

Estonian University of Life Sciences
Rules of competitions for the employment of regular teaching staff and research staff

APPROVED
by Regulation No. 2 of the Council of EMÜ
of 28.02.2008
AMENDED
by Regulation No. 1 of the Council of EMÜ
of 26.02.2009
AMENDED
by Regulation No. 11 of the Council of EMÜ
of 24.09.2009
AMENDED
by Regulation No. 11 of the Council of EMÜ
of 29.11.2012
AMENDED
by Regulation No. 10 of the Council of EMÜ
of 30.05.2013
AMENDED
by Regulation No. 1-5/18 of the Council of EMÜ
of 27.11.2014
AMENDED
by Regulation No. 1-5/14 of the Council of EMÜ
of 27.10.2016
AMENDED
by Regulation No. 1-5/1 of the Council of EMÜ
of 02.02.2017
AMENDED
by Regulation No. 1-5/7 of the Council of EMÜ
of 26.10.2017

The regulation was adopted pursuant to the Universities Act § 14 (13) and Article 25.1.13 of the Statutes of the Estonian University of Life Sciences.

1. General provisions

- 1.1. The rules of competitions for the employment of regular teaching staff and research staff of Estonian University of Life Sciences (hereinafter the University) shall provide the election procedure of regular teaching staff and research staff members and the secret ballot procedure.
- 1.2. The positions of regular teaching staff and research staff members are determined by specialities in the University and shall be filled by way of open competition with equal conditions guaranteed for all participants.
- 1.3. [Repealed – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].

2. Procedure for electing the members of regular teaching and research staff

2.1. Announcement of competition

2.1.1. The competition to fill a position of a regular teaching staff member or a research staff member is announced when the respective position is vacant or when the employment contract concluded with the person currently holding the position shall expire in not less than six months.

[Amended – Council Regulation No. 11 of 29.11.2012 – effective as of 07.12.2012].

2.1.2. The elections of teaching staff and research staff members shall be announced by the Rector.

2.1.3. The proposal to announce a competition shall be made to the Rector by the director of an institute or college / head of the centre not later than six months before the expiration date of the employment contract of the person currently holding the respective position or before opening a new position. If the employment contract with a teaching or research staff member is terminated before the prescribed date, the proposal to announce a competition shall be made not later than within two months starting from the date when the position remained vacant.

[Amended – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].

2.1.3¹. The proposal for creation or recruitment for a position of professor shall be made by the director of an institute or college / head of the centre to the University council.

The official who proposes the creation of or recruitment of a position of professor shall include in the proposal the corresponding job description and information regarding the availability of funding for the position. If the proposal concerns the creation of a new position of professor the director of an institute or college / head of the centre or rector shall also state in that proposal the reasons for the creation of the position and information regarding the availability of necessary funding in the university budget plan. The elections of position of professor shall be announced by the Rector based on the decision of the University council in the matter.

[Amended – Council Regulation No. 1-5/14 of 27.10.2016 – effective as of 01.01.2017].

2.1.4. The Personnel Department shall inform the secretaries of the institute/college/centre of employment contracts that are due to expire within the following year by 1 October and 1 March.

[Amended – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].

2.1.5. The announcement of competition shall be decided by the Rector and shall be executed in the form of a Rector's order. Notices of public recruitment procedures are published on the university's website and in at least one Estonian daily newspaper, as well as in other media outlets if necessary. The call for competition shall include at least the following information:

- name and address of the University;
- title of the position to be filled, work load (full-time or part-time), term of office;
- list of documents to be submitted with the application;
- date of submitting the application documents;

- information about the main requirements the candidate has to comply with.
The call for competition shall be published at least one month before the date of submitting the application documents.

[Amended – Council Regulation No. 1-5/1 of 02.02.2017 – effective as of 06.02.2017].

2.1.6. [Repealed – Council Regulation No. 1-5/18 of 27.11.2014 – effective as of 01.01.2015].

2.2.Receipt of applications

2.2.1. Such persons are eligible to participate in the competition who comply with the requirements established for the respective position on the basis of the law, the Statutes of the University and other legislation of the Council of the University.

