

APPROVED

Based on the Council of the ENDC decision of 15th May 2012
By the Commandant of the ENDC Order No. 39 of 18th May 2012

Amended

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Amended

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By the Commandant of the ENDC Order No. 8 of 5th March 2015

JOB DESCRIPTION OF THE TEACHING STAFF OF THE ESTONIAN NATIONAL DEFENCE COLLEGE

GENERAL

1. The current document is applied based on the Professional Higher Education Act, Statutes of the Estonian National Defence College and the document „Teaching and Research Staff Qualification Requirements, Terms and Procedures of Assessing their Compatibility”
2. The aim of the document is to establish the main duties and normative work load of positions in the Estonian National Defence College (hereinafter the ENDC) and the basis of determining the normative work load.
3. The teaching staff of the ENDC consists of ordinary teaching staff and research staff, whose qualification requirements are determined in the document „Teaching and Research Staff Qualification Requirements, Terms and Procedures of Assessing their Compatibility”.
4. The positions of the teaching staff and research staff are determined by the titles of positions in the work load table.
5. Teaching staff consists of professors, associate professors, lecturers, assistants, teachers and instructors.
6. Research staff consists of principal research fellows, senior research fellows, research fellows and junior research fellows.

DUTIES OF THE TEACHING STAFF

7. The main duties of the teaching staff are teaching, teaching methodology, and research and development activities.
8. The following administrative duties are added according to position:
 - 8.1. Regular duties that accompany a position (incl. participating on the meetings of the Education Department and Chairs and in the work of the Study Council);
 - 8.2. Organizing teaching (incl. planning the new academic year and organizing the work of the teaching staff with contract of services);
 - 8.3. Conducting and preparing evaluation interviews;
 - 8.4. Budgeting;
 - 8.5. Compiling reports;
 - 8.6. Compiling the normative work load table;
 - 8.7. Approving applications;

- 8.8. Participating in the work of the Council of the Estonian National Defence College and/or in the work of committees of the Council.
9. Teaching includes:
- 9.1. Teaching activities (lectures, practical placements, seminars, practice sessions, consultations and feedback sessions);
 - 9.2. Checking and evaluating student work (e.g. conducting preliminary exams and exams, evaluating written work, assessing practical placement, composing expert opinions of the Accreditation of Prior and Experiential Learning Regulations in the ENDC);
 - 9.3. Organizing and supervising students' practical placement (or practical studies);
 - 9.4. Supervising and reviewing written student papers;
 - 9.5. Teaching e-courses;
 - 9.6. Organizing and evaluating entrance tests;
 - 9.7. Participation in the work of the defence committees of final papers and Master's thesis (incl. Chairing the committee).
10. Teaching methodological work includes:
- 10.1. Preparation of teaching activities;
 - 10.2. Selecting and compiling teaching and methodological aids;
 - 10.3. Compiling textbooks;
 - 10.4. Compiling and developing curricula and syllabi;
 - 10.5. Compiling e-course materials;
 - 10.6. Activities connected with development of teaching;
 - 10.7. Compiling feedback for subjects and self analysis.
11. Research and development activities include:
- 11.1. Basic and applied research;
 - 11.2. Publishing the results of research activities;
 - 11.3. Disseminating the results of research activities through consultations and contracts;
 - 11.4. Participation in professional conferences or seminars;
 - 11.5. Presenting in conferences or seminars;
 - 11.6. Patent application to protect the intellectual property of research results;
 - 11.7. Participation in cooperation projects connected with research activities;
 - 11.8. Participation in expert analyses;
 - 11.9. Editing compilations of research articles (compiling and publishing);
 - 11.10. Peer-review of research texts;
 - 11.11. Organizing research conferences and seminars;
 - 11.12. Obtaining necessary resources for research and development activities from third parties (incl. research grants, scholarships, contracted research work);
 - 11.13. Popularizing the area of specialisation and introducing the ENDC as an institution of education and research;
 - 11.14. Participation in the work of professional committees and working groups;
 - 11.15. Professional development in research (incl. obtaining academic degrees, research apprenticeship);
 - 11.16. Development activities in national defence (incl. compiling an initial task, participation in NATO working groups etc.).
12. Other tasks connected with the elected office, participation in quality assurance programs (incl. mentoring), in the working groups of internal and external evaluation of the ENDC, in the work of the committee of the Accreditation of Prior and Experiential Learning of the ENDC or other tasks for a specific period may be added to the main duties of the teaching staff.

