired by the Chairman appointed by the Rector. The Evaluation committee has the right to invite additional members with the required interests, including the direct manager of the person being evaluated.
25. The Chairman of the Committee shall determine the evaluation dates, times and locations and informs the faculty member thereof at least ten working days in advance.
26. The faculty member shall submit to the evaluation committee:
 - 26.1. self-evaluation (see paragraph 27),
 - 26.2. CV (in ETIS).
27. The direct manager of the person being evaluated shall submit his or her evaluation of the work performance of the employee of the previous election period.
28. The Evaluation is based on the qualification requirements set for the post proceeding the election period and on the tasks specified in the job description.
29. The evaluation decision is made by the evaluation committee taking into consideration:
 - 29.1. Compliance with the requirements for the position;
 - 29.2. Past performance of the person subject to evaluation.
30. The decision of the evaluation committee may be:
 - 30.1. To deem the faculty member/research staff suitable for the post;
 - 30.2. To deem the faculty members/research staff unsuitable for the post.
31. The person evaluated is entitled, during the evaluation process, to access the assessments made on her or him and to provide input.
32. The Evaluation Committee shall make a decision after examining the position of the subject for evaluation.
33. The evaluation decision should include a reasonable assessment of the qualifications and of the compliance or non compliance of the performance of the employee with the requirements of the position.
34. The employees have the right to challenge the evaluation decision according to procedures established in the institution of higher education or provided in legislation.

VII Competition of ordinary teaching staff

35. The vacant posts to be filled with an open competition (hereinafter *the competition*) for up to five years are announced by the rector of the institution of higher education.
36. The ordinary teaching staff of the College is elected by the Council of the College.
37. Upon ordinary or extraordinary cancellation of an employment contract, if necessary, the proposal of announcing a competition is made to the Rector within one month from the day of the position remaining vacant.

38. A participant in the competition (hereinafter *the candidate*) must have time for submission of an application of at least two weeks from the publication date of the contest.
39. The call for competition is published in one national newspaper, in the portal www.cvkeskus.ee and on the university website www.ttk.ee . The competition notice must contain the following information:
 - 39.1. The name and the address of the institution of higher education;
 - 39.2. The title of the position to be filled, the work load (full-time or part-time) and the employment contract period;
 - 39.3. Basic requirements set for a candidate;
 - 39.4. The application deadline;
 - 39.5. The list of documents required for setting ones candidature.

VIII Application process

40. The persons who meet the conditions set and whose documents necessary for setting their candidature are received by the deadline stated in the competition notice will be eligible to enter the competition.
41. The candidate shall submit to the institution of higher education for the date prescribed in the competition notice:
 - 41.1. Application to the Rector;
 - 41.2. CV with a list of publications over the past five years and the teaching performed over the past five years;
 - 41.3. Scientific or professional degree or a copy of the document certifying higher education;
 - 41.4. Other relevant materials at the discretion of the participant of the competition.
42. The institution of higher education has the right not to accept the documents that contain defective documents, informing the candidates thereof.
43. The documents submitted by the candidates are recorded in accordance with the management procedure of the institution of higher education.

IX Evaluation of candidates

44. For the purpose of evaluating the compliance of the candidates for the contest requirements, the Rector of the institution of higher education forms at least a three-member competition committee within five working days after the contest deadline. One of the members of the committee is the future head of the structure unit. The membership of the competition committee (the chairman and members) is confirmed by the Rector's decree.
45. The Human Resource Specialist shall forward the documents submitted by the candidates within two working days of the deadline of submission of documents to the Chairman of the Competition Committee.

46. The Competition Commission shall meet at the invitation of the Chairman within ten working days of the contest period, to review all applications received by the contest deadline. Having examined the materials submitted to the competition, the Competition Committee takes a position regarding the compliance of candidates with the terms of the competition and ranks the eligible candidates in order of preference.
47. The Competition Committee shall deliver their opinion on the eligible candidates to the Council of the College within two working days of making the decision.
48. The Council of the College calls the candidates presented by the Competition Commission to an interview and to a public lecture informing them thereof at least five working days in advance.
49. The Council of the College may exempt the candidate from holding a public lecture.
50. The candidate deemed eligible by the Competition Commission holds a public lecture (*Venia legendi*) or a sample lesson attended by the members of the Council of the College and students and if possible, lecturers of the College. The time and place of the lecture is announced on the College web site and by way of e-mail (mailing list, students).
51. The Student Council shall submit to the Rector their opinion of the lectures within three working days of the last sample lesson held. The opinion of the Student Council has a recommending nature for the Council of the College.

