



# APPOINTMENTS PROCEDURE

## for teachers at Umeå University

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## 1. Introduction

The Appointments Procedure refers to the regulations that Umeå University applies when appointing teachers in terms of teacher categories, career options, appointment process, qualification requirements, assessment criteria and selection. The Appointments Procedure makes concrete the regulations established in the Higher Education Act and the Higher Education Ordinance as well as determines the local rules.

Teachers may be employed in accordance with the regulations of the Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100). In addition to these regulations, Umeå University shall determine locally what regulations shall apply when appointing teachers.

The work duties of a teacher include teaching, research or artistic development work, collaboration and administrative work. Furthermore, a teacher's duties involve following the developments within their subject area as well as the broader societal developments of importance to the teacher's work at the institution of higher education, Chapter 3, Sect. 1 Higher Education Act (HL). The contents of a teacher's employment may vary over time; however, teachers at Umeå University shall have the competence necessary to conduct research as well as teaching and otherwise contribute to the developments of the University. Work duties shall be distributed on the basis of the needs of the institution and in accordance with applicable authority regulations. It is of significant importance that teachers have a high level of both academic and pedagogic competence. At first hand, therefore, the University shall employ teachers that hold a doctorate and are pedagogically competent. Teachers appointed by Umeå University shall be provided with the opportunity of both academic and pedagogic competence development.

Essential to the appointment of teachers is that, generally, the employment contract should be open-ended (Swedish term: *tillsvidare*). Exceptions to this rule are specified within the Employment Protection Act (LAS; 1982:80). In addition, Chapter 4 Higher Education Ordinance regulates fixed-term appointments of adjunct professors, visiting professors and teachers within artistic disciplines.<sup>1</sup>

Occasionally, however, there may be a need for a fixed-term contract other than those regulated by the Higher Education Act (HF). In that case, the recruitment process shall be conducted with a level of care equal to the one generally adopted in the recruitment process, given that a repeated fixed-term contract may lead to an open-ended contract.

All appointments lasting longer than six months shall be advertised both internally and externally, except in the case of special appointment (Swedish term: *kallelse*) of professors as well as appointments of adjunct teachers or visiting teachers.

### 1.1 Equal Opportunities Policy

Umeå University shall be an inclusive university without the existence of discrimination. Equality at the University is both a question of quality and work environment.

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<sup>1</sup> A need for revision of the Appointments Procedure may arise as a result of centrally established industrial agreements.

The University goal is for all work places to have a gender balance, which is defined as at least 40 per cent of the underrepresented gender. During an appointments process, a person of the underrepresented gender with equal qualifications may be suggested for employment before a person of the opposite sex.

An inclusive approach should characterize the whole recruitment process. This implies that aspects included in the assessment of achievements, in terms of teaching, research and artistic work must not disadvantage any person, given the existing criteria around discrimination. This means, furthermore, that preparation committees, external experts and appointment committees should all be gender balanced unless special circumstances exist (Chapter 4, Sect. 5 Higher Education Ordinance).

## 2. Teaching Posts at Umeå University

Long-term competence provision is one of the great challenges for Umeå University. For all activities, therefore, a strategic competence provision plan must be in place, which guides each appointment.

Generally, all appointments at Umeå University should be open-ended appointments. However, exceptions may be made for teachers within artistic disciplines, who may be employed on a fixed-term basis for a maximum total of ten years, for adjunct professors, who may be employed for a maximum total of twelve years, and for visiting professors, who may be employed for a maximum of five years (Chapter 4, Sect. 10-12 Higher Education Ordinance). In other cases, time restrictions may apply in accordance with the Employment Protection Act (1982:80).

### 2.1 Professor

Professor is the most senior form of teacher employment and is regulated through the Higher Education Act and the Higher Education Ordinance.

A Professor should be appointed on an open-ended contract, which should correspond to a minimum of 50%.

