



UMEÅ UNIVERSITY

# **RULE – APPOINTMENTS PROCEDURE FOR TEACHERS AT UMEÅ UNIVERSITY**

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<sup>1</sup> This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



# UMEÅ UNIVERSITY

## Table of contents

1.	Description .....	4
2.	Background.....	4
3.	Fundamentals .....	4
4.	Teaching posts at Umeå University.....	5
4.1	Professor.....	6
4.1.1	Nominating a professor .....	7
4.1.2	Qualification requirements for appointment as professor	7
4.2	Adjunct professor .....	7
4.2.1	Qualification requirements for appointment as adjunct professor.....	8
4.3	Visiting professor .....	8
4.3.1	Qualification requirements for appointment as visiting professor.....	8
4.4	Associate professor.....	8
4.4.1	Qualification requirements for appointment as associate professor.....	9
4.5	Combined posts.....	9
4.5.1	Qualification requirements for combined posts.....	10
4.6	Assistant professor .....	10
4.6.1	Appointment as assistant professor .....	10
4.6.2	Assistant professor combined with clinical employment.	11
4.7	Postdoctoral fellow.....	11
4.7.1	Appointment as postdoctoral fellow.....	11
4.8	Lecturer .....	12
4.8.1	Qualification requirements for appointment as lecturer	12
4.9	Adjunct associate professor .....	12
4.9.1	Qualification requirements for appointment as adjunct associate professor .....	13
4.10	Visiting associate professor.....	13
4.10.1	Qualification requirements for appointment as visiting associate professor .....	13
4.11	Research fellow .....	13



## UMEÅ UNIVERSITY

4.11.1	Qualification requirements for appointment as research fellow .....	14
4.12	Transitional provisions for assistant professors (Sw. <i>forskarassistent</i> ) .....	14
5.	Assessment criteria for the appointment of teachers .....	14
5.1	Research expertise .....	15
5.2	Teaching expertise .....	16
5.3	Artistic expertise .....	16
5.4	Clinical expertise .....	17
6.	Promotion .....	17
6.1	Promotion from associate professor to professor .....	18
6.2	Promotion from assistant professor to associate professor .....	18
6.2.1	Promotion from assistant professor combined with clinical practice to associate professor with combined employment .....	18
6.2.2	Promotion from assistant professor to associate professor – transitional regulations .....	19
6.3	Promotion from lecturer to associate professor .....	19
6.4	Qualification requirements and assessment criteria for promotion .....	19
7.	External expert review .....	20
8.	Other provisions .....	21
8.1	Appeal .....	21
8.2	Discontinuing an appointment procedure .....	21
8.3	Authority of the Vice-Chancellor .....	21



# UMEÅ UNIVERSITY

## 1. Description

Firstly, the Appointments Procedure describes the fundamentals of the recruitment of teachers. Secondly, the document presents provisions for the appointment of each category of teachers, followed by rules on promotion and the recruitment procedure.

The Appointments Procedure is supplemented by a rule for the recruitment process when appointing teachers that contains the different parts of the procedure and states how the provisions are to be taken into account and how they are to be applied when appointing teachers.

## 2. Background

According to the Higher Education Ordinance (1993:100), the University Board adopts appointments procedures. Umeå University's Appointments Procedure determines teacher categories, qualification criteria and assessment criteria in recruitment and promotion of teachers, as well as the external expert procedure. The Appointments Procedure makes concrete the regulations established in the Higher Education Act (1992:1434) and the Higher Education Ordinance. In addition to this, teaching posts are regulated in central and local collective agreements. Supplemental provisions are also found in the University's legal framework.

The duties of a teacher include teaching, research and/or artistic development work, collaboration and administrative work. Furthermore, a teacher's duties involve following the developments within the teacher's subject area as well as other societal development which may be of importance to the teacher's work at the University. The content of a teacher's employment may vary over time; however, teachers at Umeå University are to have the qualifications necessary to conduct research as well as teaching and otherwise contribute to progressing the University. Duties are to be distributed on the basis of the needs of the organisation and in accordance with applicable rules at the authority and current collective agreements.

Due to the contents and nature of the document, the student, collaboration, international, sustainability, work environment and accessibility perspectives have not been integrated into the document. This rule is expected to have consequences for gender equality at Umeå University, among other things in terms of equal gender distribution amidst external experts.