2.2.2. An applicant shall submit the following documents to the Academic Secretary within one month of the publication of the notice of competition:

- an application addressed to the Rector;
- *CV (curriculum vitae)* including a structured list of scientific publications of the past ten years, in the Estonian Research Information System (ETIS) standard format, (up to ten significant publications from the earlier period may be included at will); information on academic work done within five recent years shall be enclosed with the *CV*;
- a copy of the document certifying education and/or academic degree;
- other relevant materials at the discretion of the applicant.

[Amended – Council Regulation No. 1-5/1 of 02.02.2017 – effective as of 06.02.2017].

2.2.2.¹ In case the applicant has obtained higher education in a foreign country, the University is entitled to demand the applicant to present an assessment given by the academic recognition information centre (Estonian ENIC/NARIC Centre) on the conformity of the qualification of the applicant to the qualification required in the position.

[Amended – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].

2.2.2.² Application documents shall be submitted in writing (on paper or as a digitally signed document via electronic mail) in the Estonian language.

As an exception, a person applying for the position of a professor shall submit the application documents additionally in English. As an exception, application documents may be presented in English only if the knowledge of the Estonian language is not required from the holder of the position.

Electronically delivered documents shall be sent to the e-mail address specified in the call for the competition.

[Amended – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].

2.2.3. In case the applicant is unable to submit the *CV* in the ETIS format, the *CV* shall be executed using the format containing the information listed in Annex 1.

[Amended – Council Regulation No. 1-5/1 of 02.02.2017 – effective as of 06.02.2017].

2.2.4. Academic Secretary is entitled not to accept non-standard or inadequate documents and to set a deadline for the applicant to bring the documents into accordance with the requirements.

[Amended – Council Regulation No. 11 of 29.11.2012 – effective as of 07.12.2012].

- 2.2.4.¹ In case the application documents show that the applicant's qualifications do not comply with the job requirements, the applicant's documents shall not be sent for evaluation and are returned to the applicant.

[Amended – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].

2.3. Evaluation of applicants

- 2.3.1. Academic Secretary shall send the documents submitted to the competition to the director of an institute or college / head of the centre within one week from the final submission date.

- 2.3.1.¹ Applicants are evaluated on the basis of the job requirements for the members of the teaching staff and the research staff.

[Amended – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].

- 2.3.2. To evaluate the applicants for the positions of docent, lead research fellow and senior research fellow the director of an institute or college / head of the centre shall appoint an expert committee consisting of at least three members and designate the chairperson of the committee. One of the members of the committee may be the prospective direct employer.

- 2.3.3. For the evaluation of applicants for the position of professor, the director of an institute or college/head on the centre shall appoint an expert committee consisting of at least three members, one of whom must be external to the University, preferably from a country other than Estonia.

[Amended – Council Regulation No. 11 of 29.11.2012 – effective as of 07.12.2012].

- 2.3.3.¹ When appointing experts, the conflict of interests shall be avoided.

[Added – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].

- 2.3.4. The director of an institute or college/head of the centre shall forward the documents submitted to the competition to the chairperson of the expert committee, specifying the date of providing the evaluation.

- 2.3.5. An applicant applying for the position of docent (associate professor) for the first time shall be required to present a public lecture (*venia legendi*). The director of an institute or college/head of the centre shall announce the time and place of the lecture and inform the members of the expert committee and the University membership thereof. For those who apply for the position of professor for the first time it is mandatory to deliver a public lecture if they have not done it earlier, when applying for the position of docent (associate professor).

- 2.3.6. Each expert shall evaluate the compliance of the applicants' competence with the requirements of the respective position in the University on the basis of the submitted documents. The expert shall rank the applicants in the order of preference. The chairperson of the expert committee shall produce a written summary of expert opinions and submit it to the council of the institute/college/centre a week before the elections.

- 2.3.7. In the case of the elections of professor, the expert opinion shall be discussed by the council of the institute/college/centre, who evaluates the suitability of

the applicant for the position. At the discretion of the council, the suitability of an applicant can be evaluated by a secret ballot.