X Election

52. The Council of the College elects the faculty member by secret ballot within two weeks of the last public lecture. Prior to voting, the Rector shall read to the Council of the College the opinion of the Student Council of the lectures and presents the procedure of voting prescribed in this procedure.
53. When a member of the Council of the College runs for a position of teaching staff or research staff, he or she will not participate in the selection of this office.
54. In the secret voting bulletins shall be entered all the names of candidates submitted by the Competition Committee. The candidate who receives more than 50 percent of the votes of those present, will be elected for the position, while those present have no right to abstain from voting.
55. The Council of the College has a quorum for election of teaching staff if at least half of the members of the Council are present.
56. A member of the Council of the College can only vote in person, the right to vote cannot be transferred to another person.
57. When in the first ballot, no candidate has the required majority of votes; a second round of voting is organized on the same day between the two candidates receiving the most votes. For the position is elected the candidate receiving the most votes in the second ballot. In case of equal division of votes in the second round of voting the Chairperson of the Council of the College has the decisive vote, whereas the Chairman of the Council shall not be entitled to abstain from voting.
58. If the candidate was unable to hold a public lecture and has a good reason for that, the Council of the College makes a decision regarding the candidate on the basis of the documents submitted to the competition committee and of the interview held with the Council.

XI Formulation of contest results

59. Contest results will be formulated as a decision of the Council, stating:

- 59.1.** The Title of the position to be filled and the time of the employment contract;
- 59.2.** The place and time of the meeting of the Council of the College;
- 59.3.** The names of the people participating in the meeting of the Council of the College;
- 59.4.** The names of the participants in the competition and the topic and the form of the public lectures held by them;
- 59.5.** Secret voting results (in order of preference).

- 60.** The Rector of the institution of higher education shall notify in writing all of the candidates of the decision taken regarding her or him within five working days after making a decision by the Council of the institution of higher education.
- 61.** Participants of the competition will have the right within five working days after the election results are known to challenge the results, if she or she finds a breach of competition rules or of carrying out thereof. For that, a written appeal must be submitted to the Rector, to which the Rector is required to respond within five working days after receipt of the appeal.
- 62.** The Rector concludes, on the basis of election results after passing of the deadline specified in paragraph 61, an employment contract for the term established in the competition conditions with the elected person.
- 63.** In case of the resigning of the position by the lecturer elected, the next candidate in order of preference on the basis of the election results is deemed to be elected, a new competition is announced or the position of the ordinary teaching staff is filled with an appointment of an ordinary teaching staff member for up to three years.

XII Recruitment of a Visiting Lecturer

- 64.** For a Visiting Lecturer, the same requirements as an ordinary lecturer or research worker apply.
- 65.** A Visiting Lecturer will be recruited for up to five years:
 - 65.1.** For a position of an ordinary teaching staff or research staff to be filled by way of competition;
 - 65.2.** For performance of national programs;
 - 65.3.** For performance of other fixed-term tasks.
- 66.** The person applying for a position of a Visiting Lecturer or a Visiting Researcher shall submit to the institution of higher education to be registered:
 - 66.1.** An application to the Rector;
 - 66.2.** Curriculum vitae;
 - 66.3.** Scientific or professional degree or a copy of the document certifying higher education;
 - 66.4.** Other materials considered important by the applicant.
- 67.** An evaluation regarding the suitability of the applicant for the position shall be given to the Rector within ten calendar days from registration of the documents by the Vice Rector

of Academic Affairs and the Head of the structural unit of the vacant post. Evaluators have the right to make a proposal to the Rector or to arrange a public lecture for the applicant.

68. The Rector shall notify in writing the applicant of the position of the decision taken regarding her or him.

XIII Implementing Provisions

69. This procedure is administered by the Vice Rector of Academic Affairs.
70. This procedure shall take effect upon confirmation thereof by the Council of the College and remains in force for three years.
71. The employees, the students and the structural units of the institution of higher education have the right to initiate changes and additions of the procedure.
72. The changes and the additions are approved by the Council of the College, but not more frequently than once during the academic year.