## 3. Fundamentals

Umeå University is to be an inclusive university without the existence of discrimination. The University being characterised by gender equality, diversity and equal opportunities is both a matter of quality and a work environment issue. The basic values of central government form basis for the University's activities.



## UMEÅ UNIVERSITY

An inclusive approach is to characterise the entire recruitment process. This means that aspects included in the assessment of achievements in terms of education, research and artistic work must not disadvantage any person when consideration for existing grounds of discrimination has been taken. This also means that processing committees, external experts and appointment committees must all be gender balanced, unless special circumstances exist (Chapter 4, Section 5 of the Higher Education Ordinance).

The goal of Umeå University is for all workplaces to have gender balance, which is defined as at least 40 per cent of the underrepresented gender. During the recruitment process, a person of the underrepresented gender with the same or equivalent qualifications may be suggested for appointment before a person of the opposite sex.

The rules regarding disqualification in the Administrative Procedure Act (1986:223, 2017:900) must always be observed. Everyone participating in the processing of an appointment or promotion of a teacher at Umeå University, in such way that the participant can conceivably affect the outcome of the appointment, is covered by the disqualification regulations. Consequently, this not only applies to the person making the formal decision, but also to anyone who participates in the assessment or preparation, such as committee members, external experts, presenters and heads of department or other managers. A person who is aware of a circumstance that can be assumed to disqualify them must immediately report this.

All appointments are to be announced (advertised) in the appropriate manner unless special reasons pursuant to the Swedish Employment Ordinance (1994:373) suggest otherwise. Normally, the appointment of teachers should also be announced internationally. When a professor is appointed by nomination, no such announcement needs to be made.

All appointment decisions, with the exceptions stated in Section 7, Paragraph 2 of the Swedish Employment Ordinance, are posted on the authority's official bulletin board and can be appealed within three weeks from the formal decision is posted.

### 4. Teaching posts at Umeå University

The Higher Education Act states that higher education institutions are to have professors and associate professors employed for education and research. It also states that, unless otherwise is pursuant to provisions announced by the Government, every higher education institution itself determines what categories of teachers are to be employed in addition to professors and associate professors. In addition to this, the higher education institution is to decide on the qualification requirements and assessment criteria that are to apply for the appointment of the teacher categories that the university itself has formulated.

The general rule is that all employments at Umeå University are for an indefinite period. However, exceptions to the rule of employment for an indefinite period may



## UMEÅ UNIVERSITY

be made for adjunct professors, visiting professors, assistant professors and within artistic disciplines in accordance with the Higher Education Ordinance. In other cases, fixed term appointments apply in accordance with the Employment Protection Act (1982:80). Teaching posts may also be limited to a fixed term pursuant to central and local collective agreements.

Umeå University must primarily employ teachers who have been awarded a doctorate and who meet the requirements on teaching expertise in higher education. Teachers at Umeå University are to be provided the opportunity to develop both their academic and teaching expertise.

Qualification requirements refer to such requirements that an applicant must meet to be considered for appointment or promotion. For teaching posts at Umeå University, the qualification requirement is research expertise, although with exception for the appointment as lecturer. For appointment as professor or associate professor, the qualification requirement is also teaching expertise.

Further qualification requirements may exist if they are a prerequisite for the performance of the position, such as clinical expertise or a certain academic specialisation; in artistic disciplines, artistic expertise is also required.

Criteria for the assessment of research, teaching, artistic and clinical expertise are stated in Section 5. Assessment criteria refer to such criteria that form basis for the assessment of how well the applicant meets a certain qualification requirement, and qualifications that the University deems necessary for the position. Besides the aforementioned, such qualifications may, for example, be administrative expertise, an ability to collaborate and engage with the wider community, and collaborate with others.

The same qualification requirements and assessment criteria are to be applied in the announcement and promotion for the respective position.

### 4.1 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 is to be appointed for an indefinite period and the appointment must correspond to a minimum of 50 per cent of a full-time position.

Exceptions to employments for an indefinite period may be made for professors in artistic disciplines (Chapter 4, Section 10 of the Higher Education Ordinance). Exceptions to employments for an indefinite period must be made for adjunct professors and visiting professors (Chapter 4, Sections 11–12 of the Higher Education Ordinance).