2.3.8. The academic committee of the Council of the University shall evaluate the applicants for the position of a professor, rank the candidates in the order of preference and present a written evaluation to the council of the institute/college/centre not later than a week before the elections.

2.3.9. As to the applicants for the position of a lecturer, assistant, teacher, research fellow and junior research fellow, a written evaluation shall be given by the applicant's prospective direct employer to the secretary of the council of the institute/college/centre a week before the elections.

[Amended – Council Regulation No. 11 of 29.11.2012 – effective as of 07.12.2012].

2.3.10. If the majority of experts or, in the case dealt with in section 2.3.9, the immediate organiser of the work is of the opinion that the candidate lacks the required competence for working in the respective position, the director of an institute or college/head of the centre may make a proposal to the Rector to withdraw the applicant from the list of candidates to the position. The Rector shall make the respective decision within five days of receiving the proposal. In case of applicants for the position of the lead research fellow, senior research fellow, research fellow, junior research fellow, docent (associate professor), lecturer, assistant and teacher, the Rector may ask the academic committee of the Council of the University for an opinion on the compliance of the applicant with the job requirements.

[Amended – Council Regulation No. 11 of 29.11.2012 – effective as of 07.12.2012].

2.4. Election

2.4.1. Elections shall take place not later than three months after the date of submitting documents.

2.4.2. The candidate who collects more than a half of the votes of the Council members participating in the secret ballot shall be deemed elected.

2.4.3. Professors shall be elected by the Council of the University. Together with the invitation to the meeting, the Council members shall be sent the CV of the applicant and the list of scientific publications produced within the recent ten years. Council members are entitled to see all the documents of the people participating in the competition, including the evaluation of the academic committee of the Council and the evaluation of the expert committee, at the Academic Secretary.

[Amended – Council Regulation No. 1-5/1 of 02.02.2017 – effective as of 06.02.2017].

2.4.4. Before the secret ballot the director of the institute or college/head of the centre shall introduce the candidates to the position of professor and present the evaluation report of the council of the structural unit on the suitability of the applicant for the office of professor. A supplementary report shall be made by the chairperson of the academic committee, who shall present the opinion of the academic committee about the suitability of the applicant for the office of professor.

2.4.5. Docents, lecturers, assistants and teachers and research fellows shall be elected by the council of the institute/college/centre. The council members shall be entitled to see the submitted documents at the council secretary.

2.5. Election results

- 2.5.1. Election results shall be prepared in the form of council decision, which includes the voting results.
- 2.5.2. The secretary of the council of the institute/college/centre shall send the competition documents together with the council decision to the Academic Secretary within a week following the elections. The latter shall submit the order of approval of the election results to the Rector for approval within one week from receiving the documents.
[Amended – Council Regulation No. 10 of 30.05.2013 – effective as of 05.06.2013].
- 2.5.3. The Rector may refuse to approve the election results, if the conditions or procedure of competition were violated during the elections or if the Rector is of the opinion that the candidate to the position does not comply with the job requirements established in the Estonian University of Life Sciences. In this case the Rector shall present the election results to the Council of the University for reviewing. The decision of the Council of the University in this matter shall be final.
- 2.5.4. Academic Secretary shall make the election results known to the persons who participated in the competition after the approval or non-approval of the election results.
- 2.5.5. A participant in the competition shall be entitled to contest the election results within two weeks after being informed of the results, in case he/she finds that the conditions or the procedure of the competition have been violated. For that purpose a written protest shall be submitted to the Rector, to which the Rector shall answer within two weeks at the latest after receiving the protest.
- 2.5.6. [Repealed – Regulation no. 11 of the Council dated 24.09.2009 – entered into force on 28.09.2009].
- 2.5.7. If the person who is deemed elected in the competition refuses to conclude an employment contract within a month from being informed of the election results, the Rector shall be entitled to enter into an employment contract with the person who ranked next in the elections or fill in the position without announcing a competition, according to the requirements of Article 4.1.
- 2.5.8. If a person withdraws from competition, all the submitted documents shall be returned to him/her at his/her request, except for the application written to the Rector.

