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(Minutes No. 1-4/1)*

## **Estonian Aviation Academy Statutes of the Teaching Staff**

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## **1. General Provisions**

1.1. The present Statutes define the persons who shall be considered the teaching staff members of Estonian Aviation Academy (hereinafter *the Academy*) pursuant to the *Institutions of Professional Higher Education Act* § 23 section 1 and the *Statutes of the Estonian Aviation Academy* § 26, their qualification requirements, their status at the Academy, their job assignments and the basis for calculating their work load.

1.2. The following persons carrying out teaching at the Academy shall be considered the teaching staff members belonging to the Academy membership:

- a) persons working at the Academy under an employment contract as teaching staff members (holding the position of either a professor, a senior lecturer, a lecturer, an assistant or an instructor);
- b) persons holding the position other than that of a teaching staff member's at the Academy under the employment contract, who carry out teaching within the volume of 3 ECTS credits as a minimum during the current academic year;
- c) persons carrying out teaching under the contract under the law of obligations within the volume of at least 3 ECTS credits during the current academic year (contract teaching staff members).

1.3. In creating a position of a teaching staff member the Academy shall, first and foremost, proceed from the goals of the curriculum.

1.4. The Academy shall avoid electing or inviting a person to the position of a teaching staff member, if an appeal about the respective teaching staff member on their unsuitability to teach the subject has been previously lodged with the Rector by the students, or the person has recurrently received evaluation significantly below average from the students. It is also taken into account, if the person has broken the code of ethics of Estonian scientists or the code of ethics of their professional field.

1.5. When electing or inviting a teaching staff member, the Academy shall consider it essential that they know the latest teaching/learning aids and teaching methods, has created and/or compiled teaching/learning aids, methodological materials and is ready to advance the teaching methods of their speciality.

1.6. A teaching staff member shall actively hone the skills and knowledge necessary for teaching, research and/or creative activities. The resources for professional development (financial resources incl.) shall be provided by the Academy in agreement with the immediate superior.

## **2. Regular teaching staff**

### **2.1. General provisions**

2.1.1. A regular teaching staff member is a person working in the position of a teaching staff member under the employment contract, whose qualification meets the requirements set for the respective position.

2.1.2. The data on a regular teaching staff member shall be entered into the teaching staff register of Estonian Educational Information System (hereinafter *EEIS*).

## **2.2. Positions of the regular teaching staff, their qualification requirements and organisation of work**

The positions of the regular teaching staff shall be a professor, a senior lecturer, a lecturer, an assistant and an instructor.

### **2.2.1. Professor**

2.2.1.1. A professor is a leading teaching staff member of their professional field participating in international level research and development activities or in other creative activities, who organises and carries out teaching, leads research and development activities or other creative activities, and successfully supervises the students, the teaching and research staff involved in the above mentioned activities.

2.2.1.2. A renowned specialist of their field having pedagogical skills and experience, including experience in supervising students, and having a minimum of a five-year experience in research and development or in other creative activities, and holding the doctor's degree or the qualification equal hereto shall meet the requirements set for the professor's position.

2.2.1.3. The experience of carrying out teaching at a higher education institution, including the successful supervision of Master students shall be the prerequisite for qualifying for the competition for the professor's position for the first time.

2.2.1.4. The person holding the professor's position shall be required to continuously participate in international level research, creative and development activities, and have publications on research carried out in the last five years entered into Estonian Research Information System (hereinafter *ERIS*).

2.2.1.5. A professor must be competent to organise the teaching of their speciality, and take steps to ensure that there shall be possible candidates to fill in specialist academic positions in the future.

2.2.1.6. A professor shall be able to lead research and development activities in their subject area, and seek funding for these activities. A professor shall bear the responsibility for perfecting the teaching methods, for developing and advancing of the curricula of their subject area. A professor shall supervise the teaching staff engaged in teaching the subject(s) of their area.

2.2.1.7. The expert evaluation board established to assess the qualification of the candidates for the professor's position shall comprise at least one member from outside the Academy who meets the requirements for a professor's position.

2.2.1.8. The immediate supervisor of a professor's work is the head of the respective structural unit, if not foreseen otherwise by organisation of work.

### **2.2.2. Senior Lecturer**

2.2.2.1. A senior lecturer is a teaching staff member actively participating in research and development or other creative activities, who can supervise research and development or other creative activities in their professional field. A senior lecturer shall carry out teaching, and shall successfully supervise the students and the teaching staff engaged in the above mentioned activities.

