

Rules of Employment  
for the Recruitment and Promotion of Teachers  
at Stockholm University  
(AOSU)

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## ABBREVIATIONS

AF	anställningsförordningen (1994:373) (“Employment Ordinance”)
DL	diskrimineringslagen (2008:567) (“Discrimination Act”)
HF	högskoleförordningen (1993:100) (“Higher Education Ordinance”)
HL	högskolelagen (1992:1434) (“Higher Education Act”)
LAS	lagen (1982: 80) om anställningsskydd (“Employment Protection Act”)
LOA	lagen (1994:260) om offentlig anställning (“Public Employment Act”)



## INTRODUCTION

Chapter 2, Section 2 of the Higher Education Ordinance states that the appointment procedures should be determined by the university board of governors. The Rules of Employment at Stockholm University (AOSU) contain the rules determined by the University Board relating to employment as and promotion to teacher. The Vice-Chancellor may grant exemption from the regulations in special cases, after taking into consideration the opinions of others.

The central provision for employment is the second paragraph of Chapter 12, Article 5 of the Instrument of Government, which stipulates that only objective factors, such as merit and skill, should be taken into account in the appointment of posts within the public administration. Section 4, Paragraph 2 of the Public Employment Act states that competence should be the primary consideration unless there are extraordinary reasons to the contrary.

What is specified in these rules as falling under the authority of a disciplinary domain board can be understood as the authority of a faculty board, since, in accordance with the decision-making and delegation policy of Stockholm University (“Besluts- och delegationsordning för Stockholms universitet”), the disciplinary domain board, in many cases, has the right to delegate its decision-making power. If such delegation has taken place, disciplinary domain board should be understood as faculty board. For this reason, the delegation policy of the relevant disciplinary domain board should be considered.

The University’s procedural guidelines for the employment and promotion of teachers provide a more detailed description of the various steps in the process, as well as of where the responsibility lies.

Vacant teaching positions should be advertised in a way that will attract skilled applicants. A good environment for research and education is characterised by the University being able to offer such attractive employment and working conditions that teachers of the highest calibre can be recruited. In the recruitment process, the University’s needs should be considered along with the applicant’s formal expertise, social skills, and potential for development.



## 1. BASIC PROVISIONS

### 1.1 Organisation

Stockholm University has two disciplinary domain boards: the Board of Humanities, Law and Social Sciences and the Board of Science. The Faculty of Humanities, the Faculty of Law and the Faculty of Social Sciences are organised under the Board of Humanities, Law and Social Sciences. Each faculty is led by a faculty board. The Board of Science acts both as disciplinary domain board and faculty board for the Faculty of Science.

### 1.2 The authority of the boards

The disciplinary domain board has the right to issue supplementary instructions relating to the employment of teachers within its area of operations.

Each disciplinary domain board should also specify what assessment criteria need to be fulfilled in order for an application for promotion from associate senior lecturer to senior lecturer, from senior lecturer to professor, or from researchers to professor to be approved or supported.

According to the decision-making and delegation policy of the humanities and social sciences, all decisions regarding employment and promotion, except the appointment of professors, have been delegated to the relevant faculty board.

### 1.3 Teacher categories

#### **4:1 HF**

Teachers are employed by the higher education institution.

Stockholm University has the following teacher categories:

- Associate senior lecturer (see Section 2.2.1)
- Senior lecturer (see Section 2.2.2)
- Professor (see Section 2.2.3)
- Lecturer (see Section 2.3.1)
- Adjunct professor (see Section 2.3.2)
- Visiting professor (see Section 2.3.3)



- Adjunct teacher (see Section 2.3.4)
- Visiting teacher (see Section 2.3.5)
- Part-time fixed-term lecturer (see Section 2.3.6)

Section 6 describes which positions may be fixed-term.

#### **1.4 The duties of teachers**

Chapter 3, Section 1 of the Higher Education Act states that a teacher's duties may include teaching, research and administrative work. Both teaching and research should normally be part of the duties of professors, senior lecturers and associate senior lecturers. Teachers are also responsible for keeping abreast of developments within their own field of study, as well as of social developments relevant to the teacher's duties.

#### **1.5 An academic career path**

The purpose of an academic career path, which relates to the internationally established concept of "tenure track", is to recruit people who have recently completed a doctoral degree to employment as teachers at Stockholm University, and to provide them with long-term opportunities to develop excellence in research and teaching. The career path includes employment as associate senior lecturer, senior lecturer and professor.