Exceptions to open-ended appointments may be made for Professors within artistic disciplines (Chapter 4, Sect. 10 Higher Education Act). Exceptions to open-ended appointments should be made for Adjunct Professors and Visiting Professors (Chapter 4, Sect. 11-12 Higher Education Ordinance).

#### 2.1.1 Qualification Requirements for Appointment as Professor

A person who has demonstrated both academic and pedagogic skills shall qualify for appointment as Professor, except in artistic disciplines. A person who has demonstrated both artistic skills and pedagogic skills shall qualify for appointment as Professor within artistic disciplines (Chapter 4, Sect. 3 Higher Education Ordinance)

The notion of academic skills refers to independent research work, ability to plan and lead research, and ability to impart information about research to the outside society.

The notion of pedagogic skills refers to the skills listed under point 3.2 and acquired through undergraduate, postgraduate and research level. A professor must have taken courses in research student supervision unless special reasons occasion otherwise.

The notion of artistic skills refers to distinguished artistic qualifications from practice within the artistic fields as well as ability to conduct artistic research and development work.

## 2.2 Adjunct Professor

An Adjunct Professor should be appointed on an open-ended contract, though at most up to a specific point in time. Such an appointment may be renewed. The total appointment time may cover a maximum of twelve years (Chapter 4, Sect. 11 Higher Education Ordinance). For open-ended appointments within artistic disciplines up to a specific point in time, see Chapter 4, Sect. 10 Higher Education Ordinance.

The work of an Adjunct Professor should principally be located outside the institution for higher education (Chapter 3, Sect. 3, Higher Education Act). Additionally, at Umeå University, the appointment should provide a specific competence of particular importance to the institution or strengthen the connections between the institution and the outside society.

The decision guidance document must contain a written agreement between the university, the chief employer and the individual with regards to the conditions of the appointment. This should include regulation of the parties' responsibilities for salary and other costs, resources, such as premises and equipment, as well as intellectual property and work duties.

The appointment as Adjunct Professor may constitute a maximum of 50%.

### 2.2.1 Qualification Requirements for Appointment as Adjunct Professor

The same qualification requirements apply to the appointment as Adjunct Professor as to the appointment as Professor, see point 2.1.1.

In assessing academic or artistic skills, emphasis should primarily be placed upon skills within the particular subspecialty that the appointment is directed towards.

## 2.3 Visiting Professor

A Visiting Professor should be appointed on an open-ended contract, though at most up to a specific point in time. Such an appointment may be renewed. The total appointment time may cover a maximum of five years (Chapter 4, Sect. 12 Higher Education Ordinance).

The appointment of Visiting Professor should provide new competence and create space for new impulses regarding pedagogical and/or academic or artistic practice. A Visiting Professor should have his or her primary employment at another university in Sweden or abroad.

### **2.3.1 Qualification Requirements for Appointment as Visiting Professor**

The same qualification requirements apply to the appointment as Visiting Professor as to the appointment as Professor, see point 2.1.1.

## **2.4 Senior University Lecturer**

The post of Senior Lecturer is regulated through the Higher Education Act and Higher Education Ordinance; at Umeå University this post is titled Senior University Lecturer.

A time restriction may be applied to the appointment of Senior University Lecturer in accordance with the Employment Protection Act (1982:80).

### **2.4.1 Qualification Requirements for Appointment as Senior University Lecturer**

According to Chapter 4, Sect. 4 Higher Education Ordinance, a person shall qualify for appointment as Senior University Lecturer if he or she:

1. within an area outside of the artistic disciplines, has demonstrated pedagogic skills as well as holds a doctorate or has attained equivalent academic competence or other professional skills relevant with regards to the subject area of the appointment and the work duties included in the appointment; or
2. within an artistic discipline, has demonstrated pedagogic skills as well as holds an artistic practice-based doctorate, demonstrated artistic skills or has attained other professional skills relevant in relation to the subject area of the appointment and the work duties included in the appointment.

