

APPROVED
by the Council of the Tallinn Health Care College
Decision No 1.1 of January 14, 2015

**Conditions and Procedure
for the Attestation of the Teaching and Research Staff and Self Evaluation of
Vocational Education Teachers**

Approved pursuant to § 23² of the Institutions of Professional Higher Education Act, § 38 of the Vocational Educational Institutions Act and § 14 Clause 21 of the Statutes of Tallinn Health Care College.

1. The procedure for the attestation (*hereinafter the Procedure*) of the teaching and research staff (*hereinafter Higher Education (HE) teachers*) and the self evaluation of vocational education teachers provides the conditions and procedure for the attestation of the teaching and research staff and self evaluation of vocational education teachers of the Tallinn Health Care College (*hereinafter the College*).
2. Attestation of *H E teachers* is a periodic evaluation of the conformity of their performance and professional qualifications. The objective of attestation is to support the development and career opportunities of *H E teachers* and determining their suitability for the position.
3. The self evaluation of vocational education teachers is a periodic and systematic process, conducted regularly by the teacher of the vocation or a teacher working in vocational education, where the employee evaluates their regular activities, assesses the results and enhances them where needed.

Attestation of *H E Teachers*:

4. The attestation of *H E teachers* can either be on a regular or special basis.
5. Regular attestation takes place:
 - 5.1. One year before the termination of the employment contract for *H E teachers* with a fixed-term contract.
 - 5.2. Each third working year, from the time the contract was entered into, for *H E teachers* with a contract with indefinite duration.
6. Special attestation takes place:
 - 6.1. In the case of conditional attestation with a deadline for rectifying deficiencies;
 - 6.2. By request of the *H E teacher*;
 - 6.3. By a reasoned proposal from the immediate superior.
7. Regular attestation in *the College* takes place once every calendar year – in March/April. Special attestation is conducted based on the decision of the attestation committee.
8. If the *H E teacher* being attested has a child under 3 years of age and have therefore been on parental leave, the attestation can be postponed for the maximum of one year upon request by the employee. The *H E teacher* will have to submit their request to the Vice Rector of Academic Affairs who will then determine a new date for the attestation, considering the duration of the parental leave and pregnancy and maternal leave if the employee has used any.
9. If the *H E teacher* being attested is applying for another position in *the College* during the attestation and their nomination for the position is being considered, the attestation

will be postponed until a decision has been made on their new position. If the *H E teacher* is selected for the position, their previous attestation will not be conducted.

10. Attestation is conducted by an attestation committee. The committee and its chairman are appointed by the Rector, who also liable for determining there is no conflict of interests.

11. The attestation committee will inform the *H E teacher* of the time of the attestation and submission deadline of necessary documentation. Information about attestation is available both on *the College's* website and/or intraweb.

12. The fields of evaluation for the attestation of *H E teachers* include:

- 12.1. Studies;
- 12.2. Research and development;
- 12.3. Public activities;
- 12.4. Administrative work.

13. In evaluating the conformity of the *H E teacher's* performance and tasks, the attestation committee will act pursuant to the requirements implemented in *the College* and the following documents:

13.1. The yearly reports of the *H E teacher* in the Study Information System (ÖIS), submitted during the duration of a fixed term contract or during the last three years, including the current calendar year, for contracts with an unspecified term.

13.2. Students feedback on the *H E teacher* on their teaching and the subject during the duration of a fixed term contract or during the last three years, including the current calendar year, for contracts with an unspecified term.

13.3. The evaluation of the manager of a structural unit on results.

13.4. The *H E teacher's* information on the Research Information System (ETIS).

13.5. Information from the Study Information System (ÖIS) - syllabus, instructions, study programmes etc.

13.6. Other materials considered relevant by either the *H E teacher*, manager of the structural unit or the attestation committee, e.g. the *H E teacher's* evaluation of their own performance.

The attestation committee evaluates the compliance of the *H E teacher's* performance and qualification requirements and makes one of the following decisions:

14.1. The performance of *H E teacher* complies with the qualification requirements and assignments.

14.2. The performance of the *H E teacher* conditionally complies with the qualification requirements and assignments.

14.3. The performance of the member of the *H E teacher* is incompatible with the qualification requirements and assignments.

The decision and recommendations of the attestation committee are formalised in writing and communicated to the employee and the Rector.

The following decisions are made based on the decision and recommendations of the attestation committee:

16.1. If the performance of the *H E teacher* complies with the qualification requirements and assignments, the *H E teacher* will be attested.

16.2. If the *H E teacher's* performance complies conditionally with the requirements, the committee may provide the employee with a deadline for corrections and appoint a special attestation date.

16.3. If the performance of the *H E teacher* is incompatible with the qualification requirements and assignments, the attestation committee may propose the Rector to initiate an extraordinary cancellation of the employment contract.

16.4. If the *H E teacher's* qualification requirements and assignments are worth a special recognition, the committee may propose the Rector to recognise the employee according to the Procedure of Recognition of *the College*.

The *H E teacher* has the right to disagree with the decision of the attestation committee and to contest it within two weeks of receiving the decision. The employee must submit a complaint and additional documents, if needed, explaining the reasons they contest the decision. The Rector will make a decision regarding the complaint within a month of receipt.

Self Evaluation of Vocational Education Teachers

19. Self evaluation of vocational education teachers must be performed by all teachers of a vocation and lecturers teaching vocational education, whose workload per academic year is over 30 academic lessons.
20. Self evaluation is conducted once every academic year – in May.
21. During self evaluation, the teacher will prepare an evaluation report on a form provided for them.
22. Feedback for self evaluation report is given by the head of the relevant vocational education department.
23. Teachers of a vocation in the vocational education department are given feedback during their career review.
24. Teachers and lecturers working in vocational education on contracts on the basis of the law of obligations will receive feedback in writing.

Administrative Provisions

25. The Vice Rector of Academic Affairs manages the present Procedure.
26. *The Procedure* takes effect once approved by the Council of *the College* and is valid for three years.
27. Amendments and upgrades to *the Procedure* can be submitted by the members of *the College* and its structural units.
28. Amendments and upgrades are approved by the Council of *the College* once during an academic year.