ADOPTED by the Senate of the University of Tartu
Regulation no. 12 of 20 December 2013
(effective as of 20 December 2013)

AMENDED by the Senate of the University of Tartu
Regulation no. 14 of 19 December 2014
(effective as of 1 January 2015)

AMENDED by the Senate of the University of Tartu
Regulation no. 18 of 19 June 2015
(effective as of 19 June 2015; partially effective as
of 1 January 2016)

AMENDED by the Senate of the University of Tartu
Regulation no. 3 of 29 January 2016
(effective as of 29 January 2016)

AMENDED by the Senate of the University of Tartu
Regulation no. 9 of 15 December 2017
(effective as of 18 December 2017; partially
effective as of 1 January 2018)

AMENDED by the Senate of the University of Tartu
Regulation no. 4 of 26 April 2019
(effective as of 1 May 2019)

AMENDED by the Senate of the University of Tartu
Regulation no. 8 of 19 June 2020
(effective as of 1 January 2021)

AMENDED by the Senate of the University of Tartu
Regulation no. 2 of 30 April 2021
(effective as of 30 April 2021)

REGULATIONS FOR RECRUITMENT OF ACADEMIC STAFF
[effective as of 1 January 2021]

Adopted based on subsection 23 (4) of the University of Tartu Act, subsection 33 (6) of the Higher Education Act and clause 12 (2) 13 of the Statutes of the University of Tartu and pursuant to subsections 34 (1–3) and 34 (5) of the Higher Education Act and subsections 8 (1) and 8 (3) of the Organisation of Research and Development Act. [effective as of 1 January 2021]

1. The Regulations for Recruitment of Academic Staff (‘regulations’) lay down the recruitment of academic staff at the University of Tartu (‘university’) by public recruitment procedure, by non-public recruitment procedure, and by invitation of visiting staff. [effective as of 1 January 2021]

1. For the purposes of these regulations, a structural unit is an institute, a college and a non-faculty university institution. [effective as of 1 January 2016]

I. Creation of academic staff positions and recruitment [effective as of 1 January 2021]

2. The procedures for recruiting teaching and research staff are as follows:
2.1 ordinary academic staff are recruited by public recruitment procedure or by non-public recruitment procedure; [effective as of 1 January 2021]
2.2 visiting staff members are recruited by invitation. [effective as of 1 January 2021]

I.1. Creation of academic staff positions and recruitment by public and non-public recruitment procedure [effective as of 1 January 2021]

3. A position of ordinary academic staff is filled by public competition with equal conditions applying to all parties, except in cases specified in clauses 4 and 41. [effective as of 1 January 2021]

31. A public competition organised outside the university, the award of which includes funding for the research and development activities of a staff member during a research project, may be deemed equivalent to a public competition referred to in clause 3. Public recruitment procedures are also: [effective as of 1 January 2021]
   1) awarding of a personal research grant to the head of a research project;
   2) awarding of a research grant for a post-doctoral or top researcher or other researcher mobility programme;
   3) awarding of a European Union, European Union member state or third country’s other research grant.
   [effective as of 18 December 2017]

4. Non-public recruitment procedure (appointing an employee to a position) may be used to recruit ordinary academic staff for a fixed term of up to five years if: [effective as of 1 January 2021]
   4.1. recruitment to the same position by a public recruitment procedure has failed;
   4.2. the work of the position is temporary (fixed-term) by nature;
   4.3. the position has been filled for a fixed term shorter than five years pursuant to clauses 4.1 and 4.2 of these regulations and the same person’s employment contract is extended to a term not exceeding five years.
   [effective as of 1 January 2015]

41. Without announcing a competition, an academic staff member may be promoted to a higher position in the course of evaluation if the staff member has applied for it and, based on the assessment of the evaluation committee, meets the promotion requirements and faculty-based additional requirements for promotion as provided in the Job Descriptions of Academic Staff. A research fellow and a lecturer can be promoted to the position of associate professor, and an associate professor can be promoted to the position of professor. Upon promotion to the position of associate professor, based on the decision of the evaluation committee, a secret recommendation vote is held at the council of the structural unit and the promotion is decided by the faculty council. Upon promotion to the position of professor, a secret recommendation vote is held at the faculty council and the promotion is decided by the senate. [effective as of 30 April 2021]