RESPONSIBILITIES AND RIGHTS OF THE TEACHING STAFF

13. The teaching staff of the ENDC has the obligation to:
Conduct teaching and study methodological work, incl. in in-service training;

- 13.1. Conduct research and participate in development activities according to the requirements of a position;
 - 13.2. Complete the normative work load of the teaching staff the proportional division of which is determined by the immediate supervisor;
 - 13.3. Conduct teaching in the volume determined by the syllabus and at the times determined by the timetable;
 - 13.4. Guarantee the correlation of the content of the subject with the syllabus;
 - 13.5. Constantly develop one's subject;
 - 13.6. Use prudently the assets provided to carry out job related tasks.
14. The teaching staff of the ENDC has the right to:
- 14.1. Use the rooms, equipment and other appliances of the ENDC according to set regulations to carry out job related tasks;
 - 14.2. Voice one's opinion and make suggestions to discuss the issues of one's field and to participate in such discussions in collegial decision making bodies;
 - 14.3. Apply for the normative teaching work load (1.0) being brought into conformity with the actual work load of working;
 - 14.4. Refuse work in the volume that exceeds the normative volume of teaching in a given academic year determined by the immediate supervisor except for the cases determined in Clause 27;
 - 14.5. Regular teaching staff in Master's study has a right to have paid sabbatical leave free of work related tasks once in every 5 years in order to improve one's professional skills or complete other creative tasks according to the regulations of providing sabbatical leave for the teaching staff;
 - 14.6. Apply for the reduction of normative teaching work load in case the work load of research and development activities and/or administrative tasks is increased, maintaining service pay/basic salary coordinating it with the chief of a structural unit of a position;
 - 14.7. Apply for the reduction of research and development activities and/or administrative tasks in case the teaching work load is increased, maintaining service pay/basic wage coordinating it with the chief of the unit of a position.

ACADEMIC POSTS

15. Professor

- 15.1. Professor is a leading member of the teaching staff in one's field teaching on all levels of higher education.
- 15.2. Professor's main duties include participation in research and development or other creative activities on international level, organizing teaching and teaching on all levels of higher education and effective supervision the students (cadets and Master level students), members of the teaching and research staff involved in the above activities.
- 15.3. The effectiveness of professor's work is indicated by the results of the teaching, research and development or other creative activities of the Chair under professor's supervision and the achievements of professor's own research and development or other creative activities on international level.
- 15.4. Professor's work is organized by the Head of Education Department unless it is otherwise determined in the work contract or some other document.
- 15.5. Professor's normative 1.0 position teaching work load per academic year is 130 academic hours (on average 4 hour per week), study methodological work load is 260 hours, and 1170 hours for professional development and research work.
- 15.6. Professor plans and supervises the research and development activities of one's field and provides the required means for the work to be done and supervises the work of younger members of the teaching staff.
- 15.7. During one election cycle (5 years) Professor must conduct research activities in the volume of at least 2/3 of a Doctoral thesis.
- 15.8. Professor develops connections with other scholars/creative workers in educational institutions home and abroad and units of the Estonian Defence Forces, organizes