A person who does not hold a doctorate but has conducted foreign postgraduate research and has equally good academic qualifications can, after consideration, be regarded as possessing academic competence that is the equivalent of a doctorate.

The notion of pedagogic skills refers to the skills listed above under point 3.2, acquired through courses in teaching and learning in higher education as well as teaching at undergraduate and postgraduate level.

The notion of other professional skills refers to relevant professional skills acquired outside the university. Other professional skills can only be used as a ground for qualification for an appointment as Senior University Lecturer, if the candidate is expected to teach within a field where practical experience is essential.

For permanent appointment as Senior University Lecturer at Umeå University, the candidate is required to have the pedagogic skills described in point 3.2. Candidates who have completed courses in teaching and learning in higher education to a minimum value of 7.5 credits or equivalent may, however, be permanently appointed, provided that an individual pedagogic development plan is established in connection with the appointment. The Head of Department in question is responsible for securing the conditions needed in order for the plan to be carried out, as well as for the follow-up and documentation within the department's competence provision plan.

## 2.5 Cross-Appointments

A higher education institution may, with the consent of an authority responsible for healthcare such as is referred to in Chapter 3, Sect. 8 Higher Education Act, decide that an appointment as Professor or Senior University Lecturer at the institution of higher education shall be combined with employment at a healthcare unit used for training and research within Medical Science. Dental training and research shall be considered training and research at such a unit (Chapter 4, Sect. 2 Higher Education Ordinance).

The Faculty of Medicine Board decides, with the consent of the County Council concerned, whether an appointment as Professor or Senior University Lecturer may be combined with an appointment at a healthcare unit used for training and research (Swedish term: *upplåten enhet*).

### 2.5.1 Qualification Requirements for Cross-Appointment

See qualification requirements for Professor and Senior University Lecturer respectively.

## 2.6 Associate Senior University Lecturer

Associate Senior University Lecturer is a form of training position (in Swedish: *meriteringsanställning*) that constitutes the first step in a careers system at Umeå University. An appointment as Associate Senior University Lecturer shall be open-ended and primarily involve the acquiring of academic qualifications to at least 80 per cent of the working hours for four years.

The Associate Senior University Lecturer shall be given the opportunity to acquire teaching qualifications so that after the period of appointment it is possible for the candidate to fulfil the competence requirements for promotion to Senior University Lecturer.

### 2.6.1 Qualification Requirements for Appointment as Associate Senior University Lecturer

A person who holds a doctorate or a degree that is deemed equivalent to a doctorate shall be qualified for appointment as Associate Senior Lecturer. Priority should be given to candidates who have completed their doctoral degree no more than seven years before the closing date of the application. A candidate who has completed their degree prior to this should be given equal priority if special circumstances exist. Special circumstances include absence due to illness, parental leave or clinical employment, appointments of trust in trade union organizations or similar circumstances.

## 2.7 Postdoctoral Position

A Postdoctoral appointment aims to provide those who have recently completed their doctoral degree with an opportunity to consolidate and develop, chiefly, their academic skills. Work duties should primarily involve the conducting of research. Teaching may also be included in the work duties, though to maximum of a fifth of the total working hours.

The Postdoctoral appointment shall normally comprise two years, in accordance with the central industrial agreement, see Appendix 1.

### **2.7.1 Qualification Requirements for Postdoctoral Appointment**

A person who holds a doctorate or a degree that is deemed equivalent to a doctorate shall be qualified for a Postdoctoral appointment. Priority should be given to candidates who have completed their doctoral degree no more than three years before the closing date of the application. A candidate who has completed their degree prior to this should be given equal priority if special circumstances exist. Special circumstances include absence due to illness, parental leave or clinical employment, appointments of trust in trade union organizations or similar circumstances.

## **2.8 University Lecturer**

An appointment of University Lecturer should primarily involve teaching. A University Lecturer may be appointed in cases where competence on Professor or Senior University Lecturer levels is not available or when a particular skill is of relevance in that context. Restrictions shall continue to apply in accordance with Vice-Chancellor decisions on recruitment freezes and competence development for University Lecturers, see Appendix 2.

