

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

(AOSU)

Adopted by the University Board on 20 April 2012. Replaces earlier AOSU (Ref. no. SU 601-3591-11).

CONTENTS

| | |
|---|-----------|
| 1. FUNDAMENTAL PROVISIONS | 5 |
| 1.1 ORGANISATION | 5 |
| 1.2 THE AUTHORITY OF THE BOARDS | 5 |
| 1.3 TEACHER CATEGORIES | 5 |
| 1.4 THE DUTIES OF TEACHERS | 5 |
| 1.5 AN ACADEMIC CAREER PATHWAY | 6 |
| 1.6 GENDER EQUALITY | 7 |
| 2. QUALIFICATION REQUIREMENTS AND ASSESSMENT CRITERIA | 9 |
| 2.1 EMPLOYMENT ALONG THE ACADEMIC CAREER PATHWAY | 9 |
| 2.1.1 Associate senior lecturer | 9 |
| 2.1.2 Senior lecturer | 9 |
| 2.1.3 Professor | 11 |
| 2.2 OTHER EMPLOYMENT, INDEPENDENT OF THE ACADEMIC CAREER PATHWAY | 12 |
| 2.2.1 Lecturer | 12 |
| 2.3 ASSESSMENT CRITERIA | 12 |
| 3. JOB DESCRIPTION, INFORMATION ABOUT VACANT POSTS AND APPLICATION.... | 15 |
| 3.1 JOB DESCRIPTION AND ADVERTISEMENT | 15 |
| 3.2 INFORMATION ABOUT VACANT POSTS | 15 |
| 3.3 THE APPLICATION | 16 |
| 3.4 NOMINATION FOR EMPLOYMENT AS PROFESSOR | 16 |
| 4. PROMOTION | 18 |
| 4.1 GENERAL PROVISIONS | 18 |
| 4.2 PROMOTION FROM ASSOCIATE SENIOR LECTURER TO SENIOR LECTURER | 18 |
| 4.3 PROMOTION FROM SENIOR LECTURER TO PROFESSOR | 18 |
| 4.4 PROMOTION FROM RESEARCHER TO PROFESSOR | 19 |
| 4.5 THE APPLICATION | 19 |
| 5. THE PROCEDURE..... | 20 |
| 5.1 ORGANISATION AND PROCEDURES | 20 |
| 5.2 PROCEDURE WITH REFEREES | 21 |
| 5.3 THE DUTIES OF THE ACADEMIC APPOINTMENTS BOARD | 22 |
| 6. EMPLOYMENT DECISIONS (INCLUDING PROMOTION) | 23 |
| 6.1 LEVELS OF DECISION-MAKING | 23 |
| 7. FIXED-TERM EMPLOYMENT | 24 |
| 7.1 PRINCIPAL RULE | 24 |
| 7.2 ADJUNCT PROFESSOR | 24 |
| 7.3 VISITING PROFESSOR | 25 |
| 7.4 ADJUNCT TEACHER | 25 |

| | |
|--|-----------|
| 7.5 VISITING TEACHER | 26 |
| 7.6 ASSOCIATE SENIOR LECTURER | 26 |
| 7.7 TEACHERS EMPLOYED ON AN HOURLY BASIS | 26 |
| 8. OTHER PROVISIONS | 27 |
| 8.1 APPEALS | 27 |
| 8.2 INTERRUPTING AN EMPLOYMENT PROCEDURE..... | 27 |
| 9. ENTRY INTO FORCE | 27 |

ABBREVIATIONS

HF = Högskoleförordningen (1993:100) ("The Higher Education Ordinance")

HL = Högskolelagen (1992:1434) ("The Swedish Higher Education Act")

DL = Diskrimineringslagen (2008:567) ("The Discrimination Act")

INTRODUCTION

The central provision for employment is Subsection 2 of Section 5 of Chapter 12 of the Instrument of Government. This subsection states that when making appointments to posts within the state administration attention shall be directed only to objective factors such as merit and competence.

Section 2 of Chapter 2 of the Higher Education Ordinance (1993:100) states that the university board of governors shall determine appointment procedures. The rules determined by the board of governors relating to employment as and promotion to teacher are collected in the Rules of Employment at Stockholm University (AOSU). The vice-chancellor may grant exemption from the regulations in special cases, after taking into consideration the opinion of others.