2.2.2.2. A renowned specialist in their professional field having pedagogical skills and experience, including the experience of supervising students, and a minimum of five-year-

experience of working in their professional field, in research and development or other creative activities, and holding a research degree or the qualification equal hereto shall meet the qualification requirements set for the position of a senior lecturer.

2.2.2.3. The experience of teaching at a higher education institution and successful supervision of students, Master students included, shall be a prerequisite for qualifying for the position for the first time.

2.2.2.4. A person holding the position of a senior lecturer shall be required to continuously be active in nationally and internationally recognised research and/or other creative activities during the previous five years.

2.2.2.5. A senior lecturer shall be competent to carry out teaching at all higher education levels. Successful supervision of students shall be a significant factor indicating the senior lecturer's work performance. A senior lecturer shall take care of advancing the teaching methods of their subject area, and participate in the development activities of their speciality.

2.2.2.6. A senior lecturer shall be competent to supervise the research work of the teaching staff in lower positions, and efficient in initiating and fulfilling research and development projects.

2.2.2.7. The head of the respective structural unit shall be the immediate supervisor of a senior lecturer, if not foreseen otherwise by the organisation of work at the Academy or in the respective structural unit.

### **2.2.3. Lecturer**

2.2.3.1. A lecturer is a teaching staff member who shall carry out teaching, and supervise research and development projects or other creative activities, shall participate in the above mentioned activities and supervise the students engaged in these activities.

2.2.3.2. A person having pedagogical skills and work experience in their professional field holding a Master's degree or the qualification hereto as a minimum shall meet the requirements set for the position of lecturer.

2.2.3.3. The experience of teaching at a higher education institution, supervision of students included, shall be a recommended prerequisite for standing for the position for the first time.

2.2.3.4. A lecturer may carry out teaching at the first two levels of higher education, delivery of lectures, administering examinations and preliminary examinations, supervision of professional higher education and Master's students included.

2.2.3.5. As a rule a lecturer shall carry out development or research projects or part(s) of it.

2.2.3.6. The head of the respective structural unit shall be the immediate supervisor of a lecturer, if not foreseen otherwise by the work organisation of the Academy.

### **2.2.4. Assistant**

2.2.4.1. An assistant shall carry out teaching, supervise practical work, practical training and students' graduation theses, and participate in research and development activities or in other creative activities.

2.2.4.2. A person having work experience in their professional field and holding a minimum of a Bachelor's Degree or Diploma certifying the completion of a professional higher education curriculum or the qualification equal thereto shall meet the qualification requirements set for the position of an assistant.

2.2.4.3. An assistant may teach at the first two levels of higher education. An assistant shall have the right to administer examinations and preliminary examinations in their subject.

2.2.4.4. An assistant shall participate in research and development work under supervision.

2.2.4.5. The immediate supervisor of an assistant shall be the head of the respective structural unit, if not foreseen otherwise by the work organisation of the Academy.

### **2.2.5. Instructor**

2.2.5.1. An instructor shall carry out teaching, seminars, practical training, practice sessions and perform other teaching activities of practical nature.

2.2.5.2. A person having the education meeting the qualification requirements set for the teacher of specialist subjects as established by the manual/exposition of the training organisation shall meet the requirements for the position of an instructor.

2.2.5.3. An instructor may carry out teaching at the first two levels of higher education. An instructor shall have the right to administer examinations and preliminary examinations.

2.2.5.4. An instructor may be engaged in development and implementation projects.

2.2.5.5. The immediate supervisor of an instructor shall be the head of the respective structural unit, if not foreseen otherwise by the work organisation of the Academy.

### **2.3. Filling the positions of the regular teaching staff**

2.3.1. The position of a regular teaching staff member shall be filled by way of competition or by appointing the person to the position without prior competition.

2.3.2. The regular teaching staff member shall be elected by way of competition pursuant to the procedure approved by the Academy Council.

2.3.3. Without announcing the competition the position of a regular teaching staff member or research fellow may be filled for a specified term with the person meeting the qualification requirements set on the position and sign the contract of specified term in the cases when:

- a) the competition for the vacancy has failed;
- b) the work assignments of the specific position are of temporary nature.

### **2.4. Legal status of the regular teaching staff**

2.4.1. The employment relationship between a regular teaching staff member and the Academy shall rely on the *Employment Contracts Act*.

2.4.2. The Academy shall conclude an employment contract with a teaching staff member for an unspecified term.

2.4.3. The salary of a regular teaching staff member shall be agreed upon in the employment contract proceeding from the Academy Salary Rules.