- conferences and seminars in accordance with the directions of research and development activities of the ENDC;
- 15.9. Professor applies for additional means for research work from domestic organisations and abroad (e.g. research grants, contracted research work).
 - 15.10. Professor as a chief/head of a Chair:
 - 15.10.1. Supervise the work of the Chair and is responsible for its effectiveness;
 - 15.10.2. Distributes and calculates the normative work load of the teaching staff;
 - 15.10.3. Makes propositions concerning the improvement of the qualifications of the teaching staff of the Chair and finding staff with appropriate qualification;
 - 15.10.4. Submits annual reports by the deadline determined by the Head of the Education Department concerning teaching, research and development activities and other additional activities completed in the Chair.
 - 15.10.5. Participates in compilation of curricula and syllabi;
 - 15.10.6. Arranges for the Chair to have teaching materials and methodological aids, when necessary organizes the compilation of these;
 - 15.10.7. Controls the level of teaching conducted in the Chair;
 - 15.10.8. Invites foreign members of teaching staff to the ENDC in order to improve international cooperation.

16. Associate professor

- 16.1. Associate professor's main duties include active participation in research and development or other creative activities, organizing teaching and teaching on all levels of higher education and the effective supervision of students (cadets and Master level students), members of the teaching and research staff involved in the above activities.
- 16.2. The effectiveness of associate professor's work is shown by the results of the teaching conducted and organized by the associate professor, effective supervision of student papers and master's theses and participation in research and development projects.
- 16.3. Associate professor's work is organized by the Head/Chief of a Chair unless work regulations determine otherwise.
- 16.4. Associate professor's normative 1.0 position teaching work load per academic year is 250 academic hours (on average 7 hour per week), study methodological work load is 500 hours, and 810 hours for professional development and research work.
- 16.5. Associate professor supervises and reviews course papers, final papers and master theses.
- 16.6. During one election cycle (5 years) Associate professor must conduct research activities in the volume of at least 1/2 of a Doctoral thesis.
- 16.7. Associate professor as a chief/head of a Chair:
 - 16.7.1. Supervises the work of the Chair and is responsible for its effectiveness;
 - 16.7.2. Distributes and calculates the normative work load of the teaching staff;
 - 16.7.3. Makes propositions concerning the improvement of the qualifications of the teaching staff of the Chair and finding staff with appropriate qualification;
 - 16.7.4. Submits annual reports by the deadline determined by the Head of the Education Department concerning the teaching, research and development activities and other additional activities completed in the Chair.
 - 16.7.5. Participates in compilation of curricula and syllabi;
 - 16.7.6. Arranges for the Chair to have teaching materials and methodological aids, when necessary organizes the compilation of these;
 - 16.7.7. Controls the level of teaching conducted in the Chair;
 - 16.7.8. Invites foreign members of teaching staff to the ENDC in order to improve international cooperation.

17. Lecturer

- 17.1. Lecturer's main duties include teaching, effective supervision of final papers and master theses and participation in research and development activities.
- 17.2. The effectiveness of lecturer's work is primarily shown by the effectiveness of the teaching, supervision conducted, and active participation in completing the projects of research and development activities.

- 17.3. Lecturer's immediate supervisor is the Head/Chief of a Chair unless work regulations determine otherwise.
- 17.4. Lecturer's normative 1.0 position teaching work load per academic year is 320 academic hours (on average 10 hour per week), study methodological work load is 640 hours, and 600 hours for professional development and research work.
- 17.5. Lecturer supervises and reviews course papers, final papers and master theses.
- 17.6. During one election cycle (5 years) Lecturer must conduct research activities in the volume of at least 1/3 of a Doctoral thesis.
- 17.7. Lecturer as a chief/head of a Chair:
 - 17.7.1. Supervises the work of the Chair and is responsible for its effectiveness;
 - 17.7.2. Distributes and calculates normative work load of the teaching staff;
 - 17.7.3. Makes propositions concerning the improvement of the qualifications of the teaching staff of the Chair and finding staff with appropriate qualification;
 - 17.7.4. Submits annual reports by the deadline determined by the Head of the Education Department concerning the teaching, research and development activities and other additional activities completed in the Chair.
 - 17.7.5. Arranges for the Chair to have teaching materials and methodological aids, when necessary organizes the compilation of these;
 - 17.7.6. Controls the level of teaching conducted in the Chair;
 - 17.7.7. Invites foreign members of teaching staff to the ENDC in order to improve international cooperation.