What is specified in these rules as belonging to the authority of a board (the Board of Science or the Board of Humanities, Law and Social Sciences) can be understood to be the authority of a faculty board, since the board has in many cases the right, as specified in the "Besluts- och delegationsordning för Stockholms universitet", approved by the vice-chancellor on 19 May 2011 (Ref. no. SU 31-1313-11, Document no. 1) and which came into force on 1 January 2012, to delegate its powers of decision. If such delegation has taken place, the term "board" is to be understood as "faculty board". For this reason, the rules of delegation of the relevant board are to be considered.

The AOSU is directed principally at those persons who handle any aspect of questions relating to the supply of personnel for teaching. The university procedural guidelines for matters relating to employment as a teacher and to promotion provide more detailed descriptions of the various steps in the procedure, together with details of where responsibility lies.

Vacant teaching posts are to be advertised in such a manner that skilled applicants are attracted. A good environment for research and education is characterized in that the university is able to offer employment and working conditions that are so attractive that teachers of the highest excellence can be recruited. Consideration shall be taken during recruitment not only to the requirements of the university but also to the formal expertise, potential for development and social skills of the applicant.

1. FUNDAMENTAL PROVISIONS

1.1 Organisation

Two boards have been created at Stockholm University: the Board of Humanities, Law and Social Sciences and the Board of Science. The university has four faculties: the Faculty of Humanities, the Faculty of Law, the Faculty of Science and the Faculty of Social Sciences. Each faculty is led by a faculty board. 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. The Board of Science is identical to the faculty board and the authoritative bodies of the faculty.

1.2 The authority of the boards

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

Each board shall also specify the assessment criteria that are to be satisfied in order for an application for promotion from associate senior lecturer to senior lecturer, from senior lecturer to professor and from researcher to professor to be approved or recommended.

1.3 Teacher categories

4:1 HF

Teachers are employed by the higher education institution.

The Higher Education Ordinance contains provisions about qualification and assessment criteria for employment as a professor and for employment as a senior lecturer. The Swedish term "lektor" is known as "universitetslektor" at Stockholm University: both are translated into English as "senior lecturer". These two indefinite-term employments are supplemented by a third: employment as lecturer.

In addition, fixed-term employments are available as associate senior lecturer, adjunct professor, visiting professor, adjunct teacher, visiting teacher, and teacher paid on an hourly basis (see Section 7).

1.4 The duties of teachers

The Higher Education Act states that the duties assigned to teaching staff may comprise educational responsibilities, research and administrative duties. Both education and research shall 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 and developments in the wider community that are significant for their work at the university.

1.5 An academic career pathway

The objective of establishing an academic career pathway, which reflects the international concept of 'tenure track', is to recruit young people to employment as teachers at Stockholm University and to provide them with conditions that favour the long-term development of excellence within research and education. The career pathway includes employment as associate senior lecturer, senior lecturer and professor.

The first step on the career pathway is an advertised post as associate senior lecturer, for which those possessing a doctoral degree may apply. *Issues relating to the nature of the employment and its duration depend on regulations relating to the labour market and other ordinances.*

An associate senior lecturer may apply to be assessed for promotion to senior lecturer with indefinite-term employment. The associate senior lecturer must have taken higher education in teaching theory and been awarded at least 7.5 higher education credits before submitting such an application. If the applicant is assessed to be qualified according to the qualification requirements specified in Section 2.1.2 and is otherwise deemed to be suitable as specified by the assessment criteria that Section 4.2 states are to be used for assessment, he or she is to be promoted to senior lecturer with indefinite-term employment.

A senior lecturer who is employed with indefinite-term employment may apply to be assessed for promotion to professor. The senior lecturer must have taken higher education in teaching theory and been awarded at least 7.5 higher education credits before submitting such an application. If the applicant is assessed to be qualified according to the qualification requirements specified in Section 2.1.3 and is otherwise deemed to be suitable as specified by the assessment criteria that Section 4.3 states are to be used for assessment, he or she is to be promoted to professor.