A time restriction may be applied to the appointment of University Lecturer in accordance with the Employment Protection Act (1982:80).

### **2.8.1 Qualification Requirements for Appointment as University Lecturer**

A person shall be qualified for appointment as University Lecturer if they hold a Master's degree or above, or if they have other skills relevant with regards to the subject area of the appointment and the work duties included herein, as well as having demonstrated pedagogic skills. An individual competence plan shall be established in connection with the appointment.

## **2.9 Adjunct University Teacher**

An appointment of Adjunct University Teacher aims to tie important competence to Umeå University at the same time as encourage a mutual knowledge transfer between the university and the outside society. The work of an Adjunct University Teacher should principally be located outside the institution for higher education. Therefore, the appointment of Adjunct University Teacher must constitute a maximum of 50 %.

The decision guidance document must contain a written agreement between the university, the chief employer and the individual with regards to the conditions of the appointment. This should include regulation of the parties' responsibilities for salary and other costs, resources, such as premises and equipment, as well as intellectual property and work duties.

An Adjunct University Teacher is appointed for a limited period of time and the appointment is time restricted in accordance with the Employment Protection Act (1982:80).

### **2.9.1 Qualification Requirements for Appointment as Adjunct University Teacher**

See qualification requirements for Senior University Lecturer and University Lecturer respectively.

## 2.10 Senior Visiting Lecturer

The aim of the appointment of Senior Visiting Lecturer is for the University, through temporarily establishing a firmer contact with a person from another university or higher education institution, provide new competence and create space for new impulses regarding pedagogical and/or academic or artistic practice.

A Senior Visiting Lecturer should have his or her primary employment as a Lecturer or equivalent at another university in Sweden or abroad.

A Senior Visiting Lecturer is appointed for a limited period of time and the appointment is time restricted in accordance with the Employment Protection Act (1982:80).

### 2.10.1 Qualification Requirements for Appointment as Senior Visiting Lecturer

See the qualification requirements for Senior University Lecturer.

## 2.11 Researcher

The work duties of an appointed Researcher should, in chief, involve research; however, teaching may also be included in the work duties, though up to maximum of a fourth of the total working hours. At least 50 per cent of the Researcher's employment should be externally funded. Researchers who will conduct teaching or supervision of research students must have taken relevant courses in teaching and learning in higher education.

The employment of a Researcher who is appointed for a limited period of time is time restricted in accordance with the Employment Protection Act (1982:80).

Permission to recruit must have been granted before appointing Researchers. The decision is made by the Dean, in consultation with the Human Resources Manager.

### 2.11.1 Qualification Requirements for Appointment as Researcher

A person who holds a doctorate or a foreign degree that is deemed equivalent to a doctorate shall be qualified for appointment as Researcher.

## 3. Assessment Criteria for Appointment of Teachers

In appointing teachers attention shall be paid only to objective factors such as service merits and skills (Instrument of Government, Chapter 12, Sect. 5). Skills should be the primary consideration, unless special reasons exist for doing otherwise (Sect. 4, Public Service Employment Act).

Before the appointment procedure commences, the Faculty Board shall decide on an appointment profile, in which the various assessment criteria are established and weighed against each other. In connection with this, further requirements for the appointment may be decided upon, in addition to those listed in the Higher Education Ordinance or within this Appointments Procedure. These must be objectively justified with regard to the character of the position and the needs of the University.

A general assessment criterion for all teacher categories is good interpersonal skills, as well as the competence and suitability needed otherwise in order to carry out the work duties successfully.

With regard to the teacher appointment in question, leadership and administration skills may constitute further assessment criteria worthy of consideration.

In assessing academic or artistic skills and pedagogic skills, the above text concerning the qualification requirements for each of the teacher categories, points 3.1 and 3.2, and Appendix 3, should all be taken into consideration.

### **3.1 Academic Skills**

A candidate's academic skills are to have been demonstrated through independent academic work.