5. An academic staff position is created, the type of recruitment procedure and the term of a temporary position are determined by the university officials as follows: [effective as of 1 January 2021]
   5.1. the position of professor – the rector, acting on a proposal of the council of a faculty or a non-faculty institution; [effective as of 1 January 2021]
   5.2. the position of associate professor – the dean, acting on a proposal of the head of an institute or by the director of a college, or the head of a non-faculty institution; [effective as of 1 January 2021]
   5.3. the position of lecturer, junior lecturer, teacher, research fellow or junior research fellow – the head of structural unit. [effective as of 1 January 2021]

6. The official who proposes the creation of and recruitment to a teaching or research position referred to in clauses 5.1 and 5.2 of these regulations includes with the proposal the justification
for the creation or recruitment, the corresponding job description and information on the availability of funding for the position. [effective as of 1 January 2016]

6. When a position of professor is created in the case referred to in clause 3 of these regulations, the head of structural unit assesses the candidate’s suitability for the position based on the requirements established for the position and such assessment is added to the materials presented to the faculty council. [effective as of 1 January 2021]

7. The university official deciding the creation of and recruitment to a teaching or research position referred to in clause 5.3 of these regulations bases his/her decision on the relevant job description and the availability of funding for the position.

8. [repealed as of 1 January 2015]

9. Human Resources Office notifies the head of structural units and the head of the dean’s office by 1 October and 1 March of employment contracts of academic staff which will expire within a year. [effective as of 1 January 2021]

I.2. Invitations to visiting staff [effective as of 1 January 2021]

10. Without announcing a public recruitment procedure, renowned researchers, creative artists or practitioners of their field may be invited for up to five years to conduct teaching and/or research in an academic position in visiting staff status. [effective as of 1 January 2021]

10. A person who has received the title of professor emeritus may be involved in the university’s activities as a visiting staff member. [effective as of 1 January 2021]

11. A person who does not fulfil all qualification requirements applicable to academic staff may be recruited in a visiting staff position. [effective as of 1 January 2021]

12. The decision to invite a visiting staff member to take up a position at the university is made by the rector acting on a proposal of the head of an institute or director of a college which has been endorsed by the dean, or on a proposal of the director of a non-faculty institution. The proposal must provide reasons for the invitation, describe the planned activities, and state the title of the position and the time limit for conferring the title. The proposal must include information on the educational qualifications and work experience of the person invited. [effective as of 1 January 2021]

13. Visiting staff members may be attributed the job title of visiting professor, visiting lecturer and visiting research fellow, depending on the nature of their prospective work, their educational qualifications and professional expertise and experience. A professor emeritus employed in a visiting staff position is called professor emeritus. [effective as of 1 January 2021]

14. A visiting staff member is invited to take up his/her position at the beginning of the semester, except when the planned activities need to be commenced at another time due to the requirements of the party funding the position or due to the need for the visiting staff member to apply for a work permit in Estonia. Depending on the nature of the member’s prospective work, the performance of that work may be formalised by an employment contract, authorisation agreement or contract for services. [effective as of 1 January 2021]

II. Announcing a public recruitment procedure

15. A public recruitment procedure is announced by the rector following a decision of the university official referred to in clause 5 above.

15. One public recruitment procedure may be announced for recruitment to several identical positions, relevant information is added to the announcement. In this case, one person can be elected to one position. [effective as of 29 January 2016]

16. The public recruitment procedure for the position of professor is announced at least eight months before the date on which the recruited employee is to commence work or before the
term of employment of the incumbent expires; in the case of recruitment to the position of associate professor, the period is at least five months, and for all other positions, at least three months. [effective as of 1 January 2021]

17. Human Resources Office is responsible for arranging the announcement of public recruitment procedures. Notices of public recruitment procedures are published at least one month before the application deadline on the university’s website and in other media outlets, if necessary. A notice includes the information required for recruitment to the position. [effective as of 1 January 2021]

17.1. [repealed as of 1 January 2021]

17.2. [repealed as of 1 January 2021]

17.3. [repealed as of 1 January 2021]