Vacant posts as senior lecturer and professor may also be advertised separately.

1.6 Gender equality

Equal representation

4:5 HF

If a group of individuals is 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. This does not apply, however, if there are extraordinary reasons to the contrary.

Referees' assessment

4:6 HF

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

Measures taken during recruitment

3:7 DL

Employers are to work to ensure that people have the opportunity to apply for vacant positions regardless of sex, ethnicity, religion or other belief.

3:9 DL

When the distribution of women and men is not more or less equal in a certain type of work or in a certain employee category at a place of work, the employer is to make a special effort when recruiting new employees to attract applicants of the under-represented sex. The employer is to attempt to see to it that the proportion of employees from the under-represented sex gradually increases. /.../

1:5 HL

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

The term "even distribution between the sexes" is interpreted at Stockholm University to mean that at least 40% of any given group (i.e. within any given category at the workplace) shall be of either sex. "Workplace" in this context is used to denote the faculty for the category of professors. The workplace for other categories of employee is the department if the number of employees within the relevant category is six or greater, otherwise it is the section or faculty.

If one sex is under-represented at the workplace, special efforts are to be taken when recruiting new employees. The advertisement in such cases is to include encouragement to persons of the under-represented sex to apply for the post.

Potential applicants of both sexes are to be identified, if possible, before a vacant post is advertised. The board is to develop strategies to improve the balance within fields of study with unequal distributions between women and men.

The board or its advisory bodies are to assess employment cases also from the aspect of even representation of the sexes and to document the result.

When a woman and a man are principal rivals for a post and their qualifications have been assessed to be equal, or essentially equal, the applicant who represents the under-represented sex is to be considered as first choice.

2. QUALIFICATION REQUIREMENTS AND ASSESSMENT CRITERIA

It is important that the university invest great care in drawing up the qualification requirements and assessment criteria with respect to appointment or promotion to a post. There is nothing to prevent the requirements posed and the criteria applied being sufficiently detailed to ensure that the correct expertise is available from the teachers whom the university employs and promotes.

2.1 1 Employment along the academic career pathway

2.1.1 Associate senior lecturer

A person who has been awarded a doctoral degree or who possesses a degree from another country that has been assessed as equivalent to a doctoral degree is qualified to be employed as associate senior lecturer. *Issues relating to the nature of the employment and its duration depend on regulations relating to the labour market and other ordinances.*

General qualifications required are the possession of the ability to collaborate and the possession of the ability and general suitability that are required to perform one's duties well.

Further qualification requirements in addition to those specified in the preceding paragraphs may be specified when the board determines the job description. These requirements shall be objectively justified by the contents of the employment and the operational requirements of the university. Examples of such requirements are the ability to lead operations and personnel, and the ability to teach in a particular language.

Before a post as associate senior lecturer is advertised, the board shall also determine the assessment criteria to be used when assessing an application for promotion to senior lecturer (see Section 4.2), and the final date for submission of an application.

2.1.2 Senior lecturer

4:4 HF

A person shall be qualified for employment as a senior lecturer if /.../ he or she not only has demonstrated teaching proficiency but also has been awarded a doctoral degree or has corresponding research competence or some other professional proficiency that is of value in view of the subject matter of the post and the duties that it will involve /.../.

The assessment criteria for appointment as a senior lecturer shall be the degree of the proficiency required as a qualification for employment. As much attention shall be given to the assessment of teaching proficiency as to the assessment of other qualifying criteria laid down in the first paragraph above. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a senior lecturer.

Qualification for employment as senior lecturer requires that the applicant has demonstrated the scientific proficiency and teaching proficiency that are required for the post in question.

Teaching proficiency at the level of senior lecturer is to have been demonstrated through teaching in both first-cycle education and second-cycle education. The proficiency is to be well-documented in a manner that makes it possible to assess the quality of the teaching activities.

In the selection of qualified applicants, higher education in teaching theory or corresponding knowledge obtained in another manner is to be given credit. Such knowledge may have been obtained through, for example, other education or through experience of teaching and the development of teaching theory at university level. The assessment of whether an applicant can be considered to have corresponding knowledge is made by the academic appointments board. An applicant who lacks higher education in teaching theory to a value of at least 7.5 higher education credits and who also has been assessed as not possessing corresponding knowledge in another manner must undertake such education during the first two years of employment.