The assessment criteria are:

- Width and depth of research – quality and scope
- Originality of research
- Productivity
- Contributions to the international academic community
- Engagements within the academic community
- Ability to obtain external funding where competition exists

The Dean may decide on further criteria of importance to the assessment of academic skills.

### **3.2 Pedagogic Skills**

A candidate's pedagogic skills shall be assessed from three different perspectives: the teacher's work with students; the teacher's own pedagogic developments; and the teacher's contributions to the pedagogic developments on institutional level.

In order to qualify for appointment as teacher, the applicant is required to demonstrate the following knowledge, skills, and approaches in relation to higher education pedagogy:

- Knowledge regarding students' learning within higher education
- Ability to plan, teach, examine, and evaluate higher education courses and programmes as well as support the learning of individuals and groups
- Ability to adopt a reflexive approach in relation to his or her own role as teacher
- Knowledge regarding societal objectives and regulations concerning higher education
- Ability to make use of, analyze and communicate the experiences of his or her own as well as others

This competence may be achieved through courses in teaching and learning in higher education, other courses of relevance to teaching in higher education, or proven experience. The pedagogic qualifications shall be documented in a separate portfolio (see Appendix 4) and the pedagogic skills shall be assessed by an external expert.

The Dean may decide on further criteria of importance to the assessment of pedagogic skills.

### 3.3 Artistic Skills

The artistic skills of the candidate shall have been demonstrated through artistic production or practice and developmental work within the artistic disciplines.

The assessment criteria are:

- Artistic depth and power of expression
- Artistic originality
- Visibility and valuation within the art worlds and professional contexts
- Productivity
- Artistic research and development work
- Awards and scholarships, etc.

The Dean may decide on further criteria of importance to the assessment of artistic skills.

### 3.4 Clinical Skills

For cross-appointments (see point 2.6) there are requirements with regards to the candidate's clinical skills.

The assessment criteria for cross-appointments are:

- Quality of clinical work
- Management or investigative appointments within health care organizations
- Development work within diagnostics and therapy
- Experience of quality improvement work on regional and national levels
- Interdisciplinary or cross-speciality work on national and international level
- National and international appointments, for example for the SBU<sup>2</sup> or the National Board of Health and Welfare<sup>3</sup>
- Prizes and awards relating to clinical work

### 3.5 Collaboration

The task of collaborating with the outside society and ensuring that the knowledge that exists within the university is utilized forms one part of the explicit mission of the university. Thus, skills within these areas constitute a specific criterion for assessment.

Ability to collaborate with the outside society may, for example, be demonstrated through efforts to develop contacts with businesses and the industries, public sector, cultural sector and organizations. Ability to impart information about research and development work may be demonstrated through education and outreach projects, such as participation in popular education work, the production of popular scientific publications, and through participation in public debates around education and research.

Assessment criteria to be taken into consideration are:

- Contacts with the outside society that are of relevance to the area in question
- Collaborative projects with external bodies

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<sup>2</sup> Swedish Council on Health Technology Assessment

<sup>3</sup> In Swedish: *Socialstyrelsen*

- Popular science projects
- Participation in contract teaching
- Experience within external activities

The Dean may decide on further criteria of importance to the assessment of collaborative ability.

## **4. Promotion**

The conditions for promotion for each appointment are outlined below. The Dean has the possibility to decide on further criteria.

### **4.1 Promotion from Senior University Lecturer to Professor**

A Senior University Lecturer on a permanent contract may be provided with the opportunity of being considered for promotion to Professor, on the basis of the needs and circumstances of the university. The Vice-Chancellor makes the decision in each individual case as to whether such an opportunity exists, taking into consideration the guidance document presented by the Faculty.

A consideration for promotion to Professor shall involve an assessment of qualification requirements and criteria. Having completed a student supervision qualification is a formal requirement for promotion to Professor.