The career path begins with an announced fixed-term employment as associate senior lecturer, which requires a doctoral degree or equivalent research expertise. An associate senior lecturer may apply to be assessed for promotion to senior lecturer with indefinite-term employment. A senior lecturer with indefinite-term employment may apply to be assessed for promotion to professor.

The rules for promotion are described in Section 4.

Vacant positions as senior lecturer and professor are also advertised separately.

#### **1.6 Gender equality**

##### ***Recruitment measures***

##### ***1:5 HL***

Equality between women and men shall always be taken into account and promoted in the operations of higher education institutions.

***Equal representation***

***4:5 HF***

If a group of individuals are to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men shall be equally represented in the group. However, this does not apply if there are extraordinary reasons to the contrary.

The Discrimination Act (2008:567) states that employers should promote an equal distribution between men and women. At Stockholm University, equal distribution means that at least 40 per cent of any given group (i.e. within any category of employees at the workplace) should be of either sex.

If one gender is under-represented, active measures should be taken in the recruitment process. Whenever possible, potential candidates of both sexes should be identified before a vacant position is advertised. The advertisement should contain an encouragement to people of the under-represented sex to apply for the position.

The disciplinary domain board or its advisory bodies should review appointment cases on the basis of equal representation and document the results.

When a woman and a man are principal rivals for a position and their qualifications are considered equal, or essentially equal, the employer may consider which candidate represents the under-represented sex.



## 2. TEACHER CATEGORIES

There are a number of different categories of teachers at Stockholm University. Unless otherwise specified, these categories may include both full-time and part-time positions. In addition, there are other positions at the University that may, to some degree, involve duties that are normally carried out by teachers, such as teaching carried out by doctoral students.

Prior to an appointment or promotion, the University should carefully draw up the requirements of the person being appointed or promoted.

Section 6 describes which teachings positions may be fixed-term.

### 2.1 Criteria to consider in the appointment of teachers

#### 2.1.1 Qualification requirements and assessment criteria

Some teaching categories have qualification requirements, which entail specific requirements that must be met in order for a person to be offered the position. Meeting these qualification requirements is a necessary condition for a candidate to be appointed. In addition to the qualification requirements described in HF, the University may specify additional requirements.

In addition to the qualification requirements, there are also assessment criteria. These assessment criteria may concern how well a candidate has fulfilled a necessary requirement (e.g. the academic quality of a doctoral thesis) or qualifications that are not necessary for the position but give the candidate an advantage when the candidates are ranked. A doctoral degree could thus be a qualification requirement, while the quality of the thesis could be an assessment criterion.

An assessment criterion is a selection tool, and is used to decide between qualified candidates. Examples of assessment criteria, besides research and teaching skills, are administrative skills and the ability to collaborate with the community. Which assessment criteria to consider in the appointment of a certain position depends on what the position specifically entails.

#### 2.1.2 General suitability and the ability to collaborate

All teaching positions at Stockholm University require the ability to collaborate and the general ability and suitability to perform one's duties. Although the degree of collaborative ability and general suitability may vary depending on the position, this is a basic requirement for employment at the University.



## 2.2 Employment along the academic career path

### 2.2.1 Associate senior lecturer

#### **4:12 a HF**

A teacher may be appointed /.../ with the aim of giving the teacher the opportunity to develop independence as a researcher and gain qualifications that may qualify him/her for another teaching position with higher qualification requirements. /.../

In order to qualify for the position /.../ the applicant must have received a doctoral degree or equivalent qualifications. In the first instance, an applicant should be considered who has received a doctoral degree or equivalent qualifications no more than seven years before the deadline for applications.

Associate senior lecturer is a training position.

The disciplinary domain board should specify the relevant criteria in connection with establishing the position. The criteria should be objectively defined on the basis of strategic needs and what the position entails.

Before a position as associate senior lecturer is announced, the disciplinary domain board should also determine which criteria should be used in the review of an application for promotion to senior lecturer (see Section 4.2) as well as when such an application needs to be submitted.

### 2.2.2 Senior lecturer

#### **4:4 HF**

In order to qualify for employment as a senior lecturer /.../ the applicant must have demonstrated good teaching skills and have a doctoral degree or equivalent research expertise, or other professional skills of relevance to the subject area and the main responsibilities of the position /.../.

The assessment criteria for appointment as a senior lecturer shall be the level of the kind of expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching skills as to the assessment of other criteria specified in the first paragraph. Each higher education institution determines what other assessment criteria shall apply to the appointment of a senior lecturer.

