

JOB DESCRIPTION FOR THE ACADEMIC STAFF OF THE INSTITUTE OF THEOLOGY OF THE EELC

1. General Provisions

1.1. The academic staff of the Institute consists of teaching staff and scientific researchers.

1.2. The requirements for the teaching staff and scientific researchers and the objectives of their activities are based on the Standard of Higher Education of the Republic of Estonia, the Universities Act, the Institutions of Professional Higher Education Act, the Organisation of Research and Development Act, the Statutes of the Institute of Theology of the EELC (hereinafter referred to as Institute), the Study Regulations of the Faculty of Theology, the strategic plan and the Regulation of Election of the Academic Staff of the Institute of Theology of the EELC.

1.3 The main assignments of the academic staff are teaching and methodological work, as well as research and development activities.

1.4. The teaching is auditory work (lectures, seminars); consultations and supervision of independent work, organising and supervising practices, current assessment of students' work, examinations, giving oral/written feedback, final assessment and documenting these activities, supervising, reviewing and opposing seminar papers and final papers of all degrees.

1.5. Methodological work is preparation for auditory work, preparation of e-learning materials, preparation of teaching aids and study guides, and other auxiliary materials; preparation of study material and participation in development of *curricula*.

1.6. Research and development activities are:

- fundamental or applied scientific research;
- publication of research results in form of presentations and articles in specialty journals, also popularisation of the research field;
- applying for research grants and fulfilling them;
- participation in cooperation projects;
- participation in the work of scientific organisations, editing journals and collections;
- participation in conferences.

2. Rights and Obligations of the Academic Staff

2.1. The distribution of the workload of a teaching staff member or researcher is determined by the head of the structural unit or the direct work organiser, and can be different for different academic year.

2.2. Teaching staff members and researchers have the right to:

- 2.2.1. choose teaching methodology and topic of research activity;
- 2.2.2. be informed about the questions concerning their work and the activities of the educational establishment;
- 2.2.3. make proposals for the development of teaching and research activities of the Faculty;

- 2.2.4. use the rooms, equipments and means of the Institute for performing their work assignments;
- 2.2.5. receive further professional training at the expenses of the employer according to the agreement.

2.3. Teaching staff members and researchers are obliged to:

- 2.3.1. perform their tasks in elected and appointed positions as required by their position;
- 2.3.2. carry out studies in accordance with the content and volume established in the *curriculum* based on the timetable and using modern teaching methods that take into account the specifics of sessional learning;
- 2.3.3. be available to the employer for the performance of work tasks during each study session for at least half the volume of the study session;
- 2.3.4. constantly develop their skills and knowledge about specialty and higher education pedagogy;
- 2.3.5. compose for each course they teach an e-learning support: materials, tasks, possibility for exchange of information, and giving feedback;
- 2.3.6. apply for funds for research from organisations in their home country and abroad, and offer their services *via* the Institution to potential private and public clients at home country and abroad;
- 2.3.7. participate in the Council meetings of the Faculty and submit their work reports;
- 2.3.8. develop continuing education courses and conduct them in cooperation with the Continuing Education Department;
- 2.3.9. treat the property and resources at their disposal with good will;
- 2.3.10. be loyal to the Institute and its values.

2.4. At the end of each year the teaching staff member and researcher present their annual activity report and the action plan for the following year to their direct superior, on the basis of which the superior conducts a development interview with the employee.

3. Academic positions

3.1. Professor

3.1.1. The objective of the position of Professor is to manage degree studies and research activities in the given academic field and ensure the academic succession.

3.1.2. A Professor is a leading academic staff member in their field, whose duties are:

- management of teaching, research and development activities concerning the subject field;
- (generally) performing the duties of the chair holder;
- teaching at the first and second degree of higher education with emphasis on master's studies;
- participating in *curricula* design and being responsible for development of the teaching in their fields;
- effective supervision of master's degree students and opposition of research papers;
- participation in admission and defence committees;
- supervising the activities of the teaching staff members and researches of the chair;
- managing the research and development activities of the chair and being responsible for the availability of means;
- participation in international research, conferences and cooperation networks;

- publication of scientific articles and/or monographs at the international level.