### **4.2 Promotion from Associate University Lecturer to Senior University Lecturer**

An Associate University Lecturer has the right to request being considered for promotion to Senior University Lecturer. Prior to the appointment of an Associate University Lecturer, the criteria for promotion must be established. The candidate must fulfil the criteria in order for the promotion to take place. The request for a consideration for promotion must be submitted within four years of being appointed, unless special circumstances exist. Special circumstances include absence due to illness, parental leave or clinical employment, appointments of trust in trade union organizations or similar circumstances.

In the case of an Associate University Lecturer not being promoted upon consideration, the appointment shall be handled in accordance with current regulations regarding redeployment.

For Associate University Lecturers appointed in accordance with older regulations, see transitional regulations in the Higher Education Ordinance (1993:100).

### **4.3 Promotion from University Lecturer to Senior University Lecturer**

University Lecturers on open-ended contracts holding a doctorate has the right to request being considered for promotion to Senior University Lecturer.

#### **4.4 Qualification Requirements and Assessment Criteria for Promotion**

When considering a request for promotion, the rules under Section 2 apply in terms of qualification requirements, and the rules under Section 3 apply in terms of assessment criteria. In addition, the Dean may establish further assessment criteria of relevance prior to the promotion being considered.

In support of application for promotion, full documentation shall be submitted in accordance with the terms that apply for an advertised appointment. A request for promotion may be submitted continuously throughout the year.

### **5. Recruitment Procedure for Appointment of Teachers**

#### **5.1 Needs Analysis**

An appointment procedure is initiated by the Department or the Faculty.

The decision to commence recruitment for a teacher appointment shall be preceded by information in accordance with the University local industrial agreement, collaboration for development (Ref. No. 300-4123-08).

#### **5.2 Appointment Description**

Prior to a teacher recruitment process, with the exception of Professor, the Dean shall establish an appointment description. The description for appointment as Professor, including Adjunct Professor and Visiting Professor, is established by the Vice-Chancellor upon proposal by the Dean. The appointment description shall form the basis of the advertisement for the vacancy.

Should the Dean decide to initiate the recruitment of Professor, Senior University Lecturer or Associate Senior University Lecturer, the Dean shall appoint a recruitment committee. Normally, the majority of the committee members shall be taken from the Department in question. It is the task of the recruitment committee to identify suitable candidates and inform them of the appointment, and to assist in the search for external experts. In their work, the recruitment committee shall actively strive for a more equal distribution of female and male teachers. In addition, gender equality is to be observed when the committee members are appointed.

#### **5.3 Advertisement**

Umeå University shall work to ensure an inclusive approach, where all applicants throughout the recruitment process are treated in accordance with current discrimination legislation and where a wide and diverse range of applicants can be obtained through the advertisement process.

In the advert, the specifics of the subject area and the potential subject description, qualification requirements and the assessment criteria, which shall be weighed against each

other, should correspond to the text in the established appointment description. The advert shall be in Swedish, but can also be made available in other languages.

Information regarding vacant positions must be posted on the University's official notice board, available on the University website and notified to the employment office (*Arbetsförmedlingen*). In addition, the advert should be posted to the previously identified potential candidates. There should normally be an application period of a minimum of three weeks, and the position should be advertised in Swedish and/or international media as well as in specialist publications with good coverage of the target group in mind.

## 5.4 Applications

A complete application shall contain:

- Personal letter, including contact details
- List of qualifications
- List of publications
- Statement of academic or artistic work
- Statement of pedagogic work (see Appendix 4)
- Statement of development and management of activities and staff
- Statement of collaboration with the surrounding society and popular science work
- Proposal of intent for academic research (primarily in relation to research-based appointments)
- Copies of relevant degree certificates
- Copies of select academic and pedagogic works
- References, including contact details

The Dean may decide further instructions for the application. Applicants may only refer to such academic texts that have been published or exist as manuscripts (though not doctoral thesis) by the closing date of the application at the latest. A late application or application supplement may be taken into consideration if this does not cause any inconvenience and if considering it is in the interest of the university.