## UMEÅ UNIVERSITY

### 4.1.1 Nominating a professor

A higher education institution may, in accordance with Chapter 4, Section 7 of the Higher Education Ordinance, nominate an individual for an appointment as professor if the appointment of the individual is of exceptional importance for a specific activity at the institution. The nomination procedure is to be used very restrictively. If a higher education institution nominates an individual for a post, the grounds on which the appointment is of exceptional importance for the institution must be noted in the official record. Only professors may be appointed through nomination. The decision is made by the Vice-Chancellor and may not be delegated. When an appointment is made by nomination, no information of the kind laid down in the first paragraph of Section 6 of the Employment Ordinance (1994:373) need be submitted. The provisions regarding external experts found in Chapter 4, Section 6 of the Higher Education Ordinance must apply. In dealing with a nomination procedure, refer to the Rule – Recruitment processes when appointing teachers (FS 1.1-230-18).

### 4.1.2 Qualification requirements for appointment as professor

To qualify for appointment as professor, except in artistic disciplines, an applicant must have demonstrated both research and teaching expertise. To qualify for appointment as professor in an artistic discipline, an applicant must have demonstrated both artistic and teaching expertise (Chapter 4, Section 3 of the Higher Education Ordinance).

Research expertise refers to independent research work, the ability to plan and lead research activities, and the ability to impart information about research with the wider community.

Teaching expertise refers to documented experience of planning, implementing, examining and evaluating teaching and is shown through a reflective approach to student learning and one's own role as a teacher.

Artistic expertise refers to distinguished artistic qualifications from practice within the artistic fields as well as the ability to conduct artistic research and development work.

## 4.2 Adjunct professor

An adjunct professor is to be employed for an indefinite period, but not for longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed twelve years (Chapter 4, Section 11 of the Higher Education Ordinance).

An adjunct professor within an artistic discipline is to be employed for an indefinite period, but for no longer than five years. Such an appointment may be extended. The total period of employment may not exceed ten years (Chapter 4, Section 10 of the Higher Education Ordinance).



## UMEÅ UNIVERSITY

The work of an adjunct professor is principally to be located outside the higher education institution (Chapter 3, Section 3 of the Higher Education Act), which means that the appointment at Umeå University may encompass a maximum of 49 per cent of a full-time position. Additionally, the appointment must provide a specific competence of particular importance to the organisation or strengthen the connections with the wider community.

Before the appointment is complete, a written agreement on the terms of the employment must be established between the University and the main employer. This includes regulation of the parties' responsibilities for salary and other costs, resources in the form of premises, equipment and duties, as well as intellectual property.

### 4.2.1 Qualification requirements for appointment as adjunct professor

The same qualification requirements apply to the appointment as adjunct professor as to the appointment as professor, refer to section 4.1.2.

In assessing research or artistic expertise, emphasis must primarily be placed on expertise within the particular area that the appointment is directed towards.

## 4.3 Visiting professor

A visiting professor is to be employed for an indefinite period, but not for longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years (Chapter 4, Section 12 of the Higher Education Ordinance).

The appointment of a visiting professor is to provide new competence regarding teaching and/or research, or artistic practice. A visiting professor' primary employment must be at another higher education institution in Sweden or abroad.

### 4.3.1 Qualification requirements for appointment as visiting professor

The same qualification requirements apply to the appointment as visiting professor as to the appointment as professor, refer to section 4.1.2.

## 4.4 Associate professor

The post of senior lecturer is regulated through the Higher Education Act and the Higher Education Ordinance; and at Umeå University, this post is titled "associate professor" (Sw. *universitetslektor*).

An appointment as associate professor may be limited to a fixed term pursuant to the Employment Protection Act (1982:80).





## UMEÅ UNIVERSITY

### 4.4.1 Qualification requirements for appointment as associate professor

*A person qualified for appointment as associate professor is (Chapter 4, Section 4 of the Higher Education Ordinance):*

1. within an area outside of the artistic disciplines, a person who has demonstrated teaching expertise and has been awarded a doctorate, or has attained equivalent academic competence or other professional expertise relevant with regards to the subject area and the duties included in the position, and
2. within an artistic discipline, a person who has demonstrated teaching expertise and has been awarded an artistic practice-based doctorate, and has demonstrated artistic expertise or has attained other professional expertise relevant with regards to the subject area and the duties included in the position.

