

THE PROCEDURES FOR PLANNING THE WORKING HOURS AND REPORTING OF TALLINN HEALTH CARE COLLEGE LECTURERS/RESEARCH STAFF AND OTHER STAFF MEMBERS

General

1. This document regulates the planning and reporting of working hours of lecturers/research staff (hereinafter lecturers) and other employees (heads of academic chairs/departments, coordinators, the staff of studies department, public relations manager, educational technologist etc - hereinafter staff members) of Tallinn Health Care College (hereinafter college).
2. This document is based on University Act, the Institutions of Applied Higher Education Act, The Standard of Higher Education, The Vocational Education Institutions Act, The Statute of Tallinn Health Care College and other legal acts.
3. The posts of college lecturers are – lector, assistant, teacher, research fellow.
4. Lecturers are divided into ordinary lecturer and visiting lecturers.
5. Ordinary lecturer is selected through competition for the period of up to five years.
6. Visiting lecturers are lecturers with professional qualification whose main task is to guarantee the required level of knowledge and skills of pupils/students in previously agreed subjects and volume.
7. A staff member is a person working in college for which he/she is being paid. Rector, vice-rectors and director of finances and administration will define within their area of responsibility which staff members (except for lecturers) and to what extent are subject to this document.

The work responsibilities of lecturers

8. Teaching in college

8.1. The main work task of lecturer is the conducting of teaching in college, which also comprises contact studies, instruction of independent work within a module/subject, assessment of results and feedback, preparation of teaching (except for new subject).

8.2. The basis for calculating work-load is the following formula:

$$\text{Lecturer's work-load} = \text{ECTS} \times S \times \text{given } \%$$

ECTS - volume of module/subject in ECTS system

S - the actual number of students in study group

Given % - the volume percentage of module/subject taught by lecturer which is set by head of academic chair

8.3. The lecturer's work load of contact studies during an academic year is defined in work contract/work description. Generally the lecturers' work loads of contact studies in college are as follows:

8.3.1. lector up to 400 academic hours;

8.3.2. assistant up to 600 academic hours;

8.3.3. teacher up to 800 academic hours.

9. Other teaching work (guest lectures, presentations, advanced training etc.)

9.1. If a college lecturer or staff member, having special permission, is working at another employer or he/she receives additional pay under additional contract, he/she must declare this work if this work has been carried out during generally accepted working hours. The declared working hours are not counted as working hours in college.

9.2. The declared working hours will be counted as college working hours if the lecturer or staff member was representing the college during the performing of work task (for example presentations etc). In this case, the specific performing of work task is formulated as secondment or advanced training.

10. Instructed projects, final papers, diploma papers, Master thesis, Doctor thesis (incl outside college)

10.1. The lecturer's second major task is the instruction of students.

10.2. Student papers that are instructed outside college are also declared, but not counted as working hours.

10.3. Reviewing and participation in defending commission is also declared (except for term papers and exams that are counted as teaching).

10.4. The working hours of most widely spread instruction is counted as follows:

10.4.1. 50 hours of practice per 15 students on first and second study programme practice, and 50 hours per 30 students on other practice trainings;

10.4.2. final paper: 50 hours per student;

10.4.3. mentoring lecturer to new lecturer: 40 hours;

10.4.4. instructing exchange student/pupil: 20.

11. Teaching-methodic work

11.1. The main teaching-methodic tasks are composing new study materials (incl electronic and e-learning) and preparing a new subject. The time spent on these will be agreed with direct superior.

11.2. Activities related with study programme development, collaboration with speciality and professional unions (if lecturer is representing the college) etc is also considered as teaching-methodic work.

12. Publications that are published or are accepted for publication

12.1. Publications that are published or are accepted for publication must be declared.

13. Participation in projects

13.1. The project title, the participant's role in project and hours planned for project are declared.

14. Developmental and international activity

14.1. Development activities are considered as reviewing articles, collaboration in the boards of journals (representing college), expertises, initializing new projects, applying for funding etc.

14.2. In case of international activity, the time spent as exchange lecturer/worker, hosting of foreign guests, preparatory visits for projects etc will be fixed.

15. Secondments

15.1. Secondments are participations on fairs, conferences etc, home and abroad.

16. Activities introducing the college

16.1. Activities introducing the college are considered as activities related with reception, advertising the college etc.

17. Advanced training

18. Participation in commissions and administrative work

18.1. Working in college's commissions, work teams and other work groups will be declared.

19. Additional activity.

The lecturers' rights and obligations

20. Development activity and project work are lecturer's work tasks.

21. The teaching work and teaching-methodic work carried out in college are the work tasks of academic staff regardless of the form or financing of this work. Carrying out training in a college advanced training cycle for staff is considered as part of lecturer work tasks.

22. The distribution of lecturer's work load between different work tasks will be determined by head of chair/department and /or direct work organizer by proceeding from standard work loads of contact studies. The work load of contact studies may differ on different semesters (or different study weeks).
23. Teaching must be carried out in the volume established by study programme and during the times foreseen in timetable. The contents of taught subject must correspond to the subject/module programme.
24. Lecturers must treat carefully college property, use efficiently and sustainably the finances and time resources entrusted in their disposal.
25. The lecturers have the obligation to actively apply resources for applied research and developmental activities from domestic and foreign organizations, and also offer one's services to possible private and public contracting entities home and abroad.
26. Lecturers are entitled to use college facilities, appliances and other means by following the college rules.
27. Lecturers are entitled to set questions related with their work and college activity.
28. Lecturers are entitled to express their opinion and to make suggestions related with issues discussed in college decision making bodies.
29. Ordinary lecturers are entitled to one semester free of work tasks during a five year period in accordance with procedures set by college council.