17.4. [repealed as of 1 January 2021]

17.5. [repealed as of 1 January 2021]

III. Procedure for submission of applications

18. Regardless of the type of recruitment procedure (public or non-public), candidates are required to submit the following documents:

18.1. an application addressed to the rector;

18.2. a CV containing the information listed in Annex 1;

18.3. a list of research publications;

18.4. a copy of a document (including its annexes) that shows the candidate to hold the required qualification. A candidate can be required to submit the original or a certified copy of the document (including its annexes) showing the candidate to hold the required qualification. If the candidate has acquired the higher education in question abroad, he/she may be required to submit an assessment issued by the Academic Recognition Information Centre (the Estonian ENIC/NARIC) of his/her qualification in respect of the qualification requirements for the position;

18.5. other materials that the candidate considers relevant.

18. If a candidate has, in the meaning of clause 31 of these regulations, successfully completed a public recruitment procedure organised by the party funding the position, the candidate does not have to submit application documents listed in clauses 18.2-18.5 of these regulations, if the candidate has submitted such documents to the party funding the position and the university has access to the documents. [effective as of 1 January 2021]

18.2. [repealed as of 1 January 2021]

19. When submitting a CV in the established format, a candidate may, instead of listing the required information regarding his/her prior teaching and research and development work in the CV, permit the university to obtain this information from databases the university has access to. The candidate must indicate in the CV precisely which required information the university is authorised to obtain from such databases.

20. Candidates for the position of professor or associate professor must, in addition to documents listed in clause 18 above, present a statement not exceeding 1,500 words of the aims to be achieved within the next five years, and an outline of an action plan for achieving these. [effective as of 1 January 2021]

21. Candidates for the position of professor and associate professor are recommended to add, at the end of their CV, the names of at least two people who can be contacted for information regarding the candidate’s work. [effective as of 1 January 2021]

22. Application documents must be in Estonian. As an exception,

1. the application documents of candidates to the position of professor or associate professor must be submitted in Estonian and in English; [effective as of 1 January 2021]

2. [repealed as of 1 January 2021]
3. if candidates are not expected to know the Estonian language, the application documents may be in English only.

23. In the case of recruitment by public recruitment procedure, application documents must be submitted to Human Resources Office who, depending on the position, sends them to the dean or the head of structural unit or a person appointed by them. [effective as of 1 January 2021]

24. In the case of recruitment by non-public recruitment procedure, application documents must be submitted to the dean or the head of a structural unit or a person appointed by them, who sends them to evaluators in accordance with the provisions set out in Chapter 4 of these regulations. [effective as of 1 January 2021]

25. If the candidate’s educational qualifications fail to meet the requirements established for the position or the candidate lacks the required language skills, the candidate’s documents are not sent for assessment. If the candidate has not submitted all the required application documents specified in the recruitment announcement, the candidate’s documents are not sent for assessment. If the candidate has not rectified deficiencies within the given period, the candidate’s documents are not sent for assessment. The head of Human Resources Office ensures the notification of the candidate of removal from the recruitment procedure. If a candidate to the position of professor or associate professor fails to meet other terms of the recruitment procedure, the dean or director of a non-faculty institution may make a proposal to the rector to remove the candidate from the list of candidates, and the rector will decide on the removal of the candidate. The head of structural unit notifies the candidate of removal from the recruitment procedure. [effective as of 1 January 2021]

IV. Assessment of candidates

26. Candidates’ compliance with the requirements of the position is assessed based on the Job Descriptions of Academic Staff, approved by the senate regulation, and the terms and conditions set out in the recruitment announcement. Depending on the position, the assessment is arranged by the dean or the head of a structural unit. [effective as of 1 January 2018]

26¹. For assessment of candidates to the position of professor, the rector, acting on a proposal of the dean or director of non-faculty institution, may form a committee of at least three members to evaluate the candidates and select the best candidates whose application documents are sent to the experts. The candidates whose application documents are not sent to the experts are removed from the recruitment procedure by the decision of the committee. [effective as of 1 January 2021]

27. [repealed as of 1 January 2015]