Research education from another country or other scientific merit can be considered to be scientific proficiency corresponding to a doctoral degree, after assessment.

General qualifications required are the possession of the ability to collaborate and the possession of the ability and general suitability that are required to perform one's duties well.

Further qualification requirements in addition to those specified HF and in the preceding paragraphs may be specified when the board determines the job description. These requirements shall be objectively justified by the contents of the employment and the operational requirements of the university. Examples of such requirements are the ability to lead operations and personnel, and the ability to teach in a particular language.

2.1.3 Professor

4:3 HF

A person who has demonstrated both research and teaching proficiency shall be qualified for employment as a professor. /.../

The assessment criteria for appointment as a professor shall be the degree of the proficiency required as a qualification for employment. As much attention shall be given to the assessment of teaching proficiency as to the assessment of research /.../ proficiency. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor.

Research proficiency is to have been demonstrated through independent research that exceeds to a significant degree the requirements for qualification as an associate professor, both in terms of quality and in terms of quantity. The planning and leading of research are also to be assigned significance.

Teaching proficiency at the level of professor is to have been demonstrated through teaching in all of first-cycle education, second-cycle education and third-cycle education. The proficiency is to be well-documented in a manner that makes it possible to assess the quality of the teaching activities.

In the selection of qualified applicants, higher education in teaching theory or corresponding knowledge obtained in another manner is to be given credit. Such knowledge may have been obtained through, for example, other education or through experience of teaching and the development of teaching theory at university level. The assessment of whether an applicant can be considered to have corresponding knowledge is made by the academic appointments board. An applicant who lacks higher education in teaching theory to a value of at least 7.5 higher education credits and who also has been assessed as not possessing corresponding knowledge in another manner must undertake such education during the first two years of employment.

General qualifications required are the possession of the ability to collaborate and the possession of the ability and general suitability that are required to perform one's duties well.

Further qualification requirements in addition to those specified HF and in the preceding paragraphs may be specified when the board determines the job description. These requirements shall be objectively justified by the contents of the employment and the operational requirements of the university. Examples of such requirements are the ability to lead operations and personnel, and the ability to teach in a particular language.

2.2 Other employment, independent of the academic career pathway

2.2.1 Lecturer

The vice-chancellor may in special circumstances permit the board to advertise indefinite-term employment as lecturer. A decision by the vice-chancellor passed down on 19 March 2008 states that only teachers who possess a doctoral degree may be given indefinite-term employment.

The duties consist of teaching and other duties associated with this. Such teaching will be principally carried out within first-cycle education, and will be of such a nature that does not require research proficiency. The teaching may be constituted by skills acquisition.

A person shall be qualified for employment as a lecturer if he or she has been awarded a relevant higher education qualification or has corresponding competence and has demonstrated teaching proficiency.

General qualifications required are the possession of the ability to collaborate and the possession of the ability and general suitability that are required to perform one's duties well.

Further qualification requirements in addition to those specified in the preceding paragraph may be specified when the board determines the job description. These requirements shall be objectively justified by the contents of the employment and the operational requirements of the university. Examples of such requirements are the ability to lead operations and personnel, and the ability to teach in a particular language.

In the selection of qualified applicants, higher education in teaching theory or corresponding knowledge obtained in another manner is to be given credit. Such knowledge may have been obtained through, for example, other education or through experience of teaching and development work in teaching theory. The assessment of whether an applicant can be considered to have corresponding knowledge is made by the academic appointments board. An applicant who lacks higher education in teaching theory to a value of at least 7.5 higher education credits and who also has been assessed as not possessing corresponding knowledge in another manner must undertake such education during the first two years of employment.

2.3 Assessment criteria

The assessment criteria are the final instrument of selection and they are used to make a selection from the qualified applicants.

The assessment criteria for employment shall be the degree of the proficiency required as a qualification for employment. In addition, the degree of administrative and other proficiency of significance, taking into consideration the field of study for the appointment and the duties that are to be included, shall be considered. The ability to collaborate with the surrounding society and to inform about the work of research and development is also to be considered.