Academic competence refers to having completed a doctoral degree or foreign degree deemed equivalent to a doctoral degree.

Teaching expertise refers to documented experience of planning, implementing, examining and evaluating teaching and is shown through a reflective approach to student learning and one's own role as a teacher.

Other professional expertise refers to relevant expertise acquired in professional activities outside academia. Other professional expertise may only be considered as a qualification requirement for appointment as associate professor when such professional expertise is of significance to the subject area and the duties of the position. An example of when such significance exists may be when the person is expected to teach within a field where practical experience is essential.

## 4.5 Combined posts

A higher education institution may, with the consent of an accountable authority for healthcare, as laid down in Chapter 3, Section 8 of the Higher Education Act, decide that a post as a teacher at a higher education institution is to be combined with employment at a designated healthcare facility for medical training and research. Training and research at such a facility includes training and research in dental science (Chapter 4, Section 2 of the Higher Education Ordinance).

The Dean at the Faculty of Medicine decides, with the consent of an accountable authority for healthcare, if an appointment as professor or associate professor may be combined with employment at a designated healthcare facility for medical training and research.



## UMEÅ UNIVERSITY

### 4.5.1 Qualification requirements for combined posts

Refer to the qualification requirements for professors in Section 4.1.2, or associate professors in Section 4.4.1. In addition to this, there may be qualification requirements linked to the clinical part of the combined post.

## 4.6 Assistant professor

The post of associate senior lecturer is regulated through Chapter 4, Sections 4a and 12a of the Higher Education Ordinance; and at Umeå University this post is titled “assistant professor” (Sw. *biträdande universitetslektor*).

The purpose of the appointment is that an assistant professor is to be given the opportunity to develop his or her independence as a researcher and acquire research and teaching qualifications to meet the qualification requirements for appointment as associate professor.

An appointment as assistant professor is mainly to be focused on acquiring research qualifications; the remaining time is mainly to be focused on acquiring teaching qualifications. The minimum period for acquiring research qualifications must be decided before advertising the position.

Prior to an appointment as assistant professor, the assessment criteria that will be applied in a promotion to associate professor must be established, according to section 6 Promotion.

An assistant professor may be appointed for an indefinite period, but for no longer than at least four years and at most six years. The period of employment for such a position must be decided before advertisement. The appointment may be extended, but for no longer than two years, if further time is required in order to achieve the aim of the appointment as a result of the assistant professor’s absence due to illness, parental leave or other special circumstances.

For anyone who holds an employment for an indefinite period as an assistant professor according to the previous appointments procedures (FS 1.1-851-16), the agreed terms of employment apply. Ongoing appointments as an assistant professor and positions that were advertised with an application deadline of 31 March 2018 or earlier are not affected by the new provisions according to this appointments procedure even if appointments take place later.

### 4.6.1 Appointment as assistant professor

A person who has been awarded a doctorate or has achieved equivalent academic competence is qualified for appointment as assistant professor. Priority should be given to candidates who have been awarded their doctorate or equivalent academic competence no more than five years before the deadline of the application for appointment as assistant professor. A person who has been awarded a doctorate or has achieved equivalent competence earlier can also be considered if special



## UMEÅ UNIVERSITY

reasons exist. Special reasons refer to leave of absence due to illness, parental leave or other similar circumstances (Chapter 4, Section 4a of the Higher Education Ordinance).

### 4.6.2 Assistant professor combined with clinical employment

At Umeå University, in the same way that an appointment as professor or associate professor may be combined with employment at a designated healthcare facility for training and research in medicine and dental science, an appointment as assistant professor can also be combined with such employment.

An assistant professorship may be combined with employment at an accountable authority for healthcare as consultant (attending) physician or with employment as something other than a physician for a maximum of 13 hours per week. An appointment as assistant professor may be combined with a post as a resident physician or resident dentist. Further conditions for such combination are determined by the Vice-Chancellor in the rules for assistant professorship combined with clinical employment (FS 1.1-231-18).

## 4.7 Postdoctoral fellow

After completed doctoral degree, an appointment as a postdoctoral fellow aims to provide an employee with an early opportunity to develop research independence and acquiring further qualifications. Duties primarily focus on conducting research. Teaching may also be included in the duties, although to a maximum of 20 per cent of the total working hours.