3. Procedure of secret ballot

- 3.1. The secret ballot shall be conducted with ballot papers.
- 3.2. A council member can only vote personally; the right to vote cannot be transferred to another person.
- 3.2². A ballot paper is not issued to a member of the council who is applying for a vacant post and the respective person does not participate in the vote or the relative discussion. This reduces the quorum.
[Added – Council Regulation No. 1-5/7 of 26.10.2017 – effective as of 27.10.2017].
- 3.3. The ballots are issued against signature according to the list of council members.

- 3.4. For voting a ballot committee consisting of at least three members shall be formed of the council members, who shall prepare a report of the election results, which shall be approved by the council by open vote.
- 3.5. If more than one candidate has applied for an elected office, the names of all the candidates shall be written on one ballot paper. Each voter can only vote for one candidate.
- 3.6. [Repealed – Regulation no. 1 of the Council dated 26.02.2009 – entered into force on 06.03.2009].
- 3.7. If none of the candidates collects the required number of votes, a new round of voting shall be organised in which the candidates who collected most of the votes participate.
- 3.8. If neither of the two candidates collects the required number of votes, a round of voting is organised, in which the candidate who collected the largest number of votes shall participate.
- 3.9. In case an equal number of votes is given in favour of the participants, the winner(s) shall be decided by drawing lots.
- 3.10. If all the candidates together are given less than a half of the votes of the number of voting members present, the next round of voting shall not be organised.

4. Implementing provisions

- 4.1. A person may be employed to the position of an academic staff member or research staff member without announcing a competition and a fixed-term contract may be concluded with him/her in the following cases:
 - 4.1.1. the competition for electing an academic or a research staff member has failed;
 - 4.1.2. the job performed in the respective position is of temporary nature.
 - 4.1.3. In the case of 4.1.1. a fixed-term contract is signed until the position is filled as a result of a competition, but not for longer than five years.
[Amended – Regulation No. 1-5/18 of the Council dated 27.11.2014 – entered into force on 01.01.2015].
- 4.2. [Repealed – Regulation No. 1 of the Council dated 26.02.2009 – entered into force on 06.03.2009].
- 4.3. Herby Regulation No. 9 of the Council of the Estonian Agricultural University dated 17.03.2005 and Regulation No. 3 of the Council of the Estonian University of Life Sciences dated 26.01.2006 are repealed.

Curriculum Vitae (CV)**I. Personal particulars**

1. Name
2. Date of birth
3. Telephone, e-mail
4. Education (institution, date of graduation, year of award of academic degree)
5. Language skills
6. Professional career, including current position

II. Research and development work

7. Main fields of research
8. Total number of academic publications and the number of such publications during the last ten years.
9. List of scientific publications of the past ten years, up to ten significant publications from the earlier period may be included at will.*
10. Research grants and contracts awarded to the candidate during the last ten years (source of funding, programme, cost, term).
11. Other administrative and professional activities (organisation of conferences, participation in editorial boards, participation in various councils, professional associations, committees of experts, etc.).

III. Teaching

12. Information regarding teaching work carried out at universities (a list of courses, including new courses, the workload involved, the number of students who took the courses, information on student feedback, creation of study aids, including e-courses) during the last five years.
13. Supervision. The number of students supervised, a list of supervised students who have defended their theses (in the case of candidates to the position of professor, the emphasis should be on master's and doctoral students).
14. Other activities in support of teaching (participation in the admission of new students, drawing up, developing and updating of programmes and syllabi).

IV. Administrative and other duties

(including participation in the work of committees, councils, etc.)

V. Professional development

15. Specialisation-related professional development (including professional development activities undertaken abroad).
16. Continuing education courses taken to improve teaching skills (including courses taken abroad).
17. Other continuing courses taken (including courses taken abroad).

VI. Acknowledgements**VII. Other data relevant to the applicant**

* **Scholarly articles indexed by Web of Science Science Citation Index Expanded, Social Sciences Citation Index, Arts & Humanities Citation Index and/or indexed by Scopus (excluding chapters in books)**

Date Signature