The board shall decide, before a hiring procedure is initiated, the assessment criteria that are to be used and the weight that each assessment criterion is to be given.

Assessment of teaching proficiency is to be based on well-defined criteria, such as:

- the degree of breadth, quality and up-to-date knowledge in the field of study
- the ability to give a structure to and organise knowledge within the field of study in courses and in the applicant's own teaching
- the ability to convey enthusiasm and interest in the field of study
- the ability to motivate students to learn independently
- the ability to communicate with students
- the ability to take a comprehensive view and renew himself/herself
- the extent of teaching material produced by the applicant
- documented contributions to the development of theory associated with field-specific didactics relevant to the field of study
- planning, execution and evaluation of education, and supervision and examination.

Administrative proficiency is to be demonstrated by a capacity for comprehensive planning of activities; a capacity for leading and developing activities and personnel, and in coordinating research projects; and through experience of appointments to, for example, governing boards and committees.

The ability to inform the society of which the university is part is to be shown by, for example, work within developing contacts with the business community, the public sector, cultural groups and other organisations.



The ability to inform about work with research and development is to be shown by activities within popular science such as participation in educating the general public, contributing to popular science publications and participating in public debates in matters relating to education and research.

Consideration shall also be given during the overall assessment of the potential of the applicant for development, and his or her social skills.

3. JOB DESCRIPTION, INFORMATION ABOUT VACANT POSTS AND APPLICATION

3.1 Job description and advertisement

The initiative in a recruitment procedure is to be taken by the department and/or the board. The department board or its equivalent sends a request in writing to the board that a post as professor, senior lecturer, associate senior lecturer or lecturer be advertised and that a job description be drawn up. In addition to a proposed job description, the request should contain, where relevant, a proposal for other information to include in the advertisement that is important for applicants.

The job description shall contain the following:

- the field of study for the post
- the principal duties of the post
- the qualification requirements
- the assessment criteria and their relative weighting, and
- where relevant: encouragement to persons of the under-represented sex to apply for the post (see Section 1.6).

The field of study can be specified, if necessary, in a field-of-study description. In such cases, there must be objective agreement between the field of study and the field-of-study description.

The field of study for employment as professor, senior lecturer, associate senior lecturer or lecturer may not be changed while an individual is employed in the post.

Before a post as associate senior lecturer is advertised, the board shall determine the assessment criteria to be used when assessing an application for promotion to senior lecturer, and the final date for submission of an application.

3.2 Information about vacant posts

Section 6 of the Employment Ordinance (1994:373) states that the university shall provide information about a vacant post in such a manner that those who are interested in the post can notify the university within a certain time.

Employment as senior lecturer or lecturer for a period that does not exceed six months may take place without the provision of information. If the employment is expected to be for a longer period than six months, it is to be advertised after the determination of the job description (see Section 3.1).

Information about the vacant post is to be placed on the university's official noticeboard and published on the university's website. The information is also to be distributed to universities and higher education institutions throughout Sweden, and registered at the government job centre. In addition to this, the department or equivalent body is responsible for ensuring that the information is spread such that as many qualified applicants as possible are reached. The period of advertisement should normally be at least three weeks.

3.3 The application

Application for employment as a teacher takes place using the web-based application form that is present as a link from the relevant advertisement on the university's website.

An applicant may refer only to such documents that have been published or are available as completed manuscripts at the time of expiry of the application deadline.

An application that has been submitted after the deadline may be considered if it is in the interests of the university.

3.4 Nomination for employment as professor

4:7 HF

A higher education institution may nominate an individual for an appointment as a professor if the appointment of the individual is of exceptional importance for a specific activity at the institution. 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 placed on record.

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

The decision to nominate an individual for a post 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) need be submitted. The regulation on referees' opinions in Section 6 shall apply.



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

If a department or equivalent body desires that a professor be nominated to a post, a proposal about this is to be submitted to the board. The proposal must present the grounds on which the nomination is of exceptional importance for the university and it must suggest suitable referees. A decision that a nomination procedure is to be initiated is taken by the vice-chancellor following a proposal from the board, and the decision to employ such a professor is taken in the same manner.