3.1.3. The teaching workload of a Professor is 30 ECTS *per* year in general.

3.1.4. The direct superior of a Professor is the dean of the Faculty.

3.2. Professor *Emeritus*

3.2.1. The honorary title of Professor *Emeritus* can be awarded to a person who meets both of the following conditions: the candidate has retired and has worked for a long time as a regular elected Professor in the Institute of Theology of the EELC.

3.2.2. The honorary title of Professor *Emeritus* is awarded by the Council of the Institute of Theology of the EELC based on the proposal of the Dean of the Faculty of Theology with the consent of the Council of the Faculty and the recipient of the honorary title.

3.2.3. The honorary title does not imply paid employment or other payments.

3.2.4. A Professor *Emeritus* may hold lectures at the Institute on the same basis as extraordinary lecturers and visiting lecturers, using the title of Professor *Emeritus*.

3.3. Lecturer

3.3.1. The objective of the position of Lecturer is to conduct degree studies at the first two degrees of the higher education.

3.3.2. A lecturer is an academic staff member, whose duties are:

- conducting studies in the subject field at the first two degrees of higher education;
- effective supervision, reviewing and opposition of students' research papers at the first two degrees of higher education;
- participation in admission and defence committees;
- participation in preparation and development of the *curricula*;
- participation in research activities under the guidance of a professor, associate professor or senior researcher, participation in conferences and publication of research articles.

3.3.3. The teaching workload of a Lecturer is 55 ECTS *per* year in general.

3.3.4. A Lecturer can replace the vacant position of Professor or Associate Professor as an Acting Chairholder.

3.3.5. The direct work organiser of a Lecturer is the Dean of the Faculty.

3.4. Assistant

3.4.1. The objective of the position of the Assistant is to conduct subject field degree studies at the first degree of the higher education.

3.4.2. An Assistant is an assistant academic staff member, whose duties are:

- conducting studies under the supervision of Professor or Associate Professor in the subject field mainly at the first degree of higher education;
- effective supervision, reviewing and opposition of students' research papers under the supervision of Professor, Associate Professor or Senior Researcher at the first degree of higher education;
- participation in preparation and development of the *curricula*;
- participation in admission and defence committees;
- participation in research activities under the guidance of a professor, associate professor or senior researcher, participation in conferences and publication of research articles;
- assisting the editing and publishing of the educational literature and publications of the Institute.

3.4.3. The direct work organiser of an Assistant is the Dean of the Faculty.

3.5. Senior Researcher

3.5.1. The objective of the position of the Senior Researcher is to manage subject field research and ensure the academic succession.

3.5.2. A Senior Researcher is a recognised researcher in their field, whose duties are:

- management of a research topic or part of it, a research project or a contractual research, and being responsible for its organisation and execution;
- participation in the development of the strategy of the research of the Institute;
- supervision of the research activities of the Lecturers, Assistants and Researchers;
- finding funds for research activities: research grants, grants or contracts;
- participation in international research, conferences and cooperation networks;
- publication of scientific articles and/or monographs at the international level avaldamine;
- conducting teaching assignment in one's subject field up to 30% of the auditory workload of an Associate Professor;
- effective supervision of master's degree students and opposition of research papers.

3.5.3. The direct work organiser of a Senior Researcher is the Dean of the Faculty.

3.6. Researcher

3.6.1. The objective of the position of a Researcher is to develop the research activities of the subject field.

3.6.2. A Researcher is a research staff member, whose duties are:

- participation in international research, conferences and cooperation networks;
- publication of scientific articles and/or monographs;
- conducting teaching assignment in one's subject field up to 30% of the auditory workload of a Lecturer;
- effective supervision of master's degree students and opposition of research papers.

3.6.3. The direct work organiser of a Researcher is the Dean of the Faculty.