

The University of the Arts Helsinki

Staff Regulations

Teaching and Research Staff

Process

- University of the Arts Board Regulations Committee, 10 August 2012
- Draft 1.0 by Pekka Saarela, December 2012
- Meeting of the preparatory team for the staff regulations (Tuomas Auvinen, Markus Konttinen, Paula Tuovinen, Marjatta Tikkanen, Leena Huotari, Kristina Paavela, Laura Jännes), 30 September 2013
- Draft 2.0. by Laura Jännes, 29 October 2013
- Meeting of the preparatory team for the staff regulations and the rector, 6 November 2013
- Draft 3.0. by Laura Jännes, 11 November 2013
- Draft 4.0 by the preparatory team for the staff regulations, 10 December 2013
- Revised by Jännes, Huotari, and Tikkanen, 13 December 2013
- Discussions in the academies; 14, 16, and 22 January 2014
- Comments by Legal Counsel Immo Aakkula, 15 January 2014
- Cooperation Council, 29 January 2014 (incl. comments by the lecturers' association)
- Statement by the Student Union, 30 January 2014
- Draft 5.0. by Laura Jännes, 3 February 2014
- Draft 6.0 by the preparatory team for the staff regulations, 11 February 2014
- Comments from the academies (on the intranet), 11-19 February 2014 (incl. a statement by the Student Union from 18 February and Erik Tawaststjerna, representative of the Finnish Union of University Professors)
- Draft 7.0. by Laura Jännes, 20 February 2014
- Discussion on the University of the Arts Helsinki board and decision with alterations, Huotari, 3 March 2014

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1. General Regulations

Section 1: Rules and Regulations

The employment of the University of the Arts Helsinki teaching and research staff is governed by these regulations, the Universities Act (558/2009), Universities decree (770/2009), other laws and regulations, and the general university regulations.

Further provisions concerning the qualification requirements of the personnel and relevant selection procedures shall be laid down in the university regulations. (The Universities Act, Section 31).

Further provisions concerning the qualification requirements of the personnel of the University of the Arts Helsinki and relevant selection procedures are laid down in these staff regulations.

Section 2: Scope of Application

These regulations apply to salaried teaching and research staff employed for a minimum of one year.

The rector will issue separate instructions about the employment of other teaching and research staff, such as part-time teachers and visiting researchers.

The employment of other personnel will be agreed upon between the supervisor and the employee in accordance with the collective agreement, the contract of employment, and the results of the employing unit's performance target negotiations.

Section 3: Employment Relationship of the Personnel

The employment relation of the university personnel is based on a contract of employment. The employees and the terms of the employment relation shall be governed by relevant statutes and terms agreed in a collective bargaining agreement and in the contract of employment. The employer may not act in the employment relation in a manner which may endanger the freedom of research, art or education referred to in Section 6. In addition to the provisions concerning termination of the employment contract in Chapter 7 of the Employment Contracts Act (55/2001) and cancellation of the employment contract in Chapter 8 of the said Act, the employment contract of an employee belonging to the research and teaching personnel of the university may not be terminated or cancelled on grounds reference to which would infringe upon the freedom of research, art or education. (The Universities Act, Section 32)

2. Duties of the Teaching and Research Staff

The duties of the teaching and research staff will be agreed upon in the employee's working plan in accordance with the contract of employment and the collective agreement.

Section 4: The Duties of a Professor

A professor shall carry out and supervise scientific or artistic work, give education based on it and follow developments in science or art and participate in societal interaction and international cooperation in his/her field. The post of professor

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must be publicly announced vacant when a person is hired into an employment relation in force until further notice. The post of professor may be filled by invitation without public notice of vacancy when a professionally distinguished person may be invited to take the post or a person is appointed for a fixed period to the post. Only a person who indisputably fulfils the qualification requirements may be appointed to the post by invitation. (The Universities Act, Section 33)

Section 5: The Duties of Other Teaching and Research Staff

Other teaching and research staff shall give and contribute to education in their respective fields, follow developments in art and research in their respective fields, carry out and supervise artistic work or research in the arts, and participate in societal interaction and international cooperation in their respective fields.