Assessment of referees must be obtained when assessing qualification for employment as professor (see Section 5.2).

4. PROMOTION

4.1 General provisions

It is not automatic that an employee who has been promoted has the right to changed duties or terms of employment.

4.2 Promotion from associate senior lecturer to senior lecturer

An associate senior lecturer at Stockholm University shall, on application, be promoted to senior lecturer with indefinite-term employment if he or she is qualified for promotion as specified in Section 2.1.2 and, in addition, has been assessed as suitable based on the following criteria, and on specific criteria determined by the relevant faculty board:

The applicant shall have a documented ability to initiate and perform independent research of high scientific quality.

Teaching proficiency at the level of senior lecturer is to have been demonstrated through teaching in both first-cycle education and second-cycle education. The proficiency is to be well-documented in a manner that makes it possible to assess the quality of the teaching activities.

The applicant must have taken higher education in teaching theory and been awarded at least 7.5 higher education credits.

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

4.3 Promotion from senior lecturer to professor

A senior lecturer at Stockholm University shall, on application, be promoted to professor if he or she is qualified for promotion as specified in Section 2.1.3 and, in addition, has been assessed as suitable based on the following criteria, and on specific criteria determined by the relevant faculty board:

Research proficiency at the level of professor is to have been demonstrated through independent research that exceeds to a significant degree the requirements for qualification as an associate professor, both in terms of quality and in terms of quantity. The planning and leading of research are also to be assigned significance.

Teaching proficiency at the level of professor is to have been demonstrated through teaching in all of first-cycle education, second-cycle education and third-cycle education. The proficiency is to be well-documented in a manner that makes it possible to assess the quality of the teaching activities.

The applicant must have taken higher education in teaching theory and been awarded at least 7.5 higher education credits.

The field of study will not normally be changed in association with the promotion.

4.4 Promotion from researcher to professor

A researcher with indefinite-term employment at Stockholm University has the right to be given the opportunity to apply for promotion to professor to be examined by the board. The board is to consider strategic and long-term aspects within the field of study when examining the application.

The researcher may apply for promotion to professor, if the board decides to support such an application. The researcher shall be promoted to professor if he or she is qualified for promotion as specified in Section 2.1.3 and, in addition, has been assessed as suitable based on the following criteria, and on specific criteria determined by the relevant faculty board:

Research proficiency at the level of professor is to have been demonstrated through independent research that exceeds to a significant degree the requirements for qualification as an associate professor, both in terms of quality and in terms of quantity. The planning and leading of research are also to be assigned significance.

Teaching proficiency at the level of professor is to have been demonstrated through teaching in all of first-cycle education, second-cycle education and third-cycle education. The proficiency is to be well-documented in a manner that makes it possible to assess the quality of the teaching activities.

The applicant must have taken higher education in teaching theory and been awarded at least 7.5 higher education credits.

The applicant is to state the field of study when making an application. The field of study will be stated in the decision to allow the promotion.

4.5 The application

The application is to be structured as specified by the template for application for employment as a teacher at Stockholm University, as is also the case for an application for promotion.

5. THE PROCEDURE

5.1 Organisation and procedures

4:5 HF

If a group of individuals is 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. This does not apply, however, if there are extraordinary reasons to the contrary.

The board is responsible for the procedures relating to appointment and promotion to teaching posts. This means that in matters related to employment as professor, senior lecturer, associate senior lecturer and lecturer the board determines:

- the job description
- the procedure with referees, and appointment of the referees
- proposal about who is to be employed
- proposal whether promotion should take place or not.

The board has the right to delegate the tasks listed above.

The board may set up a committee, hereafter known as the "academic appointments board", to prepare the case for the board. If an academic appointments board is set up, its composition and authority are to be laid down in the decision.

The board appoints the members of the academic appointments board. Two representatives for students must always be included as members of the board. The head of department, or a representative appointed by the head of department, of the department involved has the right of non-voting participation at meetings of the board. One representative for each of the local employee organisations also has the right of non-voting participation at meetings. The referees may be invited to participate in meetings of the academic appointments board.