The planning and reporting of lecturer's working hours

30. Lecturer is responsible for the planning of one's working hours together with head of chair/department.
31. The planning of lecturer's work hours is carried out in college's study information system (hereinafter SIS) <https://ttk.ois.ee>
32. Lecturer's working hours are planned as follows:
 - 32.1. The planning of contact studies of courses for upcoming academic year by head of chair/department or person assigned is carried out starting from March 1st on previous academic year. The head of chair fixes the lecturers for modules/subjects of particular study programme in SIS by determining the provided percentage and study-load (number of lectures, seminars etc).
 - 32.2. The final deadline of planning contact studies for autumn semester is June 1st, and October 1st for spring semester.
 - 32.3. The responsibility for composing timetable lies on head of academic chair/department.
 - 32.4. The final deadline for completing the timetable for autumn semester is August 1st, and December 1st for spring semester.
 - 32.5. The selective and optional subjects are planned and the timetable is composed either by head of studies department or person appointed by the latter at least for June 1st.
 - 32.6. Paragraphs 2-12 of SIS lecturer report are filled by the lecturer. The deadline of filling for autumn semester is the first day of autumn semester; for spring semester it is the first day of spring semester. The report is complemented on a continuous basis during each semester. The lecturer confirms one's semester report on the final work day of semester.
 - 32.7. All college lecturers have the possibility to add SIS counselling times for student according to necessity.
 - 32.8. Every college lecturer and staff member (if not agreed otherwise) are obliged to declare in SIS calendar (personal events section) all activities taking place during working hours.
 - 32.9. The following events must be declared in calendar:
 - 32.9.1. **meetings** inside and outside college by adding the location

- 32.9.2. **instruction of students/pupils in training base** by adding the title of organization;
- 32.9.3. **advanced trainings and conferences** by adding the title and location of training;
- 32.9.4. **vacations, being on sick leave etc;**
- 32.9.5. the fact of being outside the college with previous agreement with superior (i.e. going to the doctor etc) is marked as “Outside college with previous agreement”;
- 32.9.6. Distant work is defined as work carried out by lecturer or staff member outside college (at home, library etc), the outcome of this work is previously agreed with direct superior. During distant working, the lecturer or staff member must be available to the superior by telephone or Skype. The contact data is recorded in personal data section of SIS.
- 32.9.7. secondments by adding the general purpose and location;
- 32.9.8. study leaves;
- 32.9.9. and other important events selected by lecturer, staff member or direct superior.
- 32.10. Lecturers and staff members working with part-time load will agree the schedule of working/not working with direct superior, the non-working time will be marked as “*Not working*”.
- 32.11. If the activity in lecturer’s/staff member’s work time has not been specified, **it is assumed that the person is fulfilling work assignment inside college facilities.**
- 33. The statistical document for planning lecturer working hours is the SIS calendar, the report of results is “SIS lecturer report”.
- 34. At the end of academic year, the ordinary lecturer submits a work analysis to direct superior based on SIS calendar, report of results, CV in ETIS (Estonian Scientific Information System), work instructions and qualification requirements.
- 35. The academic chair’s work analysis which is based on lecturers’ work analysis, the development plans of college and chair/department, and the work plans of chair/department is presented to rectorate by head of chair by the first day of autumn semester at the latest.

Planning the working hours of visiting lecturers

- 36. Visiting lecturers work in the college mainly based on entrustment contracts.
- 37. The study load of visiting lecturer is fixed on the same bases as of ordinary lecturers.
- 38. The work of visiting lecturers is paid on the basis of contact hours carried out.
- 39. Heads of academic chairs/departments submit application for concluding entrustment contracts with visiting lecturers to rector by September 1st for autumn semester, and for February 1st for spring semester, or for September 1st for the whole year.
- 40. It is not allowed to submit an application for concluding entrustment contract retroactively – in this case the financial loss will be covered by head of academic chair/department.
- 41. By way of exception, a well-reasoned application may be submitted in mid-semester but not later than 7 work days before the start of contact studies.
- 42. The application must contain:
 - 42.1. the forename and family name of visiting lecturer;
 - 42.2. contacts of visiting lecturer (in case of new lecturer or the contact data has been changed);
 - 42.3. the education level of visiting lecturer (in case of new lecturer or the contact data has been changed);
 - 42.4. the codes, title and ECTS volume of study programme and taught subject/module;
 - 42.5. volume of contact studies in hours;
 - 42.6. period of contact studies.

The following, approving and amending of procedures

43. The current procedures are a college document, the following of which is obligatory to all college staff.
44. In the area of studies the procedures are administered by vice-rector of studies; in the area of development and international relations the procedures are administered by vice-rector of development and international relations; the area of financing and administration is administered by director of finances and administration.
45. The procedures take effect after being approved by college council and are valid for three years.
46. The college members and structural units have the right for initializing the amendment and supplementing of current procedures.
47. Amendments and supplementing are approved by college council once during academic year.