Beside what is stipulated in the provisions of the Employment Protection Act (1982:80), a postdoctoral fellow may be appointed for an indefinite period, but for no longer than at least two years and at most three years.

An employment in accordance with what is stipulated in the above paragraph may be extended if required to fulfil the purpose of the appointment. Nevertheless, the total period of employment may not exceed three years. A postdoctoral fellowship normally corresponds to a full-time position.

An appointment of a postdoctoral fellow takes place in accordance with the applicable central collective agreement, Agreement regarding fixed-term employment as a postdoctoral fellow, entered into between the Swedish Agency for Government Employers and the employee organisations Saco-S and OFR/S, P, O applicable from 1 February 2022.

### 4.7.1 Appointment as postdoctoral fellow

To be appointed under the postdoctoral agreement, the postdoctoral fellow is required to have completed a doctoral degree or a foreign degree deemed equivalent to a doctoral degree. This qualification requirements must be fulfilled no later than at the time of the appointment decision.



## UMEÅ UNIVERSITY

To be appointed under the postdoctoral agreement, priority should be given to candidates who completed their doctoral degree, according to what is stipulated in the paragraph above, no later than three years prior. If there are special reasons, candidates who completed their doctoral degree prior to that may also be eligible.

Special reasons include absence due to illness, parental leave, appointments of trust in trade union organisations, military service, or similar circumstances, as well as clinical practice or other forms of appointment/assignment relevant to the subject area. Postdoctoral fellows who are to teach or supervise must have taken relevant courses in teaching and learning in higher education.

### 4.8 Lecturer

An appointment as lecturer is primarily to involve teaching. The appointment is mainly to be used when the organisation is in need of current professional expertise. Otherwise, the appointment of lecturers must be applied very restrictively.

An appointment as lecturer may be limited to a fixed term pursuant to the Employment Protection Act (1982:80).

#### 4.8.1 Qualification requirements for appointment as lecturer

A person qualifies for appointment as lecturer if the candidate holds a Master's degree or higher, or if the candidate has other professional skills relevant with regards to the subject area of the appointment and the duties included therein.

### 4.9 Adjunct associate professor

The purpose of an adjunct associate professor appointment is to add such competence that does not normally exist in the ordinary operations and is necessary for high-quality education, at the same time that it contributes to mutual knowledge exchange between the University and the wider community.

An adjunct associate professor may be employed for an indefinite period, but for no longer than two years. Such an appointment may be extended for two years at a time, in accordance with the applicable central collective agreement, Agreement regarding fixed-term employment as an adjunct associate professor, entered into between the Swedish Agency for Government Employers and the employee organisations OFR, Saco-S and SEKO on 14 December 2011. The appointment is also regulated in the Local collective agreement regarding fixed-term employment as an adjunct associate professor (Umu 301-1237-12).

A person employed as adjunct associate professor must primarily have its professional activities outside the higher education institution. The scope of the employment at the University is normally 20 per cent of a full-time position, but a larger scope may be considered in some cases, but for no more than 49 per cent of a full-time position.



## UMEÅ UNIVERSITY

An assessment of the needs for future adjuncts is to be made at each department and is to be reported and coordinated in accordance with the applicable local collaboration agreement (FS 1.1-2040-17). Before the appointment is complete, a written agreement on the terms of the employment must be established between the University and the main employer.

An adjunct lecturer or teacher at Umeå University is to be titled adjunct associate professor.

### 4.9.1 Qualification requirements for appointment as adjunct associate professor

Refer to the qualification requirements for associate professors and lecturers.

## 4.10 Visiting associate professor

The purpose of appointing a visiting associate professor is to provide new competence regarding educational, and/or research or artistic practice. A visiting associate professor's primary employment must be an associate professorship, or equivalent, at another higher education institution, or equivalent, in Sweden or abroad.

An appointment as visiting associate professor is limited to a fixed term pursuant to the Employment Protection Act (1982:80).

### 4.10.1 Qualification requirements for appointment as visiting associate professor

Refer to the qualification requirements for associate professors, section 4.4.1.

## 4.11 Research fellow

The purpose of this appointment is to attract and create opportunities for research fellows who are of strategic significance to the organisation.

The duties of an appointed research fellow is primarily to involve research; however, teaching may also be included in the duties, although to a maximum of 25 per cent of the total working hours. The basis for the appointment is external research funding that must be directly tied to the applicant. The external research funding must correspond to at least 50 per cent of the total working hours.