Research skills should be demonstrated through independent research.

Teaching skills at the level of senior lecturer should normally have been demonstrated through teaching in first- and second-cycle programmes and be well documented.

Completed training in teaching and learning in higher education, or equivalent knowledge, should be given credit. Such knowledge may have been acquired through, for example, other training or experience of teaching and pedagogical development at the university level.

An applicant who has not completed at least 7.5 credits of teaching and learning in higher education and is not considered to have otherwise acquired equivalent knowledge should undergo such training within the first two years of employment.

The disciplinary domain board may specify additional criteria besides those described in the HEO and the preceding paragraphs. These criteria should be objectively defined on the basis of department needs and what the position entails.

### 2.2.3 Professor

#### **4:3 HF**

A person who has demonstrated both research and teaching skills is qualified for employment as a professor. /.../

The assessment criteria for appointment as a professor shall be the level of the kind of expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching skills as to the assessment of research /.../ skills. Each higher education institution determines what other assessment criteria shall apply to the appointment of a professor.

Research expertise should have been demonstrated through independent research that far exceeds the requirements for qualification as an associate professor, both in terms of quality and quantity. The planning and coordination of research should also be considered.

Teaching skills at the level of professor should normally have been demonstrated through teaching in first-, second- and third-cycle programmes and be well documented.

In the selection of qualified applicants, completed training in teaching and learning in higher education, or equivalent knowledge, should be given credit. Such knowledge may have been acquired through, for example, other training or experience of teaching and pedagogical development at the university level.

An applicant who has not completed at least 7.5 credits of teaching and learning in higher education and is not considered to have otherwise acquired equivalent knowledge should undergo such training within the first two years of employment.



The disciplinary domain board may specify additional criteria besides those described in the HEO and the preceding paragraphs. These criteria should be objectively defined on the basis of department needs and what the position entails.

## **2.3 Employment off the academic career path**

### **2.3.1 Lecturer**

A lecturer's duties mainly involve teaching and associated activities. The teaching is mainly conducted in the first cycle, and is of such a nature that research skills are not required. The teaching may constitute skills training.

A person is qualified for employment as a lecturer if he or she has demonstrated teaching skills and has a relevant university degree or equivalent qualifications.

Training in teaching and learning in higher education, or equivalent knowledge, should be given credit. Such knowledge may have been acquired through, for example, other training or experience of teaching and pedagogical development.

An applicant who has not completed at least 7.5 credits of teaching and learning in higher education and is not considered to have otherwise acquired equivalent knowledge should undergo such training within the first two years of employment.

In drawing up the job description, the disciplinary domain board may specify additional criteria besides those described in the preceding paragraphs. These criteria should be objectively defined on the basis of department needs and what the position entails.

According to a decision by the Vice-Chancellor, the general principle is that only teachers with a doctoral degree may be given indefinite-term employment. Under special circumstances, the Vice-Chancellor may, at the disciplinary domain board's request, grant the board permission to advertise a position as a lecturer with indefinite-term employment.

### **2.3.2 Adjunct professor**

The purpose of appointing an adjunct professor is to tie a qualified person with special expertise in a specific field to the University for a limited period of time. Adjunct professors are typically employed on a part-time basis and are usually expected to have a main occupation outside of higher education, for example, in the business world or in the public sector.

The qualification requirements for employment as an adjunct professor are the same as for indefinite-term employment as a professor. A person being considered for employment should, where appropriate, be assessed according to the same criteria, and the candidate's



expertise should be reviewed by external experts, unless this is manifestly unnecessary for appraisal of their expertise.

A proposal regarding the appointment of an adjunct professor should be submitted to the disciplinary domain board by the department board or equivalent. The proposal should contain a motivation, a description of the position, and suggestions for external experts

Upon review, the disciplinary domain board will submit a request to the Vice-Chancellor for appointment of the adjunct professor. A written agreement on the terms of employment between the University, the principal employer, and the candidate should be included in the basis for the decision.

### 2.3.3 Visiting professor

The purpose of appointing a visiting professor is to tie a person with special expertise to the University for a limited period of time. Under normal circumstances, a visiting professor is a person from another university.

In order to be appointed as a visiting professor, the applicant must be deemed qualified as a professor.

A review will be carried out in the manner determined by the disciplinary domain board. The disciplinary domain board will submit a request to the Vice-Chancellor for appointment of the visiting professor.