28. Candidates for the position of professor are evaluated by at least three experts from outside Estonia. The experts are appointed by the rector, acting on a proposal of the dean or the director of a non-faculty institution. The experts are remunerated for their work. [effective as of 1 January 2021]

29. Candidates for the position of associate professor are evaluated by at least three experts, of whom at least two are from outside the university, and of the two, at least one is from outside Estonia. The experts are appointed by the dean on the proposal of the head of an institute or director of a college or the director of a non-faculty institution. [effective as of 1 January 2021]

30. Appointments of experts must be made such that conflicts of interest are avoided.

31. The dean or the director of a non-faculty institution organises the sending of the application documents of a professor to experts. The head of a structural unit organises the sending of the application documents of an associate professor to experts. The dean or the head of a structural unit determines the time limit for submitting their assessments, keeping in mind that the election must take place at least one month before the date on which the position must be filled.
32. [repealed as of 18 December 2017]

33. An expert assesses the compliance of candidates with the job requirements and submits an assessment and the ranking of candidates who comply with the requirements, in the case of the position of professor, to the dean or the director of non-faculty institution and, in the case of the position of associate professor, to the head of structural unit. [effective as of 1 January 2021]

34. If a candidate for the position of professor or associate professor fails to meet the position requirements in the opinion of at least two experts, the dean or director of non-faculty institution makes a proposal to the rector to remove the candidate from the list of candidates, and the rector decides whether to remove the candidate. [effective as of 1 January 2021]

341. A candidate for the position of professor and associate professor who has not worked as a professor, associate professor or senior research fellow at the University of Tartu before may be required to deliver a public lecture (venia legendi lecture) or present a video thereof. A candidate who has previously worked as a professor or associate professor at the University of Tartu may be required to deliver a public presentation of the results of teaching and research and development or creative activities in the last five years. The dean decides whether to require a venia legendi lecture or public presentation. [effective as of 1 January 2021]

35. To assess candidates for the position of professor, the dean or the director of non-faculty institution arranges a secret recommendation vote in the faculty council or the council of the non-faculty institution. Before the recommendation vote, the faculty council hears the opinion of the council of the institute or the college, as well as the opinion of the programme director(s) who manage the curriculum according to which the candidate is teaching, unless the programme director(s) are members of the council of the institute or college. [effective as of 1 January 2021]

351. The council of the institute or college submits an opinion on the candidates to the position of associate professor to the faculty council. [effective as of 1 January 2021]

36. In the case of candidates for the position of professor, the dean or the director of non-faculty institution draws up a report on the basis of the assessment of the experts and the results of the secret recommendation vote of the faculty council or non-faculty institution council and presents the report together with the application documents to the senate. [effective as of 1 January 2016]

37. Candidates for the position of lecturer are evaluated by the head of an institute or director of college or person(s) appointed by them. Candidates for the position of junior lecturer, teacher, research fellow and junior research fellow are evaluated by the prospective immediate supervisor. The opinion is submitted keeping in mind that elections to the position must take place at least a month before the elected candidate is to assume the duties of the position. [effective as of 1 January 2021]

38. If the prospective immediate supervisor considers that a candidate for the position of junior lecturer, teacher, research fellow or junior research fellow fails to meet the requirements of the respective position, an opinion as to whether the candidate meets those requirements is issued by the head of a structural unit. [effective as of 1 January 2021]

381. If the head of an institute or director of a college considers that a candidate for the position of a lecturer, junior lecturer, teacher, research fellow and junior research fellow fails to meet the requirements of the position, he/she makes a proposal to the dean to remove the candidate from the list of candidates, and the dean decides whether to remove the candidate. In the case of non-faculty institutions, the removal of the candidate is decided by the director of the non-faculty institution. [effective as of 1 January 2021]

39. If a candidate has, in the meaning of clause 31 of these regulations, successfully passed a public
recruitment procedure organised by the party who funds the position, and the requirements in the public recruitment procedure were similar to those established for holders of the position in the university, the candidate is not required to undergo an assessment. [effective as of 1 January 2021]

39. [repealed as of 18 December 2017]