The appointment of a research fellow whose employment is limited to a fixed term, is appointed in accordance with the Employment Protection Act (1982:80).



## UMEÅ UNIVERSITY

### 4.11.1 Qualification requirements for appointment as research fellow

A person who has been awarded a doctorate or a foreign degree deemed equivalent to a doctoral degree is qualified for appointment as a research fellow. For research fellows in artistic disciplines, other equivalent qualification requirements in the form of artistic expertise or other professional expertise relevant to the subject area and the duties included in the employment can qualify the research fellow for employment. Research fellows who are to teach or supervise must have taken relevant courses in teaching and learning in higher education.

### 4.12 Transitional provisions for assistant professors (Sw. *forskarassistent*)

As of 1 April 2018, appointment to obtain qualifications is no longer regulated in the Higher Education Ordinance. At Umeå University, this form of time-limited appointment has previously been called *research fellow*, and more recently *assistant professor* (Sw. *forskarassistent*).

For anyone who holds an appointment as such an assistant professor, the agreed terms of employment will be applied until the employment ends. When an appointment as an assistant professor was announced with an application deadline on 31 March 2018 or earlier, the terms of employment stated in earlier appointments procedures apply, see below.

Excerpt from the Appointments procedure for teachers at Umeå university (FS 1.1-851-16), Section 2.7 Assistant professor:

*“The position of assistant professor is limited to a fixed term aimed at the acquisition of academic qualifications. The appointment is to primarily involve the acquisition of academic qualifications equivalent to 80 per cent and should normally allow acquisition of teaching qualifications equivalent to a maximum of 20 per cent of a full-time position. The purpose is that a teacher is given the opportunity to develop their independence as a researcher, and to acquire the qualifications necessary for another teaching position for which higher qualifications are required. The appointment may be extended if further time is required in order to achieve the aim of the appointment as a result of the teacher’s absence due to illness, parental leave or other special reasons. However, the total period of employment may not exceed six years.” (SFS 2012:523)*

## 5. Assessment criteria for the appointment of teachers

When making appointments, attention must be paid only to objective factors such as service merits and expertise (Chapter 12, Section 5 of the Instrument of



## UMEÅ UNIVERSITY

Government). Expertise must be a primary consideration, unless there are special reasons for doing otherwise (Section 4 of the Swedish Public Employment Act).

Before an appointment procedure is initiated, an employment profile must be formally decided in accordance with the Vice-Chancellor's delegation of authority. The employment profile must establish and weigh various assessment criteria against each other. In doing so, further requirements for the appointment may be decided upon, in addition to those qualification requirements listed in the Higher Education Ordinance or within this appointments procedure. These qualification requirements must be objectively justified with regard to the content of the work and the needs of the University.

A general assessment criterion for all teacher categories is both a good ability to cooperate, and the expertise and suitability required in general to complete the work tasks well. Based on the relevant teacher appointment, leadership and administrative expertise may be other assessment criteria of importance.

In assessing research, artistic and teaching expertise, what is stated above concerning the qualification requirements for each of the teacher categories must be taken into consideration, as should section 5.1–5.4.

### 5.1 Research expertise

Research expertise must have been demonstrated by independent research contributions.

Assessment criteria include

- breadth and depth of research – quality and scope
- originality of research
- productivity
- contributions to the international research community
- assignments, posts and appointments in the research community
- ability to obtain external research funding in competition
- ability to collaborate and engage with the wider community

The Dean can decide on further objective criteria of significance for assessing research expertise. After consultation with the Dean, the Vice-Chancellor can formally decide on further objective criteria of significance for the assessment of research expertise when appointing a professor.



## UMEÅ UNIVERSITY

### 5.2 Teaching expertise

Teaching expertise when appointing an associate professor and professor must have been demonstrated through documented experience of teaching on a scientific or artistic basis within higher education.

Assessment criteria include

- an ability to plan, implement and evaluate teaching and an ability to supervise and assess students at all levels of education
- an ability to vary teaching methods and examination formats in relation to intended learning outcomes and the nature of the subject
- experience of collaboration with the wider community in planning and implementing education
- participation in the development of learning environments, teaching aids and study resources
- a reflective approach to student learning and one's own role as a teacher.