### 2.3.4 Adjunct teacher

The purpose of appointing an adjunct teacher is to add expertise that is normally not available in the regular operations and necessary to provide high-quality education. Adjunct teachers are employed on a part-time basis and should have a main occupation outside of higher education.

A review will be carried out in the manner determined by the disciplinary domain board.

### 2.3.5 Visiting teacher

The purpose of appointing a visiting teacher is to tie a person with valuable knowledge to the University for a limited period of time. A visiting teacher may be a person from another university.

A review will be carried out in the manner determined by the disciplinary domain board.

### 2.3.6 Part-time fixed-term teacher

The duties of a part-time fixed-term teacher mainly involve teaching and associated activities.



A review will be carried out in the manner determined by the disciplinary domain board.

### **3. JOB DESCRIPTIONS, INFORMATION ABOUT VACANT POSITIONS, AND APPLICATIONS**

#### **3.1 Job descriptions and advertisements**

The initiative to start an appointment procedure is taken by the department and/or the disciplinary domain board. The department board or equivalent should submit a written request to the disciplinary domain board about announcing a position as professor, senior lecturer, associate senior lecturer or lecturer and drawing up a job description. In addition to a proposed job description, the request should, where relevant, contain suggestions for other information to include in the advertisement that is relevant to applicants.

The job description should contain the following:

- the field of study;
- main responsibilities;
- qualification requirements;
- assessment criteria; and,
- where relevant, an encouragement to persons of the under-represented sex to apply for the position (see Section 1.6).

If necessary, the field of study may be clarified in a so-called “subject description”, in which case there must be factual correspondence between the field of study and the subject description.

The field of study of a position (professor, senior lecturer, associate senior lecturer or lecturer) may not be changed while an individual is employed in the position.

Before a position as associate senior lecturer is announced, the disciplinary domain board should determine which assessment criteria to use when reviewing an application for promotion to senior lecturer, and the deadline for submitting such an application.



### 3.2. Information about vacant positions

Section 6 of the Employment Ordinance states that the University must provide information about a vacant position in such a way that anyone who is interested in the position is able to notify the University within a certain time.

A short-term position with an immediate start date may be appointed without providing such information.

A position as an adjunct professor or visiting professor may, regardless of the length of the contract, be appointed without providing information. When a professor is appointed by nomination, no information needs to be provided.

Information about the vacant position should be posted on the University's official notice board and published on the University's website, as well as reported to the Swedish Public Employment Service. In addition, the information should be spread in such a way that it reaches as many qualified applicants as possible. The application period should normally be at least three weeks.

### 3.3 Application

Applications for employment or promotion to a teaching position should be made in accordance with the guidelines on the University's website.

Applicants may only claim published articles or manuscripts accepted for publication before the deadline for applications.

An application submitted after the deadline may be considered if it is in the interest of the University.

### 3.4 Nomination for appointment as a professor

#### **4:7 HF**

A higher education institution may nominate an individual for appointment as a professor if the appointment of the individual is of special importance to a certain operation at the institution. If a higher education institution nominates an individual for a position, the grounds on which the appointment is of special importance to the institution must be documented.

Only those qualified for appointment to the position pursuant to Section 3 may be nominated for appointment.

The decision to nominate an individual for a position is made by the vice-chancellor and cannot 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) needs to be provided. The provisions regarding a review by external experts in Section 6 will apply.

The nomination procedure may be used as a tool to accomplish strategic recruitment of professors, but should be used with great restraint.

If a department or equivalent wishes to nominate a professor to a position, a proposal should be submitted to the disciplinary domain board. The proposal should present the reasons why the nomination is of special importance to the operation and, if necessary, suggest suitable experts. The decision to initiate a nomination procedure, as well as to appoint a professor, is taken by the Vice-Chancellor following a proposal from the disciplinary domain board.

The assessment of a candidate's eligibility for employment as a professor should include a review by external experts (see Section 5.2), unless this is manifestly unnecessary.



## **4. PROMOTION**

### **4.1 General provisions**

An employee who has been promoted is not automatically entitled to a change of duties or terms of employment.

According to a decision by the Vice-Chancellor, a lecturer may apply for promotion to senior lecturer.

### **4.2 Promotion from associate senior lecturer to senior lecturer**

An associate senior lecturer at Stockholm University should, on application, be promoted to senior lecturer with indefinite-term employment if he or she is qualified for promotion and, in addition, has been deemed suitable based on the following criteria and the specific criteria established by the relevant disciplinary domain board (see Section 2.2.1 and 2.2.2).

The applicant should have a documented ability to independently initiate and develop research of high quality.