## 5.5 Preparation of Appointment Matters

### 5.5.1 Responsibility and Organization

Each Faculty shall have an appointment committee that prepares appointment matters. The Faculty Board decides the powers of the appointment committee and how many and which members shall be included. A Chair, Deputy Chair, and additional members shall be appointed to the committee, and the distribution of male and female members shall be even. Students have the right to appoint at least one member. Teacher representatives are appointed for three years and student representatives for at least one year, but no longer than three years. The committee has the right to take decisions when more than half of the members are present, including the Chair or Deputy Chair. Should a conflict of interest arise, an inquiry into the situation must be conducted and accounted for individually for each separate case.

The duty of the appointment committee is to prepare and submit proposals for the appointment decision. The basis for this decision shall consist of external expert reports,

interviews, references and, in some cases, sample lectures. The appointment committee shall assess whether further selection methods are to be used. In addition, the appointment committee shall make an aggregate assessment of the qualifications of the prime candidates. If, in exceptional circumstances, external experts of both genders have not been appointed, this must be stated within the decision regarding the appointment of external experts.

The Head of Department concerned, or another by the Head of Department appointed representative, has the right to attend and express their opinion at appointment committee meetings. External experts may be appointed to participate in meetings with the preparatory body.

Appointments as University Lecturer shall be prepared by a recruitment committee appointed for the matter in question. The committee shall have an even representation of female and male members, unless exceptional circumstances exist.

### 5.5.2 External Experts

For appointment of Professor (including Adjunct Professor), at least two reports by external experts regarding the skills of the candidate shall be attained, unless it is obvious that this is not needed for the assessment. There shall be an equal distribution of female and male representatives among the external experts. However, this does not apply if exceptional reasons exist (Chapter 4, Sect. 6 Higher Education Ordinance)

Umeå University shall apply the external expert procedure also in appointments of Senior University Lecturer, Associate Senior University Lecturer and Researcher, in promotion matters and in special appointment as Professor. Examinations of pedagogic skills shall be treated with equal care as the examination of academic or artistic skills. In special cases, the Dean may deem assessment by external experts as clearly unnecessary, for example if a candidate's skills have been recently tested in a different context.

The Faculty Board shall decide on further instructions for the external experts.

### 5.5.3 Task of External Experts

The task of the external experts is to assess the skills of qualified applicants and on the basis of this assessment compile a report of the academic or artistic skills of those that primarily ought to be considered for appointment. Following the interview process, in which external experts normally participate, a ranking of the candidates is to be presented. The preparation of the matter shall be characterized by imparting equal care to the assessment of pedagogic skills as to the academic or artistic skills. Experts with special pedagogic competence may be called in to assess teaching skills.

In order for the experts to be able to perform their task, they shall have access to the following documents:

- Appointments procedure, including Appendices
- The advertisement, including the appointment description
- List of applicants
- The applicants' lists of qualifications, including lists of academic publications and pedagogic works
- The academic publications and the pedagogic works

- Specific documents and guidelines for the Faculty in question
- A proposal for a time schedule
- Remuneration for external expert work

#### 5.5.4 Special Appointment

An institution of higher education may, in accordance with Chapter 4, Sect. 7 Higher Education Ordinance, offer a person a Special Appointment as Professor if the appointment of that person is of special importance to a certain context within the higher education institution. The procedure of Special Appointment shall be enforced extremely restrictively. When Special Appointment is pursued by an institution of higher education, the reasons why the appointment is of special importance to the institution shall be documented. Only Professors may be specially appointed. The decision is made by the Vice-Chancellor and may not be delegated. Special Appointments do not require such information as is referred to in Sect. 6 Paragraph 1 Employment Ordinance (1994:373). The regulations regarding external experts of Chapter 4, Sect. 6 Higher Education Ordinance shall apply.