Teaching expertise can be obtained through teacher training for higher education, other training relevant for teaching higher education and/or documented, proven experience of teaching in higher education.

The Dean can formally decide on further objective criteria of significance for the assessment of teaching expertise. After consultation with the Dean, the Vice-Chancellor can formally decide on further objective criteria of significance for the assessment of teaching expertise when appointing a professor.

### 5.3 Artistic expertise

The artistic expertise of the candidate must have been demonstrated through independent artistic production or practice and developmental work within the artistic disciplines.

Assessment criteria include

- artistic depth and power of expression
- artistic originality
- visibility and valuation within the art world and in professional contexts
- productivity
- artistic research and development work





## UMEÅ UNIVERSITY

- awards and scholarships, etc.
- ability to collaborate and engage with the wider community.

The Dean can decide on further criteria of importance for assessing artistic expertise. After consultation with the Dean, the Vice-Chancellor can formally decide on further objective criteria of significance for the assessment of artistic expertise when appointing a professor.

### 5.4 Clinical expertise

For combined posts and appointments combined with clinical employment (see sections 4.5 and 4.6.2), requirements are set on clinical expertise.

Assessment criteria for combined posts include

- quality of own clinical work
- management or investigative appointments within healthcare organisations
- 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 levels
- national and international appointments, for example for the Swedish Agency for Health Technology Assessment and Assessment of Social Services, or the National Board of Health and Welfare
- prizes and awards relating to clinical work

The Dean can decide on further criteria of importance for assessing clinical expertise. After consultation with the Dean, the Vice-Chancellor can formally decide on further objective criteria of significance for the assessment of clinical expertise when appointing a professor.

## 6. Promotion

The conditions for promotion for each appointment are outlined below.



## UMEÅ UNIVERSITY

### 6.1 Promotion from associate professor to professor

An associate professor employed for an indefinite period may be provided with the opportunity to, upon application, be considered for promotion to professor as permitted by 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 documentation presented by the Faculty as guidance. An assessment for promotion to professor must entail an assessment of qualification requirements and assessment criteria. Having completed a student supervision qualification or equivalent is a formal requirement for promotion to professor.

### 6.2 Promotion from assistant professor to associate professor

For anyone appointed assistant professor, and whose appointment was announced with an application deadline of 1 April 2018 or later, what is stated in the section below and in section 6.2.1 applies for promotion.

An assistant professor must, on application, be promoted to associate professor, if he or she is eligible for employment as an associate professor, and is assessed as suitable for such an appointment in accordance with the assessment criteria that apply for promotion to associate professor. Such a promotion entails indefinite employment as an associate professor.

Prior to the appointment of an assistant professor, the assessment criteria for promotion must be established. An application for promotion must be submitted six months before the fixed-term employment ends. If an assistant professor is not promoted after assessment, the fixed-term employment ends.

A decision to promote an assistant professor to associate professor cannot be appealed. Decisions to reject an application for promotion may be appealed by the applicant.

#### 6.2.1 Promotion from assistant professor combined with clinical practice to associate professor with combined employment

In addition to what is stated under section 6.2, the format for promotion from assistant professor in combination with clinical practice to associate professor with combined employment is established by the Vice-Chancellor in the Rule for assistant professorship with combined employment (FS 1.1-231-18).



## UMEÅ UNIVERSITY

### 6.2.2 Promotion from assistant professor to associate professor – transitional regulations

For anyone who holds an employment for an indefinite period as an assistant professor according to the previous appointments procedure (FS 1.1-851-16), or anyone appointed under such an appointment announced with an application deadline of 31 March 2018 or earlier, the terms below apply.

An assistant professor has the right, upon application, to be considered for promotion to associate professor. Prior to the appointment of an assistant professor, the assessment criteria for promotion must be established. The candidate must fulfil the assessment criteria in order for the promotion to take place. The request for consideration for promotion must be submitted within four years of being appointed, unless special reasons exist. Special reasons include absence due to illness, parental leave or clinical practice, appointments of trust in trade union organisations or similar circumstances.

Special rules apply for when the application is to be submitted for promotion of an assistant professor in combination with residency (Sw. *specialistjänstgöring*). This is regulated in the Rule for assistant professorships in combination with clinical practice (FS 1.1-231-18).

In the case of an assistant professor not being promoted upon consideration, the appointment is handled in accordance with current regulations regarding redeployment.