The chair of the academic appointments board may decide on further investigation in matters relating to employment or promotion, and may decide that further persons are to be invited to be present at the meeting of the board, with non-voting participation.

5.2 Procedure with referees

4:6 HF

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

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

A procedure with referees is to be applied when considering appointment as professor, senior lecturer or associate senior lecturer, for promotion cases, and when considering nomination for employment as professor. The board is to determine in each case the number of referees who are to give an assessment of the proficiency of the applicants.

The board may in special cases determine that the assessment by referees is clearly unnecessary. This may be the case, for example, if the proficiency of an applicant has recently been assessed in another context.

A decision on the identity of referees is to be made as soon as possible after the expiry of the deadline for applications. A referee for teaching ability may be appointed, in addition to referees in the field of study, in order to assess the proficiency of the applicants in this regard. The task of assessing teaching proficiency may be applied to all applicants or to a prominent group of the applicants.

Each one of the referees is to submit a written opinion to the board. The referees are to describe in the written opinion the proficiencies of the applicants who are to be primarily considered for the post, specify the ranking of these applicants. The referees are to justify the opinions presented. The referees may, if they consider it suitable, produce in collaboration that part of the statement that solely describes the qualifications of the applicants.

In cases of application for promotion as described in Section 4, the statement is to concern whether the applicant satisfies the qualification requirements, whether the applicant is deemed to be suitable according to the assessment criteria or not, and whether the applicant can be recommended for promotion or not.

The board may lay down further regulations concerning the content of the referees' statements.

5.3 The duties of the academic appointments board

The academic appointments board shall propose the applicant to be placed first for the appointment. If there are special grounds, the proposal may include additional applicants to be considered and their ranking.

The academic appointments board shall include an account of its assessment of the proficiency of each proposed applicant in relation to the assessment criteria that have been set for the post. The account shall include an assessment of proficiency for each assessment criterion separately as well as the assessment criteria considered as a whole. If there is only one applicant and it is proposed that he or she should be appointed, the account referred to in this paragraph need not be submitted.

The proposal shall clearly show how both the proposed candidate's research and the teaching proficiency have been taken into account. If both women and men have applied for the position, it shall also indicate how gender equality aspects have been taken into account.

The academic appointments board shall, in the normal case, conduct trial lectures and interviews of a prominent group of the applicants. The chair decides whether references are to be obtained, and, if so, which references are to be contacted.

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

6. EMPLOYMENT DECISIONS (INCLUDING PROMOTION)

6.1 Levels of decision-making

4:13 HF

Teachers are employed by the decision of the vice-chancellor. Decisions concerning the appointment of professors may not be delegated.

Decisions about the appointment of professors, adjunct professors and visiting professors, and decisions about promotion to professor are taken by the vice-chancellor, based on proposals from the board.

Decisions about the appointment of senior lecturers, associate senior lecturers, lecturers, adjunct teachers, visiting teachers, teachers employed on an hourly basis, and on promotion to senior lecturer may be delegated as determined by the decision and delegation procedures of the university.

Decisions concerning who has been appointed, including information about how to file an appeal against the decision, are to be announced as soon as possible through posting on the official noticeboard of the university. The applicants are to be informed at the same time about the decision and the time and location of the posting place.

7. FIXED-TERM EMPLOYMENT

7.1 Principal rule

4:9 HF

A teaching post may be limited to a fixed term pursuant to the Employment Protection Act (1982:80), if this does not involve appointment as a professor (including adjunct and visiting professor). In addition the provisions of Sections 10-12 shall apply to fixed-term appointments.

The principal rule is that employment as a teacher shall be indefinite-term employment. Employment may, however, be of fixed term in special cases.

General fixed-term employment, known by its Swedish acronym "ALVA" (Point 1 of Section 5 of the Employment Protection Act), and temporary substitute employment (Point 2 of Section 5 of the Employment Protection Act) may be used as a basis when employment as senior lecturer or as lecturer is to be made for a fixed term. ALVA should be used only in exceptional cases for teaching personnel. Temporary substitute employment is to be used solely to substitute for an employee who is temporarily not at work, or to complete duties that otherwise would normally depend on one or several employees. Temporary substitute employment may be used also while waiting for a vacant post to be filled. The department is to take a decision concerning the duration of the period for which a temporary substitute employee is required.