## **2.5. Job assignments of the regular teaching staff**

2.5.1. The main job assignments of the teaching staff are:

- a) teaching activities (teaching and the relating work on teaching methods and other development activities);
- b) development and other creative activities;
- c) professional development and development of the organisation.

An increased volume of activities in one of the areas of work may compensate for the decreased volume in other areas of work.

2.5.2. Teaching activities shall include:

- a) contact teaching, in-service training courses and Open Studies included (lectures, seminars, practical sessions, laboratory work, training sessions, individual instruction or consultation taking place in the learning environment (e-learning incl.) where both the student and the teaching staff member are present);
- b) supervision of students' practical training;
- c) supervision, consulting and reviewing of students theses;
- d) administration of examinations and preliminary examinations, participation in the work of admission boards and defence panels etc;
- e) other activities related to carrying out the teaching process.

2.5.3. Work on teaching methods and the related development activities shall include:

- a) preparation for contact teaching;
- b) check up and assessment of students work (current check up of work; review of reports on practical training);
- c) creation and/or compiling of teaching/learning materials and methodological aids;
- d) selection of appropriate textbooks; development of laboratories;
- e) development of subject syllabi, participation in the development of continuing education programmes and curricula;
- f) preparation and organisation of students practical training;
- g) participation in the work of the Curriculum Council;
- h) application of new teaching methods, development of e-learning courses incl.;
- i) other activities related to preparation for teaching and raising its standard.

2.5.4. Development and other creative activities shall include:

- a) applied research supporting the Academy goals;
- b) publication of the results of research and development in print, and as presentations at conferences (technologies developed, patents, etc incl.);
- c) seeking resources for development activities (research and development grants, contracts, etc);
- d) participation in cooperation and development projects;

- e) reviewing of research articles;
- f) dissemination of the results of research and development activities through practical consultations and contracts;
- g) development of new curricula and programmes;
- h) participation in the work of scientific organisations (networks);
- i) participation in the work of academic and administrative bodies and boards, and in expert evaluation teams outside of the Academy;
- j) other activities related to research and/or development agreed upon in the employment contract or individual job description.

2.5.5. Professional development and development of the organisation may include:

- a) professional development (first and foremost developing the skills and knowledge needed in teaching and development activities, teaching competence incl.);
- b) popularization of one's speciality (professional field) and the promotion of the Academy;
- c) participation in the work of the Academy Council and in other collegiate advisory and decision-making bodies and boards;
- d) fulfilling the tasks related to the management of the Academy structural unit;
- e) participation in drawing up legal acts;
- f) support for the students' admission process;
- g) other activities supporting the Academy goals agreed upon in the employment contract or individual job description.

## **2.6. Duties of the teaching staff and the basis for calculating their workload**

2.6.1. A teaching staff member shall carry out teaching within their sphere of competence in all of the curricula of the Academy. Teaching activities carried out in the curricula under the administration of other structural units shall be coordinated between the teaching staff member, the Head of their structural unit and the Head of the structural unit administering the respective curriculum.

2.6.2. The calculated annual average workload of 1,600 hours shall be taken as the basis for calculating the teaching staff member's individual workload, and for dividing the workload between different job assignments.

2.6.3. Every academic year a spreadsheet shall be drawn up on the work load of all the teaching staff members and administrative employees with teaching assignment.

2.6.4. The deadlines for drawing up the spreadsheet on work load are as follows:

- 1) the spreadsheet on the work load for the spring term of the current academic year shall be drawn up by 1 December at the latest;
- 2) the spreadsheet on the work load for the autumn term of the next academic year shall be drawn up by 1 May at the latest.

The spreadsheets on work load shall be drawn up by the heads of structural units in cooperation with the teaching staff members of their department, and if needed, with the heads of other structural units.

2.6.5. The division of the regular teaching staff member's job assignments, the standard load of contact teaching and supervision of practical training per position shall be established in Appendix 1 to the present Statutes.

2.6.6. The teaching staff member's workload and division of their job assignments shall be established in the employment contract and individual job description by the head of the respective structural unit and/or by the immediate supervisor. As a rule, the standard load of contact teaching and supervision of practical training shall be taken as the basis for determining the particular teaching staff member's workload. The contact teaching load may vary from semester to semester.

2.6.7. The teaching load per academic year in academic hours serves as the basis for calculating a teaching staff member's load of contact teaching and supervision of practical training.