3. Qualification and Competency Requirements for Teaching and Research Staff

In these regulations, the term “qualification requirements” refers to the minimum requirements imposed by legislation on a successful candidate for a post. The term “competency requirements” refers to case-specific stipulations included in these regulations. The candidate’s suitability for the duties and the work community is also considered in the selection process.

Section 6: Qualification Requirements

Professors

Statements concerning the qualifications and merits of persons applying for and invited to the post must be requested from a minimum of two experts where a person is appointed to a position in effect until further notice or for a fixed period of at least two years. The disqualification of the expert is governed by the provisions of Sections 27-29 of the Administrative Procedure Act. Provisions concerning the selection, activities and remit of the experts shall be enacted in the university regulations, where needed. A university may award the right to use the title of professor to a person in its employ. (The Universities Act, Section 33)

Language skills

University teaching and research staff are required to master the language, Finnish or Swedish, in which they teach. Mastery of the language of instruction can be demonstrated in a manner defined by the university regulations. Universities Decree (1)

At universities where it is possible to complete a degree in both Finnish and Swedish, teaching and research staff are also required to have at least satisfactory oral and written skills in Finnish and Swedish. The university may grant an exemption from the language requirements in a manner defined by the university regulations. Universities Decree (1)

At the University of the Arts Helsinki, these staff regulations govern the selection, activities and remit of the experts as well as exemption from the language requirements.

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Section 7: General Competency Requirements

A successful candidate for a post at the University of the Arts Helsinki is required to have an appropriate education, experience, and language skills for the post in question as well as other skills related to the post, for example sufficient co-operative and interactive skills. The requirements for each post are defined prior to the selection process in accordance with the qualification requirements for university staff imposed by legislation and the competency requirements included in these staff regulations.

For teaching posts, a successful candidate is required to have pursued studies in university pedagogy or to have sufficient pedagogical experience and teaching skills. For research posts, a successful candidate is required to have sufficient skills and experience in research.

For executive posts, a successful candidate is required to have an appropriate education, prior knowledge of the post's duties, and suitability for a leading and managing role.

For a professor's post, the rector may decide to deviate from the language requirements if deviation would not impede successful holding of the position and when deviation from the requirements enables the selection of the otherwise most competent candidate.

For other teaching and research posts, the dean may decide to deviate from the language requirements if deviation would not impede successful holding of the position and when deviation from the requirements enables the selection of the otherwise most competent candidate.

Section 8: Titles of the Teaching and Research Staff

Teaching and research staff will be recruited to the University of the Arts Helsinki under the following titles: doctoral trainee, lecturer, postdoctoral researcher, university lecturer, university researcher, professor, and research director.

Section 9: Doctoral Trainee's Competency Requirements

A successful candidate for a doctoral trainee's post is required to have a higher university degree or other sufficient knowledge and skills for the studies as stated in Section 37 of the Universities Act (558/2009). A doctoral trainee is also required to have a right to study for a doctoral degree and an approved study and research plan.

Section 10: Lecturer's Competency Requirements

A successful candidate for a post of a lecturer in an artistic subject is required to have an applicable doctorate or a higher university (Master's) degree and/or artistic merits. A successful candidate is also required to have good teaching skills. The merits to be assessed in the selection process include the candidate's experience in the field of the post.

A successful candidate for a post of a lecturer in a research-oriented subject is required to have an applicable doctorate or a higher university (Master's) degree. A successful candidate will have demonstrated his or her skills in independent research and have good teaching skills.

Section 11: Postdoctoral Researcher's Competency Requirements

A successful candidate for a postdoctoral researcher's post is required to have an applicable doctorate and skills for independent research as well as teaching skills necessary for the post in question.

Section 12: University Lecturer's Competency Requirements

A successful candidate for a post of a university lecturer in an artistic subject is required to have a doctorate or a higher university (Master's) degree and/or particular artistic merits. A successful candidate is also required to have extremely good teaching skills. The merits to be assessed in the selection process include the candidate's experience in the field of the post.

A successful candidate for a post of a university lecturer in a research-oriented subject is required to have an applicable doctorate. He or she is also required to have demonstrated independent research skills and skills as a leader of research. Skills in high-level teaching and supervision based on research are also required.