Teaching skills at the level of senior lecturer should normally have been demonstrated through teaching in first- and second-cycle programmes and be well documented.

The applicant must have completed courses in teaching and learning in higher education worth at least 7.5 credits, or be considered by the disciplinary domain board to possess the equivalent knowledge.

The field of study is not changed in connection with the promotion.

### **4.3 Promotion from senior lecturer to professor**

A senior lecturer with indefinite-term employment at Stockholm University should, on application, be promoted to professor if he or she is qualified for promotion and, in addition, has been deemed suitable based on the following criteria and the specific criteria established by the relevant disciplinary domain board (see Section 2.2.3).

Research expertise at the level of professor should have been demonstrated through independent research that far exceeds the requirements for qualification as an associate professor, both in terms of quality and quantity. The planning and coordination of research should also be considered.

Teaching skills at the level of professor should have been demonstrated through teaching in first-, second- and third-cycle programmes and be well documented.





The applicant must have completed courses in teaching and learning in higher education worth at least 7.5 credits, or be considered by the disciplinary domain board to possess the equivalent knowledge. The field of study is normally not changed in connection with the promotion.

#### **4.4 Promotion from researcher to professor under special circumstances**

A researcher who has been or will be appointed a Wallenberg Academy Fellow can be promoted to professor in accordance with the current rules for promotion from senior lecturer to professor (see Section 4.3). Under special circumstances, the Vice-Chancellor may also grant the opportunity for promotion in cases deemed to be of a similar nature.

## 5. PROCEDURE

### 5.1 Organisation and procedure

#### **4:5 HF**

If a group of individuals are to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men shall be equally represented in the group. However, this does not apply if there are extraordinary reasons to the contrary.

The disciplinary domain board is responsible for the procedures relating to appointment and promotion to teaching positions.

In matters related to employment as a professor, senior lecturer, associate senior lecturer or lecturer, it is the disciplinary domain board's responsibility to:

- adopt the job description;
- decide whether to conduct a review by external experts, and to appoint the experts;
- decide who to appoint; and
- decide whether to promote a candidate.

The disciplinary domain board may delegate the tasks listed above.

The disciplinary domain board may set up a committee, hereafter referred to as "academic appointments board". If an academic appointments board is set up, its composition and authority should be determined in the decision.

The disciplinary domain board appoints the members of the academic appointments board. A student representative must be included in the board. The head of department, or a representative of the department appointed by the head, has the right to attend and speak at the board's meetings. One representative of each of the local trade unions also has the right to attend and speak at the meetings. External experts may be invited to attend the board's meetings.

The chair of the academic appointments board may decide on further assessment procedures in matters of appointment or promotion, and may decide to invite additional individuals to attend and speak at the meetings.

## 5.2 Review by external experts

### **4:6 HF**

For the appointment of a professor (including an adjunct professor), opinions on the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for appraisal of their expertise.

When the opinions of two or more persons are obtained, both men and women should be represented equally. However, this does not apply if there are extraordinary reasons to the contrary.

A review by external experts should be conducted when appointing or promoting someone to a position as a professor, senior lecturer or associate senior lecturer. The disciplinary domain board should clarify the task of the external experts and determine, in each individual case, how many experts should provide an opinion.

In special cases, the disciplinary domain board may decide that a review by external experts is manifestly unnecessary, for example, if an applicant's expertise has recently been assessed in a different context.

The external experts should be appointed as soon as possible following the deadline for applications. In addition to experts on the field of study, an expert on pedagogy may be appointed to assess the applicants' teaching skills. The assessment of teaching skills may be conducted for all or for a shortlist of applicants.

## 5.3 Duties of the academic appointments board

The academic appointments board should propose a primary candidate to be considered for appointment. Under special circumstances, the proposal may include additional candidates and their ranking.

The academic appointments board should present its assessment of each proposed candidate's expertise in relation to the criteria that were set up for the position. The report should include an assessment of the candidate's expertise as a whole, as well as an assessment in relation to each individual criterion.

It should be clear from the report how the proposed candidate's academic and teaching skills were assessed. If both women and men applied for the position, it should also indicate how the gender equality aspect was taken into account.

Shortlisted candidates will be called to an interview and asked to give a trial lecture.



The academic appointments board is normally responsible for obtaining references for the candidate or candidates that the board has proposed to be considered for appointment.

Regulations concerning disqualification, recording of information that may be important for the outcome of the matter, voting, dissenting opinions, notification of decisions, etc., can be found in Sections 11-21 of the Administrative Procedure Act (1986:223).