18. Teacher

- 18.1. Teacher's main duties include teaching, conducting exams and preliminary exams, supervising and reviewing course papers and final papers. Teacher has no obligation of research and development activities. Thus the teacher's main tasks include primarily teaching and study methodological work.
- 18.2. The effectiveness of teacher's work is primarily shown by the effectiveness of teaching conducted and organized by the teacher.
- 18.3. Teacher's immediate supervisor is the Head/Chief of a Chair unless work regulations determine otherwise.
- 18.4. Teacher's normative 1.0 position teaching work load per academic year is 450 academic hours (on average 14 hour per week), study methodological work load and time for professional development is 1110 hours.
- 18.5. Teacher participates in compiling and collecting teaching and methodological materials under the supervision of a professor, associate professor or lecturer.

19. Instructor

- 19.1. Instructor's main duties include teaching, conducting exams and preliminary exams, supervising and reviewing course work and final papers. Instructor has no obligation of research and development activities. Thus the instructor's main tasks include primarily teaching and study methodological work.
- 19.2. The effectiveness of instructor's work is primarily shown by the effectiveness of teaching conducted and organized by the instructor.
- 19.3. Instructor's immediate supervisor is the Head/Chief of a Chair unless work regulations determine otherwise.
- 19.4. Instructor's normative 1.0 position teaching work load per academic year is 500 academic hours (on average 15 hour per week), study methodological work load and time for professional development is 1060 hours.
- 19.5. Instructor participates in compiling and collecting teaching and methodological materials under the supervision of a professor, associate professor or lecturer.

20. Senior Research Fellow

- 20.1. Senior Research Fellow is a renowned scholar of one's field in charge of a research topic, research project or a contracted research work and obtains necessary means for research work. Senior Research Fellow supervises the research work of lecturers and Research Fellows.
- 20.2. During one election cycle (5 years) Senior Research Fellow must conduct research activities in the volume of at least 1.5 of a Doctoral thesis.

- 20.3. Work duties of Senior Research Fellow include teaching in the volume of 64 hours on average per academic year (on average 2 hour per week).
- 20.4. Senior Research Fellow's immediate supervisor is the Chief of the Center for Applied Research or the Head/Chief of a Chair unless work regulations determine otherwise.

21. Research Fellow

- 21.1. Research Fellow is a scholar working under the supervision of professor, associate professor or senior research fellow.
- 21.2. During one election cycle (5 years) Senior Research Fellow must conduct research activities in the volume of at least 1 Doctoral thesis.
- 21.3. Work duties of Research Fellow include teaching in the volume of 64 hours on average per academic year (on average 2 hour per week).
- 21.4. Research Fellow's immediate supervisor is the Senior Research fellow, Chief of the Center for Applied Research or the Head/Chief of a Chair unless work regulations determine otherwise.

CALCULATING NORMATIVE WORK LOAD

22. The normative work load of the teaching and research staff consists of four parts (teaching, study methodological work, research and development activities and administrative tasks). The proportions of the parts of normative work load are agreed upon between the member of the teaching or research staff and the Chief/Head of a Chair or immediate supervisor per each academic year when needed.
23. The Chief/Head of a Chair is responsible for the correlation of the normative work load of the members of the teaching and research staff with the provisions in the current regulations. In case the member of the research staff works in the Centre for Applied Research, the Chief of the Center for Applied Research is responsible for the correlation of normative work load.
24. In case several members of the teaching staff conduct a subject a member of the teaching staff in charge appointed by the Chief/Head of a Chair or immediate supervisor is responsible for the integrity of the subject.
25. In case a member of the teaching or research staff cannot complete the normative teaching work load in degree studies the volume of research and development and additional activities is determined in the table of normative work load.
26. In case the decrease of the initial work load determined by the table of normative work load becomes apparent during the academic year, the Chief/Head of a Chair replaces it by equal work load. The corresponding proposal is made by the Chief/Head of a Chair with the approval of the Head of the Education department and it is drawn up as an amendment to the table of normative work load of a member of the teaching or research staff.
27. Chief/Head of a Chair or the immediate supervisor has a right to change the proportions of normative work load of a member of the teaching or research staff based on work-related need twice per academic year (at the end of the fall and spring semesters).
28. Member of the teaching or research staff has no right to refuse new subjects being added to one's normative work load (provided the normative work load has not been filled) in case the new subjects correspond to his/her field and he/she has been notified of it at least 3 months prior to teaching. Member of the teaching or research staff has a right to apply for in-service training required to prepare and conduct teaching of the new subject.

