

ADOPTED
By EAVA Council
Resolution from 23 December 2019
(Minutes No 1-4/45)

Estonian Aviation Academy Statutes of the Academic Employee

1 General provisions

- 1.1 The Statutes of the Academic Employee define persons who are academic employees, members of the academic staff (*hereinafter* academic staff) at Estonian Aviation Academy (*hereinafter* Academy), as defined in the Estonian Higher Education Act, Article 33, and the Academy Statutes, § 26. The Statutes and its Annexes establish career levels for academic positions, requirements and procedure thereof, requirements for qualification and duties.
- 1.2 Members of the academic staff are the following persons who teach at the Academy:
 - a. persons employed by the Academy under an employment contract on an ordinary academic position (professor, lecturer, teacher);
 - b. persons employed by the Academy under an employment contract on a non-academic position who teach for 3 ECTS credits as a minimum during the current academic year;
 - c. persons who teach at the Academy under an authorisation agreement who teach for 3 ECTS credits as a minimum during the current academic year (*hereinafter* contract academic staff).
- 1.3 Data on the members of the academic staff is entered in the Estonian Education Information System (*Estonian* EHIS).
- 1.4 The Academy establishes an ordinary academic position, first and foremost, in compliance with the objectives defined in the study programme.
- 1.5 The Academy avoids selecting or inviting a person to be a member of the academic staff who has been considered unsuitable to teach a subject based on a substantiated appeal by learners lodged with the Rector or who has repeatedly received lower than the Academy average evaluation feedback from the learners. Any breach of the Estonian Code of Ethics for Researchers or professional codes of ethics is also taken into consideration.
- 1.6 The Academy considers it essential to select or invite a member of the academic staff who is knowledgeable to use state-of-the-art teaching aids and methods, has created and/or compiled teaching aids, methodological materials and is willing to improve teaching methodology in his/her speciality. The above requirements and conditions are evaluated for each academic position separately.

- 1.7 An academic staff member improves diligently skills and knowledge necessary for teaching, research and development. The Academy allocates necessary (incl. financial) resources thereof upon agreement with the immediate superior or organiser of the assignment.

2 Ordinary academic staff

2.1 General provisions

- 2.1.1 An ordinary academic staff member is a person holding an academic position under an employment contract and meeting requisite academic qualification for the position.
- 2.1.2 In training organisations, the qualification of the teaching staff has to meet requirements prescribed in the Training Manual of the training organisation.

2.2 Ordinary academic positions, qualification requirements and organisation of work

- 2.2.1 Ordinary academic positions are a professor, a lecturer and a teacher.
- 2.2.2 Ordinary academic positions follow a career path with career levels.
- 2.2.3 Qualification requirements and duties of an ordinary academic position on the career path are laid down in Annex 1.
- 2.2.4 Principles to calculate workload of the academic staff are laid down in Annex 2.
- 2.2.5 Conditions and procedure for ordinary academic staff to apply for sabbatical leave are laid down in Annex 3.
- 2.2.6 Conditions and procedure to be granted the title *Emeritus* or *Emerita* are laid down in Annex 4.

2.3 Professor and a career level thereof: Associate Professor

- 2.3.1 A person holding an appointment of Professor, is a recognised expert in the professional field, holds a doctor's degree or an equivalent qualification, has teaching skills and experience, including experience in supervising students and at least 5 years of experience in research and development or other creative activities (*hereinafter* R&D&C).
- 2.3.2 A prerequisite to qualify for the public competition if selected for the first time, is teaching experience in a higher education establishment, including preferably efficient supervision of doctoral and master students.
- 2.3.3 It is required to participate continuously in R&D&C at an international level and have scholarly publications entered in the Estonian Research Information System ETIS during the last five years (at least three publications on level 3.1 and above).
- 2.3.4 A person holding an appointment of Professor is capable of leading research and development in his/her subject field and of applying for necessary funding. A person holding an appointment of Professor is responsible for improving teaching methods, developing and updating of study programmes in his/her subject field. A person holding an appointment of Professor supervises academic staff involved in teaching his/her speciality subject(s).
- 2.3.5 A person holding an appointment of Professor has to be competent to manage teaching of his/her speciality and ensure academic succession.

2.4 Lecturer and career levels thereof: Associate Lecturer, Leading Lecturer

- 2.4.1 A person holding an appointment of Lecturer, is a person who has requisite teaching skills and experience in research and development as well as professional work experience and holds a master's degree or an equivalent qualification.
- 2.4.2 A preferable prerequisite if selected for the first time, is teaching experience in a higher education establishment, including supervision of students.
- 2.4.3 A person holding an appointment of Lecturer may deliver lectures, administer examinations and pass/fail evaluations and supervise students.
- 2.4.4 A person holding an appointment of Lecturer participates in R&D&C.

2.5 Teacher and career levels thereof: Instructor, Senior Teacher

- 2.5.1 A person holding an appointment of Instructor, is a person who has at least secondary education and minimum 3-year work experience in his/her speciality and has completed teacher training.
- 2.5.2 A person holding an appointment of Instructor, may deliver lectures, conduct seminars, practical sessions and execute other practice-oriented teaching assignments.
- 2.5.3 A person holding an appointment of Teacher, is a person having higher education or an equivalent qualification.
- 2.5.4 A person holding an appointment of Teacher, may deliver lectures, conduct seminars, administer examinations and pass/fail evaluations. A teacher may teach at the first level of higher education.