## 6. INDEFINITE-TERM EMPLOYMENT AND FIXED-TERM EMPLOYMENT

### 6.1 Principal rule

#### **4:9 HF**

Pursuant to the Employment Protection Act (1982:80), a teaching position may be limited to a fixed term unless it involves appointment as a professor (including adjunct and visiting professor), or unless otherwise specified in Section 12b. Otherwise, the provisions of Sections 10-12a shall apply to fixed-term employment.

The principal rule is that teachers should have indefinite-term employment. However, a position may be limited to a fixed term in special cases. According to a decision by the Vice-Chancellor, the principal rule is that only teachers with a doctoral degree should have indefinite-term employment. When it comes to employment as a lecturer, the Vice-Chancellor may, in special cases, allow the disciplinary domain board to announce an indefinite-term position as a lecturer.

A position as a professor may not be limited to a fixed term. Other positions may, unless otherwise specified, be limited to a fixed term.

A teaching position may be limited to a fixed term under the provisions of Sections 5 and 6 of LAS, Chapter 4 of HF, or a collective agreement. There is currently only one collective agreement that applies to teachers, "Avtal om tidsbegränsad anställning som adjungerad lärare" ("Agreement concerning fixed-term employment of adjunct teachers"). Temporary substitute employment may be used while waiting for a vacant position to be filled. The department decides how long a substitute teacher is required.

The grounds on which different teaching positions may be limited to a fixed term are described below.

### 6.2 Possibility of limiting teaching positions to a fixed term

#### 6.2.1 Associate senior lecturer

Chapter 4, Section 12 of HF states that an associate senior lecturer may be given indefinite-term employment, but for no longer than four years. The employment may be extended if more time is required to achieve the objective of the employment, for example, due to sick leave, parental leave or other special circumstances. However, the total period of employment may not exceed six years.



### 6.2.2 Senior lecturer and lecturer

Employment as a senior lecturer or lecturer may be limited to a fixed term under the provisions of Section 5 of LAS.

### 6.2.3 Adjunct professor

Chapter 4, Section 11 of HF states that an adjunct professor should be given indefinite-term employment, but for no longer than until a certain date. The employment may be extended, but the total period of employment may not exceed twelve years.

### 6.2.4 Visiting professor

Chapter 4, Section 12 of HF states that a visiting professor should be given indefinite-term employment, but for no longer than until a specific date. The employment may be extended, but the total period of employment may not exceed five years.

### 6.2.5 Adjunct teacher

An adjunct teacher may be appointed to fixed-term employment under the provisions of the collective agreement “Avtal om tidsbegränsad anställning som adjungerad lärare” (“Agreement concerning fixed-term employment of adjunct teachers”). According to the agreement, an adjunct teacher may be given indefinite-term employment, but for no longer than two years. The employment may be extended.

### 6.2.6 Visiting teacher and part-time fixed-term teacher

A visiting teacher or part-time fixed-term teacher may be appointed to fixed-term employment under the provisions of Section 5 of LAS.

## 7. DECISIONS AND APPEALS

### 7.1 Decisions

**4:13 HF**

Teachers are appointed by the Vice-Chancellor. Decisions regarding the appointment of professors may not be delegated.

Decisions regarding the appointment of professors, adjunct professors and visiting professors, as well as the promotion of professors, are made by the Vice-Chancellor, based on proposals from the disciplinary domain board.

Decisions regarding the appointment of senior lecturers, associate senior lecturers, lecturers, adjunct teachers, visiting teachers and part-time fixed-term teachers, as well as the promotion of senior lecturers, may be delegated according to the University's decision-making and delegation policy.

The decision regarding who has been appointed, including information on how to appeal the decision, should be announced as soon as possible through a post on the University's official noticeboard. The applicants should be informed of the decision, as well as the time and place of the announcement, at the same time.

### 7.2 Appeals

Chapter 12, Section 2 of HF states that a decision regarding appointment, with the exception of appointment as a doctoral student, may be appealed to the Higher Education Appeals Board. Decisions of the Higher Education Appeals Board cannot be appealed.

### 7.3 Interrupting an appointment procedure

A decision to interrupt an appointment procedure should be made by the same body that would have made the decision on the appointment in question. A decision to interrupt an appointment procedure cannot be appealed (Section 21 of AF).



## **8. ENTRY INTO FORCE**

These Rules of Employment come into force on 9 April 2014. The previous Rules of Employment cease to apply on the same date.