



Procedure for promotion from assistant professor to associate professor at the Faculty of Arts and Humanities

An assistant professor must, on application, be promoted to associate professor if they are qualified for appointment as an associate professor and, on assessment, are considered to be suitable for such an appointment in accordance with the assessment criteria that apply for promotion to associate professor. Such a promotion entails employment as an associate professor for an indefinite period.

An application for promotion must be submitted six months before the fixed-term employment is terminated.

1. An employee wishing to apply for promotion emails their application to the Faculty's administration official of the Appointment Committee. In the subject line, write "Application for promotion to associate professor" and the subject area for which the application concerns.
2. The administration official of the Appointment Committee will order a registration number for the matter.
3. The applicant will receive a link to the Varbi e-recruitment system from the Faculty's administration official of the Appointment Committee. The application, which must be structured in accordance with the 'Faculty of Arts and Humanities guidelines for applications for employment and promotion', is uploaded by an individual employee in Varbi.
4. The Faculty's administration official of the Appointment Committee will take the matter to the faculty's Appointment Committee. The task of the Appointment Committee is to review the application to ensure that it complies with the Guidelines for applications for employment and promotion at Umeå University's Faculty of Arts and Humanities. Should the Appointment Committee decide that the application requires restructuring or supplementation, the administration official of the Appointment Committee will contact the applicant.
5. Upon approval from the Appointment Committee, the administration official of the Appointment Committee asks the head of the relevant department to submit a proposal for at least one external expert¹ through the form "Appointment of expert/s when employing permanently, applying for promotion/docent". The applicant's research and teaching qualifications and other qualifications are reviewed by the external expert/s. The proposed external expert/s must have been contacted and have agreed to perform the assignment within an agreed time frame.

After preparation of the matter, the Dean makes a decision on the external expert/s.

6. The administration official of the Appointment Committee sends information on the established timeframe and instructions to the external expert and gives them access to all documents in Varbi. The external expert uploads the expert's statement to Varbi when it is ready.
7. Once the expert's statement is submitted, the matter will be presented at the next meeting of the Appointment Committee by the administration official of the Appointment Committee.
8. If promotion to associate professor is recommended by the Appointment Committee, the head of department conducts salary negotiations with the teacher who has been awarded a promotion. If, after a review, promotion is denied, the assistant professor's fixed-term employment will be terminated and the administration official of the Appointment Committee will upload an extract from the minutes of the Appointment Committee's meeting to Varbi and then close the matter.
9. HR officers at the department/office in question report the matter for the cooperation with the trade unions at the Faculty Liaison Group (FSG) by registering and sending the employment contract to HR specialist in the HR and payroll system Primula. Information concerning the employment is also emailed to the administration official of the FSG.

¹ Normal procedure is to appoint only one external expert. However, if necessary, it is possible to appoint more than one.

10. Cooperation with the trade unions is carried out.
11. The Dean makes a decision on promotion to associate professor.
12. The Dean signs the employment contract.
13. The administration official of the Appointment Committee closes the matter in Varbi.

A decision to promote an applicant from assistant professor to associate professor cannot be appealed.

A decision to reject an application for promotion may be appealed by the applicant.