40. If a candidate who applies for an academic staff position in a non-public recruitment procedure already holds an academic staff position to which the candidate has been recruited by a public recruitment procedure, and the requirements of which are the same or more stringent than the requirements for the applied position, and less than a year has passed since the candidate assumed the position to which he/she was recruited by the public recruitment procedure, the candidate is not required to undergo an assessment. [effective as of 1 January 2021]

41. If the term of the employment contract of the employee appointed to the position is extended pursuant to clause 4.3 of these regulations, the candidate is not required to undergo an assessment. [effective as of 1 January 2015]

42. If a person has himself or herself applied for a position whose assessment he/she would normally be expected to arrange, the corresponding duties are performed as follows: duties of the dean or the director of a non-faculty institution person are performed by an employee appointed by the rector; the duties of the head of an institute or director of a college are performed by a person appointed by the dean and the duties of the prospective immediate supervisor are performed by a person appointed by the head of a structural unit. [effective as of 1 January 2016]

V. Elections and challenges to election results

43. Except in the case described in clause 44 below, elections to teaching and research staff positions filled by public or non-public recruitment procedure are held as follows:

43.1. professors are elected in the senate. Before the election, the senate hears the opinion of the faculty council and the academic committee regarding the candidates; [effective as of 1 January 2021]

43.2. associate professors are elected in the faculty council; [effective as of 1 January 2021]

43.3. lecturers, junior lecturers, teachers, research fellows and junior research fellows are elected in the council of structural unit unless the statutes of the structural unit stipulates otherwise. [effective as of 1 January 2021]

43. A programme director may attend, with the right to speak, the meeting of the council of the faculty, institute or college where candidates are elected to the position of associate professor and lecturer. The programme director may also present a written opinion to the dean or the head of structural unit. [effective as of 1 January 2021]

44. The election procedure described in clause 43 above is not required if the term of the employment contract of employee appointed to the position is extended pursuant to clause 4.3 of these regulations – the election is replaced by the decision of the official referred to in clause 5 of these regulations on extending the employment contract of the employee appointed to the position. [effective as of 1 January 2015]

44.1. [repealed as of 1 January 2015]

44.2. [repealed as of 1 January 2015]

45. Academic staff are elected and the endorsement of candidates for the position of professor is held by secret vote pursuant to the procedure established by the senate. [effective as of 1 January 2021]

46. If there are several candidates for a position, the decision-making body referred to in clauses 43.1–43.3 draws up a ranking of the candidates.

47. Candidates are notified of election results within two weeks following the election. Candidates for the position of professor are notified by the academic secretary, candidates for other
positions are notified by the head of structural unit or a person appointed by him/her. [effective as of 1 January 2021]

48. If a candidate finds that an infringement of the requirements of the public recruitment procedure, the assessment or election procedure has taken place, the candidate may contest the results of the election within a two-week period following the notification of its results. Candidates for the position of professor must submit the appeal via the rector to the senate and the appeal is dealt with pursuant to regulations governing the work of the senate as a matter tabled for discussion in the senate. Candidates for other positions must submit the appeal to the rector. The rector makes a decision on the appeal within one month of receiving the appeal. [effective as of 1 January 2021]

49. If upon a consideration of the appeal it is concluded that the requirements of the public recruitment procedure or of the assessment or election procedure have been infringed, but the infringement had no effect on the result of the election, the result in question is upheld.

50. If upon a consideration of the appeal, it is concluded that the requirements of the public recruitment procedure or of the assessment or election procedure have been infringed, and that the infringement had an effect on the result of the election, the result is declared invalid. In the case of elections to the position of professor, the instrument to declare the election result invalid is executed by the senate, in the case of elections to any other position, by the rector. [effective as of 1 January 2021]

50¹. Candidates are notified of the decision to declare the results of the election invalid within two weeks of the date the senate’s resolution or the rector’s directive comes into effect. The candidates to the position of professor are notified by the academic secretary; the candidates to other positions are informed by the head of structural unit or a person appointed by him/her. [effective as of 1 January 2021]

VI. Formalisation of employment

51. The university concludes an employment contract with the elected candidate after the time-limit for contesting the result of the election (established in clause 48 above) has elapsed. In the case described in clause 39 above, the employment contract is concluded for a term covering the entire period of funding, provided this does not contravene the requirements established by Estonian legislation governing the employment of academic staff. [effective as of 1 January 2021]

52. In the case that the elected candidate declines to execute an employment contract with the university or, within one month following the candidate’s notification of the results of the election, the agreement fails to be reached between the candidate and the head of the unit charged with negotiating the terms of the candidate’s employment, the head of the unit may, having obtained the approval of the university official authorised to decide the creation of the position in question and the start of recruitment to that position, open employment negotiations with the person who placed next in the rank list of election results.