2.6.8. The overall amount of work done for teaching the subjects fixed for the current academic year shall be taken as the total load of contact teaching and supervision of practical training. In addition to the standard load of contact teaching and supervision of practical training, the regular teaching staff member shall fulfil other job assignments dealt with in clause 2.5.2 (teaching activities), clause 2.5.3 (work on teaching methods), clause 2.5.4 (development and other creative activities) and clause 2.5.5 (professional development and development of organisation) of the present Statutes. The total of all the job assignments shall be considered when calculating a person's real workload in relation to the workload (standard working time) established in the employment contract. A bigger volume of activities in one of the cluster of assignments shall compensate for a lower volume in another cluster.

2.6.9. Contact teaching must take place within the volume as established by the curriculum. The content of the subject course must conform to the subject syllabus. The teaching staff member shall enter the syllabus into the SIS themselves, or shall present their subject syllabus to the structural unit administering the curriculum, who shall forward the coordinated syllabi to the Studies Department prior to the opening of the registration for the specific subject. The subject syllabi for foreign languages shall be presented to the Head of the Language Centre for coordination who shall forward these to the Studies Department thereafter.

2.6.10. The teaching staff member shall ensure the availability of necessary study aids for the students.

2.6.11. The teaching staff member shall conduct teaching as fixed in the timetable drawn up by the respective structural unit. The head of the structural unit administering the respective curriculum shall monitor the teaching process.

2.6.12. In the case of teaching pursuant to the requirements set by the manual of a training organisation the teaching staff member shall record the conducted classes in the record book entering the date, participants, topics covered and the number of classes.

2.6.13. On completion of the subject course the teaching staff member shall enter the results of the examination or preliminary examination into SIS within ten working days from the date of the final assessment or submission of the record on practical training at the

latest. As an exception, in agreement with the Studies Department the accountable teaching staff member shall have the right to get some extra time for entering the academic results.

2.6.14. The teaching staff member and/or the Academy must inform the student of the results of their paper/thesis, preliminary examination or examination in such a form and manner that would enable only the respective student to identify their results.

2.6.15. On the student's request the teaching staff member must substantiate and comment on the result of the student's thesis, examination or preliminary examination.

2.6.16. The Academy may decrease the volume of teaching and development work of the teaching staff performing administrative tasks. The respective agreement shall be coordinated with the head of the structural unit and fixed in the employment contract or individual job description.

2.6.17. The teaching staff member shall prudently use the Academy's property, shall expediently and sustainably use the finances and material assets at their disposal.

2.6.18. By December 15 of every year the regular teaching staff member or the administrative employee with teaching assignment shall present their work report on fulfilling the tasks / report on annual appraisal (the form presented in Annex 2 to the present Statutes) to their immediate supervisor. Report on work / annual appraisal shall serve as the basis for annual appraisal and the performance shall be evaluated by the immediate superior. The work reports / reports on annual appraisals shall be maintained in the data management system.

2.6.19. The work reports shall serve as the basis for evaluating the teaching staff member's performance, and may be used for awarding and calculating additional remuneration.

2.6.20. The teaching staff member shall be obliged to coordinate with the Rector their intention to commence working under another employer parallel to the work at the Academy, or offer services to another employer being engaged in the similar to the Academy fields of activities, or inform the Rector of the continuing engagement in such activities after commencing work at the Academy.

## **2.7. The rights of the teaching staff**

2.7.1. A teaching staff member shall have the right to use the Academy facilities, equipment and other means for performing their job assignments pursuant to the procedure established at the Academy.

2.7.2. The teaching staff member shall have the right to raise issues related to their work and the Academy activities and address them to the Academy officials and decision-making bodies, as well as express their opinion and make proposals related to their field of activities at the discussions in the Academy decision-making bodies.

2.7.3. A regular teaching staff member shall have the right for professional development training financed by the Academy within the limits of the current financial situation.

2.7.4. A regular teaching staff member shall be entitled to a paid sabbatical leave within each five-year period for developing their professional skills or for creative work pursuant to the procedure established at the Academy.

### **3. Persons conducting teaching but occupying some other position than a teaching staff member's at the Academy under the employment contract**

3.1. A person holding a position other than a teaching staff member's at the Academy under the employment contract, but conducting teaching within the volume of 3 ECTS credits as a minimum during the current academic year shall be considered a teaching staff member of the Academy (hereinafter *administrative employee with teaching assignment*).