### 6.3 Promotion from lecturer to associate professor

A lecturer employed for an indefinite period as of 31 March 2018 has the right to, upon application, be considered for promotion to associate professor if the qualification requirements for the appointment as associate professor have been met.

Anyone appointed lecturer for an indefinite period on or after 1 April 2018 may be provided with the opportunity, upon application, of being considered for promotion to associate professor if the qualification requirements for the appointment as associate professor have been met and if the needs and conditions of the organisation allow. The Dean determines in each case if consideration for promotion is justified.

### 6.4 Qualification requirements and assessment criteria for promotion

When considering a request for promotion, the rules under Section 4 apply in terms of qualification requirements, and the rules under Section 5 apply in terms of assessment criteria.



## UMEÅ UNIVERSITY

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

### 7. External expert review

For appointment of a professor (including adjunct professor), reports by at least two external experts regarding the skills of the candidate must be obtained, unless it is obvious that this is not needed for the assessment. There must be an equal distribution of female and male representatives among the external experts. However, this does not apply if exceptional reasons exist (Chapter 4, Sections 5–6 of the Higher Education Ordinance).

Umeå University must also apply the external expert procedure for appointments of associate professors, assistant professors and research fellows, for promotion, and for professors appointed by nomination. As much attention must be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. In special cases, the Dean may deem assessment by external experts as clearly unnecessary, for example if a candidate's expertise has recently been assessed in a different context.

An external expert procedure can take time, which may mean that situations arise when need for competence must be met at short notice. To reduce negative consequences to the organisation, an external expert procedure may need to be simplified or ruled out. This applies when such a need for competence has arisen upon temporary absence, such as illness, leave of absence at short notice, or absence for other special reasons.

A simplified external expert procedure may not be applied in the appointment of a professor (including adjunct professor), (Chapter 4, Section 6 of the Higher Education Ordinance).

A simplified external expert procedure or deviation from the requirement of an external expert procedure may be applied in the following cases upon fixed-term appointments to avoid such negative consequences for the organisation.

A simplified external expert procedure may be applied upon fixed-term appointment of teachers up to 12 months. A simplified external expert procedure means that a docent or professor within or outside the department who is knowledgeable in the subject area is assigned to assess the applicant, and propose a candidate to the Dean for the fixed-term appointment. When appointing this docent or professor with knowledge in the subject area, the risk of disqualification must be observed in particular. An appointment made using a simplified external expert procedure may not be extended.

Exceptions from using an external expert procedure may be applied for appointments of teachers for a maximum of six months. An appointment made without an external expert procedure may not be extended.



# UMEÅ UNIVERSITY

An appointment as per the above points, excluding or using a simplified external expert procedure, may be combined up to a maximum of 12 months.

## 8. Other provisions

### 8.1 Appeal

Decisions for appointment at a higher education institution, and decisions as per Chapter 4, Section 13 of the Higher Education Ordinance to reject an application for promotion may be appealed to the Higher Education Appeals Board in the cases stated in Chapter 12, Section 2 of the Higher Education Ordinance. A decision to appoint an associate professor, when promoting an assistant professor to associate professor, cannot be appealed.

An appeal to the Higher Education Appeals Board is sent to Umeå University, which examines whether the case was received within the set period of time. The University does not assess the case itself, but must hand the case over to the Higher Education Appeals Board without delay if the appeal was received in time. To obtain the necessary supporting documentation, the Higher Education Appeals Board may procure a formal statement from Umeå University. Such a statement is to be produced by the Vice-Chancellor.

### 8.2 Discontinuing an appointment procedure

A decision to discontinue an appointment procedure is made according to the applicable delegation of authority. Such a decision may not be appealed, refer to Section 21 of the Employment Ordinance (1994:373).

A decision to discontinue an appointment procedure must be made objectively, but does not require justification. Objective reasons for discontinuing an appointment procedure may be the strive to recruit candidates with the best possible competence and that the remaining applicants fail to fulfil such a requirement. Lack of funds or organisational changes that could not have been foreseen when initiating the appointment procedure may further constitute objective reasons.

### 8.3 Authority of the Vice-Chancellor

The Vice-Chancellor has the right to make decisions to supplement this appointments procedure if special reasons to do so exist. The reasons for such a decision must be documented and the University Board must be informed afterwards.