53. A person employed in the position of professor in a university for the first time is required to give a public lecture (the inaugural lecture) during his/her first year as professor at the university. The public lecture is arranged by the head of structural unit in cooperation with the Rector’s Strategy Office. [effective as of 1 January 2021]

VII. Implementing provisions

54. [repealed as of 1 January 2015]

55. [repealed as of 1 January 2015]

55¹. Visiting associate professors who started work under a fixed-term employment contract before 1 January 2021 may work in the position of visiting associate professor until the expiry of the
employment contract. [effective as of 1 January 2021]

56. The Regulations for Recruitment of Teaching and Research Staff adopted by the Council of the University of Tartu Regulation no. 13 of 24 September 2010 and amended by the Council of the University of Tartu Regulation no. 4 of 22 February 2011 and by the Council of the University of Tartu Regulation no. 19 of 16 December 2011 and by the Senate of the University of Tartu Regulation no. 14 of 15 June 2012, the Senate of the University of Tartu Regulation no. 18 of 28 September 2012 and the Senate of the University of Tartu Regulation no. 10 of 25 October 2013 are repealed.
Curriculum vitae

I. General information
1. Name
2. Citizenship
3. Contact information: telephone, email address
4. Education (educational institution, level of education, specialisation, date of graduation, topic and supervisor of thesis) [effective as of 30 April 2021]
5. Language skills
6. Work experience, including current position

II. Teaching and activities related to the administration and development of teaching
7. Information regarding teaching work carried out at universities (a list of courses, including new courses and continuing education courses, the workload involved, the number of students who took the courses, information on student feedback, creation of teaching aids, including e-courses) during the last five years.
8. Supervision. The number of students supervised, a list of supervised students who have defended their theses (for candidates to the position of professor and associate professor, primarily master’s and doctoral students). [effective as of 30 April 2021]
9. Activities related to the administration and development of teaching (design and development of syllabi and curricula, participation in the admission of new students, participation in assessment committees, etc.).
10. Other activities in support of teaching.

III. Research and development and creative activities
11. Main fields of research. For each field, the candidate should submit a short overview of research results, with reference to respective items in the list of publications. If a publication has co-authors, the candidate should specify his/her contribution to the publication.
12. The total number of academic publications and the number of publications during the past five years.
13. A list of major publications; in creative arts, a list of creative work. It is advisable (required in the case of candidates for the position of professor and associate professor) to add such publications (a link or a file) electronically to the application documents. [effective as of 30 April 2021]
14. Research grants and contracts awarded to the candidate (programme or project, source of funding, amount of funding, project start and end, role of the candidate).
15. Acting as an opponent to doctoral theses.
16. Experience in the application and popularisation of theoretical knowledge, e.g. creating know-how with commercial potential, patent authorship, participation in creating innovative solutions, participation in conducting applied research and analysis.
17. Participation in the work of the international community in the specialisation (e.g. participation in the work of scientific organisations and professional associations, participation in the editorial panels of scientific publications, series, books, etc., compiling and editing of scientific publications, organising research conferences etc., organising presentations of creative work, development and administration of databases, science collections and other science infrastructure).
18. Other activities to support research and development and creative work.

IV. Participation in the governance and institutional development of the university
19. Performance of managerial tasks (team or project management).
20. Other activities related to the governance and institutional development of the university.

V. Public and social activities
21. Participation in the activities related to the promotion and application of the specialisation at the institutional, national or international level.
22. Other public and social activities.

VI. Professional development
23. Professional development in the specialisation, incl. traineeship with enterprises and institutions.
24. Professional development to enhance teaching and supervising skills.
25. Professional development to enhance management skills.
26. Other professional development.

VII. Professional recognition and awards