Section 13: University Researcher's Competency Requirements

A successful candidate for a university researcher's post is required to have an applicable doctorate, demonstration of research and teaching skills necessary for the post in question. A university researcher may also be required to have leadership and management skills as well as funding acquisition skills.

Section 14: Professor's Competency Requirements

A successful candidate for a professor's post in an artistic subject is required to have an applicable doctorate and/or excellent artistic merits as well as good teaching skills. He or she is also required to have expertise in the field in question and experience of international activities and collaboration.

A successful candidate for a post of professor in a research-oriented subject is required to have an applicable doctorate, demonstrations of high-level research, skills for high-level teaching and supervision based on research, and evidence of international activities.

Section 15: Research Director's Competency Requirements

A successful candidate for a post of a research director is required to meet the competency requirements of a professor. He or she is also required to have demonstrations of high-level research, leadership and management skills, experience of leading a research team, funding acquisition skills, and evidence of international research collaboration.

4. Recruitment of Teaching and Research Staff

The University of the Arts Helsinki will write a personnel plan in accordance with the strategy and the needs of the university and its academies. Recruitment will be based on the staffing needs, personnel plan, and resources available.

Teaching and research staff will be employed on a fixed-term basis or an open-ended basis.

Section 16: Recruiting and Dismissal of Personnel

Posts at the university shall be filled based on proven competency and assessed suitability. The university must treat candidates to any post equally and take into account gender equality.

The rector appoints professors on the proposal of an academy dean. (University of the Arts Helsinki regulations, Section 8)

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The dean appoints the heads of the academy faculties, units, and programmes, removes them from their offices, and engages and dismisses other personnel than professors. (University of the Arts Helsinki regulations, Section 19)

Section 17: Responsibilities Related to a Professor's Appointment

The dean is responsible for recruiting professors in accordance with the respective academy regulations and/or applicable process descriptions.

Section 18: Advertising a Professor's Post

The duties, the qualification and competency requirements, and the selection process for a professor's post are described in the description of the appointment procedure.

The post of professor may be filled by invitation without public notice of vacancy when a professionally distinguished person may be invited to take the post or a person is appointed for a fixed period to the post. Only a person who indisputably fulfils the qualification requirements may be appointed to the post by invitation. (The Universities Act, Section 33)

Section 19: Selection and Duties of Experts

For the appointment of a professor, the dean invites at least two experts to issue a statement about the artistic or research-oriented competence of the candidates and their artistic or research-oriented merits.

A preparatory committee, in accordance with the university regulations or the dean's decision, selects the candidates whose applications are submitted to the experts for an evaluation. The experts receive the applications with related documents and the description of the appointment procedure. The experts are informed of the identity of all candidates and, if necessary, all applications are at their disposal. The experts may also issue an evaluation of a candidate who has not been selected by the preparatory committee.

The experts are required to issue a written statement about the artistic or research-oriented competence of the candidates and their artistic or research-oriented merits within a reasonable time limit.

If a candidate is invited to take the post in question, the experts are required to issue a written statement about whether the invitee indisputably fulfils the qualification requirements.

Section 20: A Proposal for the Appointment of a Professor

The proposal for the appointment of a professor shall be based on a general impression of the candidate's or the invitee's qualifications, competence, and suitability for the post which is defined in the description of the appointment procedure. The impression is formed by the candidate's or the invitee's artistic or research-oriented merits and language skills and the assessment of the person's teaching merits, the experts' statements, an interview, and other possible accounts.

The dean makes a proposal to the rector for the appointment of a professor. In the case of an invitation process, the dean assesses the indisputable qualifications of the invitee.

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Section 21: Decisions Concerning the Selection of Other Teaching and Research Staff

The dean appoints other teaching and research staff based on the proposal of the preparatory committee that has been formed according to the university regulations or the dean's delegation decision. In the preparatory committee, one or more student members appointed by the Student Union contribute to the assessment of the candidates' teaching demonstrations.

5. Validity

Section 22: Approval of the Staff Regulations

These regulations are valid as of 3 March 2014.

Other provisions concerning the personnel at the academies will remain in effect as long as they are not in conflict with these regulations.