

## **Procedure for the election of the Teaching Staff of the Year Award**

The election of the Teaching Staff of the Year Award at the university level is regulated by the statute of the Teaching Staff of the Year Award. The procedure for the election of the Teaching Staff of the Year Award, approved by the Student Parliament, specifies the selection procedure and describes the tasks of the various parties.

The Student Union Board has the right to exceptionally amend the code of conduct approved by the Student Parliament if university regulations require correction<sup>1</sup>.

### **Submitting nominations for the Teaching Staff of the Year Award**

- All students can submit applications for the Teaching Staff of the Year competition, and applications can be submitted alone or in groups.

- Applications are submitted via Microsoft Forms, and the nominator authenticates themselves and proves their student status via their ut.ee email address. In the absence of a university email address (or lack of access to it), but with student status, the Student Union Board has the right to accept (digitally) signed applications.

- The application form is bilingual and includes the first and last name of the nominated teacher, a reference to good teaching practice, a justification for nominating the teacher (limit 500 words), the nominators' contact information and a field for describing the relationship with the nominated teacher (resulting from the statute). The form is open all year round and is the responsibility of the Student Union's vice-chairman (area of study quality).

- The student council of the faculty also has the right to request access to the responses to the form; when distributing nomination information to the student council of the institutes and committee members, the nominators' personal data is classified.

### **Selection of the laureates from among the nominees for the Teaching Staff of the Year Award**

The selection of the university-wide laureates is a two-stage process: first, according to the Teaching Staff of the Year Award statute, the student council of the faculty selects the five best candidates in their faculty from among the proposals, then the Teaching Staff of the Year Award committee evaluates the received applications.

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<sup>1</sup> The deadlines established in the election procedure depend on the statute. Amendments to the statute may be accompanied by changes in the election procedure. In order to avoid constant emergency convening of the Student Parliament, the board is given the right to adjust the election procedure for this reason.

### *Student Council of the Faculty*

- In the case of the selection of the university-wide Teaching Staff of the Year Award, the task of the student council of the faculty is to make a pre-selection from the nominees, which is later forwarded to the selection committee.

- The student council of the faculty is autonomous in setting the principles for making the selection; the number of nominees may, but does not have to, be taken into account. The principles of the decision-making process must be recorded in writing. It is recommended to use quantifiable metrics, such as place points.

- In the event of a conflict of interest (e.g. the candidate is personally known, a member of the student council of the faculty has nominated a nominee themselves), the student council of the faculty shall vote on whether the member withdraws themselves from the decision-making.

- The student council of the faculty shall pre-select from the university-wide competition no later than January 10 and forward the names of the five best nominees to the Student Union's vice-chairman (area of study quality).

- In addition, the student council of the faculty has the right to organise department-specific and institute-specific recognition of teachers based on data collected through a university-wide, year-round open form, whereby the departmental laureates may be announced in a manner and at a time chosen by the student council of the faculty. To request access to the responses to the form, the student council of the faculty may contact the Student Union's vice-chairman (area of study quality).

### *Committee for the selection of the Teaching Staff of the Year Award*

- To evaluate the nominees for the Teaching Staff of the Year Award, the Vice-Chairman of the Student Union's Area of study quality and the Legal Advisor will form an evaluation committee of at least eight students during December, formed with the aim of representing students of all levels of study and all faculties. The faculties must be represented equally (in the case of eight members, two from each faculty).

- The committee members will work on the principle that they will refrain from evaluating candidates from their own faculty. This will avoid conflicts of interest - on the one hand, it is possible that a committee member has submitted a nomination themselves (and should therefore withdraw from the evaluation anyway), on the other hand, in the case of teachers in their faculty, it is likely that there is information about the employees of the home

institute outside the nomination, which will bias the objectivity of the decision. The "mandate" of students in the faculty is ensured by the fact that the nomination has come from the student body as a whole and that, in the case of more than five candidates, the student council of the faculty will make a pre-selection. If a committee member has a conflict of interest in relation to the evaluation of a candidate who is not from their own faculty, the committee will vote on whether the member withdraws themselves from the decision-making process.

- The committee is autonomous in setting the principles for making the selection; it may, but does not have to, take into account the number of nominees. The principles of the decision-making process must be recorded in writing. It is recommended to use quantifiable metrics, such as place points. The committee will base its assessment on the applications submitted; it is not prohibited to use feedback given to the teachers' subjects as background information.

- The Vice-Chairman of the Student Union's area of study quality and the Legal Advisor have previously checked the legal correctness of the applications and their compliance with the procedure established by the Student Parliament and it is not the committee's responsibility to work with the legal side. The names and email addresses of the nominators are not shared with the committee due to the principle of personal data protection.

- According to the statute of the Teaching Staff of the Year Award, the committee will submit the names of the recipients of the Teaching Staff of the Year Award to the Vice-Rector for Academic Affairs no later than one month before the date of the award presentation. Since the award will be presented at a ceremonial event on the anniversary of the Republic of Estonia, the committee will complete its work no later than January 17. The results of the committee's work are reflected in a protocol prepared under the supervision of the Vice-Chairman of the Student Union's area of study quality, which reflects the evaluation principles on which the committee relied, and the names of the laureates. The members of the committee sign the prepared protocol. The names of the selected academic staff of the year are forwarded to the Vice-Rector for Academic Affairs by a member of the Student Union's board as a representative of the committee.