If an employee has been employed by the employer either in general fixed-term employment or in temporary substitute employment for a total period of more than two years during a five-year period, the employment is to be converted to indefinite-term employment. The academic appointments board shall determine in such cases whether the person satisfies the qualification requirements for the post. Indefinite-term employment is not to take place if the qualification requirements are not satisfied.

7.2 Adjunct professor

4:11 HF

An adjunct professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed twelve years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

An adjunct professor is to have his or her main activity outside of the higher education sphere, for example in the business world or in the public sector. The objective is to establish ties between the university and a highly qualified person with

special expertise within a field of study. The requirements for information about a vacant post do not apply.

The qualification requirements for employment as adjunct professor are the same as those for indefinite-term employment as a professor. A person who is being considered for employment must undergo, where appropriate, the same examination with respect to qualification requirements; and an assessment by referees of the proficiency of the candidate is to be obtained, unless it is obvious that this is unnecessary for the examination of proficiency.

The departmental board or equivalent body is to submit to the board a proposal for appointment of an adjunct professor together with a justification, a description of the position and suggested referees.

The board will after the examination submit a proposal to the vice-chancellor about a decision to appoint an adjunct professor. A written agreement describing the conditions of employment agreed between the university, the principal employer and the person in question is to be included in the decision-support documentation.

7.3 Visiting professor

4:12 HF

A visiting professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

A person who comes from another institution of higher education, for example, may be appointed as visiting professor. The objective is to establish ties between the university and a person with valuable knowledge. Employment as visiting professor may be either full-time or part-time. The requirements for information about a vacant post do not apply.

Examination is to be carried out in the manner determined by the board. The board will submit a proposal to the vice-chancellor about a decision to appoint a visiting professor.

7.4 Adjunct teacher

An agreement about employment as adjunct teacher may be entered into based on the provisions of the collective agreement "Avtal om tidsbegränsad anställning av adjungerad lärare" ("Agreement concerning fixed-term employment of adjunct teachers").

A person who has his or her main activity outside of the higher education sphere is to be appointed as adjunct teacher. The objective is to obtain such expertise as is not normally available within normal operations and that is necessary to provide high-quality education.

An adjunct teacher may be employed on indefinite-term employment, but for no longer than two years. Such an appointment may be extended.

Examination is to be carried out in the manner determined by the board.

7.5 Visiting teacher

An agreement about employment as visiting teacher for a maximum of two years may be entered into with support from the Employment Protection Act (1982:80) through the use of general fixed-term employment, known by its Swedish acronym "ALVA" (Point 1 of Section 5 of the Employment Protection Act).

A person who comes from another institution of higher education or from compulsory school, for example, may be appointed as visiting teacher. The objective is to establish ties between the university and a person with valuable knowledge. Employment as visiting teacher may be either full-time or part-time. The requirements for information about a vacant post do not apply.

Examination is to be carried out in the manner determined by the board.

7.6 Associate senior lecturer

Issues relating to the nature of the employment and its duration depend on regulations relating to the labour market and other ordinances.

7.7 Teachers employed on an hourly basis

Teachers paid on an hourly basis may be appointed without information about a vacant post being advertised. A fixed term for the employment may be determined as specified by the Employment Protection Act (1982:80).

8. OTHER PROVISIONS

8.1 Appeals

Section 2 of Chapter 12 of the Higher Education Ordinance states that an appeal may be lodged against decisions concerning appointment at a higher education institution, with the exception of appointment as a research student, with the Higher Education Appeals Board. An appeal may not be lodged against decisions of the Higher Education Appeals Board.

8.2 Interrupting an employment procedure

A decision to interrupt an employment procedure is taken by the same body that would have made the decision on the position in question. An appeal against a decision to interrupt an employment procedure may not be lodged (Section 21 of the Employment Ordinance, 1994:373).

9. ENTRY INTO FORCE

These Rules of Employment come into force on 20 April 2012. The previous Rules of Employment will cease to apply on the same date.