2.6 Filling the position of an ordinary academic staff member

- 2.6.1 The position of an ordinary academic staff member is filled by way of public competition or by appointment without prior competition.
- 2.6.2 An ordinary academic staff member is selected by way of public competition according to the *Procedure to establish and fill a position of an ordinary academic employee* approved by the Council (approved by Council Resolution from 23 December 2019, Minutes No 1-4/45).
- 2.6.3 Without announcing a competition, the position of an ordinary academic staff member may be filled by appointment and a fixed-term employment contract may be concluded with an ordinary academic staff member for up to five years if:
 - 1) A competition for filling the academic staff position failed, until the position is filled by way of a competition, or
 - 2) The work to be performed by the academic staff position is of fixed-term nature.
- 2.6.4 Without announcing a competition, a distinguished creative person or a distinguished practitioner of his/her area of specialisation may be invited to teach or to research as a visiting academic staff member for up to five years. An employment contract or a contract under the law of obligations is concluded with the visiting staff member, depending on the nature of intended activities. If a consecutive fixed-term employment contract is concluded with a visiting academic staff member or if such employment contracts are renewed, the employment relationship will not transform into an employment relationship established for an unspecified term.

2.7 Movement of an ordinary academic staff member on the career path

- 2.7.1 Without announcing a competition, a staff member moves along the career path after positive evaluation.

3 A person teaching but holding some other position than an ordinary academic staff member at the Academy under an employment contract

- 3.1 Employment relations of an administrative employee are regulated by the employment contract entered into to perform his/her core task. In the employment contract or job description of an administrative employee, the agreed teaching workload (face-to-face teaching) may reach 200 astronomical hours. If the share of teaching in the overall workload of an administrative employee exceeds 50%, a proposal will be made to appoint the employee as an ordinary academic staff member.
- 3.2 Additional benefits (additional leave, etc.) may be agreed upon in the administrative employee's employment contract and/or established by internal rules of the Academy for the administrative employees conducting teaching.
- 3.3 The Academy creates for the administrative employee carrying out teaching, equal conditions with the ordinary academic staff member to conduct teaching and develop professionally, including development of teaching competences. The Academy advances, in many ways, teaching by administrative employees who have requisite qualification.

4 Contract academic staff (under an authorisation agreement)

- 4.1 Rights and obligations of a contract academic staff member agreed on in the contract the parties enter into pursuant to the Law of Obligations Act and Employment Contracts Act.
- 4.2 The remuneration of a contract academic staff member shall be agreed on in the contract, based on the hourly fee corresponding to the qualification level of the contract academic staff confirmed by the Rector's directive.
- 4.3 The Academy supports as far as possible the contract academic staff's participation in continuing training to enhance teaching competence.
- 4.4 If the contract academic staff member's contract is concluded for the first time, the person will submit to the Academy his/her CV and documents certifying education and professional qualification as required by the Academy. If a sequential contract is concluded, the above documents will be submitted or updated in case the content of the documents has changed substantially. In the above cases, relevant documents may be submitted or requested for submission also during the validity of the contract, if changed circumstances are inherently significant.
- 4.5 The position of the contract academic staff member is undefined. If the contract academic staff member applies or the Academy initiates, the Academy's Council may according to the applicable procedure evaluate which academic position his/her qualification is relevant to.

5 Duties of an academic staff member

- 5.1 An academic staff member teaches within his/her competence in all study programmes at the Academy. Teaching in study programmes administered by other units is coordinated between the academic staff member, his/her immediate superior and the head of the study programme.
- 5.2 The average annual number of hours worked, 1600 astronomical hours, serves as the basis to calculate the workload of an ordinary academic staff member and division thereof between different job assignments.
- 5.3 The face-to-face teaching must be carried out in the amount prescribed in the study programme. The content of the subject course must comply with the syllabus. The head of the study programme coordinates and monitors compiling, changing and entering in the SIS of syllabi. The responsible academic staff member submits his/her syllabus to the head of the study programme.
- 5.4 The academic staff member ensures learning materials the learners need.
- 5.5 The academic staff member carries out teaching in compliance with the adopted timetable. The head of the study programme monitors the teaching process.
- 5.6 If the teaching process is regulated by the Training Manual, the academic staff member will register the classes conducted according to the requirements laid down in the Training Manual.
- 5.7 The academic staff member and/or the Academy must present information to learners on the results of studies, pass/fail evaluations or examinations in the format, which allows only the designated learner to identify the results.
- 5.8 Upon the learner's request, the academic staff member must substantiate and comment on the results of the learner's studies, pass/fail evaluations or examinations.
- 5.9 The academic staff member takes prudent care of the Academy's property, uses efficiently and sustainably financial and material assets at his/her disposal.
- 5.10 The academic staff member is aware and takes into consideration that teaching process is recorded in the Academy lecture halls, which have the recording equipment.

6 Implementing provisions

- 6.1 The Statutes is complimented with the following internal rules:
 - a. *The Procedure to establish and fill a position of an ordinary academic employee;*
 - b. *The Conditions and procedure to evaluate academic staff and assess compliance with qualification requirements.*
- 6.2 The Statutes enter into force on 1 January 2020.
- 6.3 The following documents are repealed as of the date of entry into force of the Statutes:
 - a. *The Statutes of the teaching staff* (approved at Council session on 22 February 2016, Minutes No 1-4/1);
 - b. Annex 1 to *The Statutes of the teaching staff* (approved at Council session on 22 February 2016, Minutes No 1-4/1);
 - c. Annex 2 *The Statutes of the teaching staff* (approved at Council session on 22 February 2016, Minutes No 1-4/1).