A Special Appointment as Professor is initiated on Faculty level, by the Dean seeking the Vice-Chancellor's permission to begin a Special Appointment process. Following a preparatory process, the Faculty Board submits a request for Special Appointment of Professor to the Vice-Chancellor.

The request shall contain:

- Needs analysis stating why the appointment is of special importance to the university and why the form of special appointment is motivated
- Funding plan
- Appointment description
- Statement of existing academic or artistic competence within the area in question in relation to the competence of the suggested Professor
- Statement of the considerations made from an equality perspective
- Certification of the assessment of qualification requirements and any remarks made regarding qualification requirements, if such have been obtained
- Certification of the assessment of issues regarding conflict of interest, and that such an assessment has taken place prior to the preparation of the matter. Minutes shall be provided should there have been special reasons to consider the question of conflict of interest.

#### 5.6 Preparation by the Faculty

A clear time schedule for the recruitment process shall be established for each appointment matter.

The candidates considered most competent by the external experts are to be interviewed, unless there are special reasons not to do so. Potential special reasons are to be noted in the minutes.

As a complementary addition to the written documentation of pedagogic qualifications, a sample lecture or other form of sample teaching can constitute an essential element of the assessment of a candidate's pedagogic skills. External experts have the right to attend and pass comment on sample teaching as well as interviews with the candidates.

To the extent that applicants have not provided details of references in the application documents, this should be done at the interview. The appointment committee then decides whether references are to be contacted and, if so, which ones, as well as the purpose of obtaining references in each particular case. The person providing the reference should be informed that he or she must be prepared to confirm any information given and that such information and his or her name may be documented. The documentation requirement is the same as for interviews and sample teaching, i.e. any information providing grounds for the decision must be documented and added to the case.

## **5.7 Appointment Decisions**

A decision to appoint a teacher is taken in accordance with the Vice-Chancellor's delegation of authority. Decisions shall be announced and posted without any delay. All applicants should be informed of the decision and the appeals process.

### **5.7.1 Forms of Employment Contracts**

The general rule is that teachers shall be appointed on open-ended contracts. An appointment may, however, be limited to a fixed-term contract under the Employment Protection Act (1982:80), except in the case of appointment as Professor (including Adjunct Professor and Visiting Professor). In addition, appointments may be time restricted in accordance with Chapter 4, Sect. 10-12 Higher Education Ordinance (1993:100).

Furthermore, time restrictions may apply in accordance with central industrial agreements.

## **6 Further Regulations**

### **6.1 Appeals**

A decision regarding an appointment at a higher education institution, except for doctoral student appointments, may be appealed to the Board of Appeals for Higher Education (Chapter 12, Sect. 2 Higher Education Ordinance). An appeal is submitted to the Board of Appeals for Higher Education and is then sent to Umeå University for examination as to the case having been submitted within the set period of time.

The University shall not consider the case as such but hand it to the Board of Appeals without delay. In order to obtain the necessary documents in support of a decision, the Board of Appeal may procure a formal statement from Umeå University. Such a statement is produced by the Vice-Chancellor.

### **6.2 Suspending an Appointment Process**

A decision to suspend an appointment process is made by the same body that would have reached the appointment decision. Such a decision may not be appealed, see Sect. 21 Employment Ordinance (1994:373).

A decision to suspend an appointment process shall be made on the basis of objective reasons, though it does not require justification. Objective reasons for suspending an appointment

process may be the striving to recruit candidates with the best possible competence and that the remaining applicants fail to fulfil such a requirement. Lack of funds or organizational changes, which could not have been foreseen prior to the appointment process, may further constitute objective reasons.

### **6.3 The Powers of the Vice-Chancellor and the Faculty Boards**

The Vice-Chancellor may, in individual cases and following the opinion of the Dean, grant an exception to the appointments procedure. The Vice-Chancellor may issue supplementary guidelines for the appointment of teachers to Umeå University.

The Faculty Board shall draw up instructions for the preparation of matters concerning fixed-term appointments as well as the preparation of appointments as University Lecturer within the Faculty in question.