

INSTITUTE OF THEOLOGY OF THE EELC REGULATIONS FOR ELECTIONS OF THE ACADEMIC STAFF

1. Announcement of the contest

- 1.1. A contest to fulfil the post of an ordinary faculty member or research fellow is announced, when there is a vacant post, including the post where the person who signed the contract shall expire in less than one year, or when the exiting post is reorganized or a new post is established.
- 1.2. The proposal to announce the contest is made by the head of the academic unit to the Rector.
- 1.3. Rector decides launching the announcement of the contest and it shall be announced on the basis of the Rector's directive.
- 1.4. Rector has the right to involve into conducting the process of education the visiting teaching staff members who are outstanding scientists and distinguished practitioners from outside the Institute.

2. Requirements for the candidates

2.1. Requirements for the candidates for the post of Professor

- pedagogical skills and experience, including experience in supervising students;
- at least 5 year experience of active research and development or creative activities;
- recognized expert in one's field of qualification;
- doctoral degree or an equivalent qualification;
- ability to teach one's professional subjects in one foreign language.

In evaluation of candidates the following points are taken into account:

- international scientific publications and participation in international cooperation networks;
- in re-elections the leading and development work done as Head of the Chair (especially in organising the degree studies and ensuring the continuity of postgraduate academic staff).

2.2. Requirements for the candidates for the post of Associate Professor or Senior Research Fellow

- pedagogical skills and experience, including experience in supervising students;
- at least 5 year experience of active research and development or creative activities;
- recognized expert in one's field of qualification;
- doctoral degree or an equivalent qualification;
- ability to teach one's professional subjects in one foreign language.

In evaluation of candidates the following point is taken into account:

- international scientific publications and participation in international cooperation networks

2.3. Requirements for the candidates for the post of Lecturer and Research fellow

- pedagogical skills and work experience in one's profession;
- master's degree or an equivalent qualification;

2.4. Requirements for the candidates for the post of Assistant

- work experience in one's profession;
- at least Bachelor's degree, diploma of professional higher education or an equivalent qualification

3. Documents and their submission

An applicant shall submit the following documents to the Rector in accordance with the terms of the contest

- an application addressed to the rector,
- an academic *curriculum vitae*,
- a copy of the diploma(s),
- other materials, including the attestations of pedagogical experience.

4. Evaluation and selection of candidates

- 4.1. Rector submits the documents of the candidates for the post of professor to the Academic Council of the Institute to assess the applicant's compliance with the requirements of the post.
- 4.2. The Academic Council presents their position to the Rector.
- 4.3. The Council of the Faculty discusses the compliance of the candidates to the post of Professor, Associate Professor, Senior Research Fellow, Lecturer, Research

fellow and Assistant. The Council of the Faculty organises recommendation vote, and the results are presented to the Rector.

- 4.4. Candidates for the position of Associate Professor, who have not held this position in an institution of higher education before, are required to give a public lecture (*venia legendi*). The public lecture is also obligatory for those candidates for the position of Professor, who have not been elected to the post of Associate Professor or Professor before. The public lecture is announced by the Rector, who also informs about the location and time of the lecture the members of the Council of the Institute, and the news is published in the newspaper „Eesti Kirik (Estonian Church)“ and on the website of the Institute.
- 4.5. Rector forwards all the documents on the candidates participating in the contest, including position specified in section 4.2 and the results of the recommendation vote mentioned in section 4.3 to the Council of the Institute.
- 4.6. Professors, Associate Professors, Senior Research Fellows, Lecturers, Research Fellows and Assistants are chosen by the Council of the Institute.

5. Concluding the Employment Contract

An employment contract is concluded with the new Faculty Member or Research Fellow no later than a month before his/her working period starts.