29. Teaching work load is calculated in academic hours (hereinafter *hours*) whereas one hour lasts for 45 minutes. 2 hours of study methodological work is calculated to prepare one hour of teaching.
30. The volume of teaching does not depend on the number of students and corresponds with the duration of the lectures. The same calculation applies in case of e-learning.
31. In case of language learning, practical lessons, exercises and seminars the students are divided into groups. The recommended size of study groups is 8-15 students.
32. When evaluating written work 0.5 hours per exam of one student and 0.3 hours per preliminary exam of one student are calculated into the work load of a member of the teaching or research staff.
33. Supervision of defended final papers and master's theses are calculated into the work load of the member of the teaching or research staff in the volume of 60 hours per final paper and 50 hours per master's thesis.
34. Reviewing student papers is calculated into the work load of the member of the teaching or research staff in the volume of 10 hours per review.
35. When assigning additional duties to members of the teaching staff the following calculations are considered:
 - 35.1. Language editing for up to 5 A4 pages (one A4 page equals 1800 characters with spaces) corresponds to 8 hours of work;
 - 35.2. Translating for up to 5 A4 pages (one A4 page equals 1800 characters with spaces) corresponds to 8 hours of work;
 - 35.3. When editing or reviewing research texts, teaching materials or editing research publications 2 A4 pages correspond to one hour of (one A4 page equals 1800 characters with spaces);
36. When calculating the volume of administrative duties the following volumes are considered:
 - 36.1. 1-5 subordinates – 160 hours per academic year;
 - 36.2. 6–10 subordinates – 180 hours per academic year;
 - 36.3. 11–20 subordinates – 200 hours per academic year;
 - 36.4. More than 21 subordinates – 220 hours per academic year.
37. The participation of members of the teaching staff in active service in field training exercises is calculated on the same basis as teaching work load according to the presented plan of exercise/training.
38. Completion of the service duties of members of the teaching staff in active service is calculated into the normative work load according to the time spent on completion of the abovementioned duties.

TABLE OF NORMATIVE WORK LOAD

39. The basis of the calculation of the teaching work load of the members of the teaching and research staff is the table of normative work load in which the teaching work load is determined at the beginning of each academic year according to subjects taught, furthermore, study methodological work, time for professional development and the volume of research and development activities and administrative duties is calculated in the table.
40. The format of the table of normative work load is prescribed by the Personnel Department.

41. The table of normative work load for members of the teaching and research staff is compiled by the Chief/Head of a Chair unless working procedures prescribe otherwise, and presents it to corresponding members of the teaching/research staff for approval.
42. Chief/Head of a Chair presents the preliminary table of normative work load of members of the teaching/research staff of a Chair to the Chief of Education Department for approval and to be presented to the Personnel Department NLT June 15 each year. The final table is presented on September 10.
43. The tables of normative work load are changed as needed twice a year: in December and in June. Chief/Head of a Chair is responsible for the tables of normative work load corresponding to the teaching conducted in one academic year.
44. The changes to the tables of normative work load of the members of the teaching/research staff are introduced by the Personnel Department in cooperation with the Chief/Head of a Chair and the Chief of Education Department. In case this brings about remarkable (more than 10%) increase of teaching work load of a member of the teaching staff, the agreement of the member of the teaching staff is necessary.
45. Table of normative work load is approved by the Commandant of the ENDC and the tables are kept in the Planning Section of the Education Department.
46. The job description is implemented starting from September 1, 2012.