3.2. The position of an administrative employee shall not be defined as the position of a teaching staff member. On employee's request or on the Academy's initiative the Academy may, pursuant to the procedure established by the Academy Council, evaluate the person's qualification, i.e. what teaching staff member's position the person's qualification corresponds to.

3.3. The data on an administrative employee carrying out teaching shall be entered into the teaching staff register of the *EEIS*, whereas he/she qualifies as an administrative employee and not as a teaching staff member.

3.4. The Academy shall create the administrative employee with teaching assignment the opportunities for teaching and for professional development equal to those of the regular teaching staff, and shall, in various ways, facilitate performing the teaching tasks by the administrative employee holding the respective qualification.

3.5. The work relations with the administrative employee carrying out teaching tasks shall be regulated by the employment contract entered into for performing administrative tasks. The teaching volume of up to 10 ECTS credits (~200 hrs) per academic year may be agreed upon in the employment contract or in an individual job description. In the case the teaching load of the administrative employee with teaching assignment makes up more than 50 % of the total work load, the employee shall be made a proposal to be elected or appointed to the position as a teaching staff member.

3.6. Additional benefits (additional holidays, etc) can be agreed upon to the employee with teaching assignment in their employment contract and/or established by the Academy internal work procedure rules.

3.7. The duties provided in clauses 2.6.8 – 2.6.15 of the present Statutes shall be applied to an administrative employee in carrying out teaching and recording the teaching activities. He/she has an obligation to submit the subject syllabus only when they teach the whole subject course or supervise the teaching of that specific subject course (subject manager / a lecturer in charge).

### **4. Contract teaching staff (under the contract under the law of obligations)**

4.1. A person carrying out teaching under the contract under the law of obligations within the volume of a minimum of 3 ECTS credits during the current academic year shall be considered a teaching staff member of the Academy (a contract teaching staff member).

4.2. The positions of contract teaching staff shall not be specified. On the contract teaching staff member's request or on the Academy's initiative the Academy may, pursuant to the procedure established by the Academy Council, evaluate what teaching staff member's position the person's qualification corresponds to.

4.3. The data on the contract teaching staff shall be recorded in the teaching staff register of the *EEIS* as the visiting teaching staff.

4.4. The rights and duties of the contract teaching staff shall be agreed upon in their individual contract under the law of obligation pursuant to the *Law of Obligations Act* and *Employment Contracts Act*.

4.5. The salary of the contract teaching staff member shall be agreed upon in the individual contract. The basis for determining the salary shall be the remuneration rates per academic hour fixed for the respective qualification level as approved by the Rector's directive.

4.6. In agreement with the head of the structural unit administering the curriculum the contract teaching staff member shall have the right to use the Academy facilities, equipment and other means for carrying out their job assignments pursuant to the procedure established at the Academy.

4.7. The Academy shall support within their current financial limits the contract teaching staff member's professional development needed for perfecting their teaching competence.

4.8. In the case the teaching staff member's contract is concluded for the first time, the contract teaching staff member shall submit the Academy their CV and other documents as required by the Academy certifying their education and specialist qualification. In the case the contract is entered into recurrently, the documents listed above shall be submitted or upgraded, if they have not been submitted before, or there are significant changes in the state of affairs. In the cases mentioned above the respective documents may be submitted or be asked for during the term of validity of the contract should the changes in the state of affairs occur to be important in relation to the contract.

4.9. The duties established in subsections 2.6.8 – 2.6.15 of the present Statutes shall apply to the contract teaching staff member when carrying out and recording the teaching activities, and shall be included in the person's contract. The contract teaching staff member has an obligation to present the subject syllabus only when they carry out teaching of the whole subject course or when being a supervisor of the respective subject course (the subject leader).

## **5. Implementation provisions**

5.1. The present Statutes shall become effective as of 01 September 2016.

5.2. After the entry into force of the present Statutes, the following documents shall hereby be repealed:

1) The EAVA Statutes of the Teaching Staff (approved at the Council session on 09.02.2010, minutes 1-4/1; amendments approved by the Council Resolution from 26.04.2013, minutes 1-4/8; amendments approved by the Council Resolution from 14.10.2014, minutes 1-4/9);

2) Appendix 1 to the Statutes of the Teaching Staff: EAVA Teaching Staff Member's job assignments and work results (approved at the Council session on 09.02.2010, minutes 1-4/1; amendments approved by the Council Resolution from 14.10.2013, minutes 1-4/19);

3) Appendix 2 to the Statutes of the Teaching Staff (approved on 09.02.2010, amendments made by the Council Resolution from 28.08.2014).