

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

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Description:

The document describes Rules of Employment for Recruitment and Promotion of Teachers at Stockholm University (AOSU).

Introduction

Chapter 2, Section 2 of the Higher Education Ordinance (HF) states that the university board of governors shall determine the appointment procedures. The Rules of Employment at Stockholm University (AOSU) contains the rules determined by the University Board relating to employment as and promotion of teachers. The President may grant exemption from the regulations in special cases.

Instructions

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 competence, should be taken into account in the appointment of posts within the public administration. Section 4, Paragraph 2 of the Public Employment Act (LOA) states that competence should be the primary consideration, unless there are special reasons for doing otherwise.

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 the most competent teachers can be recruited. In the recruitment process, the University's needs should be considered along with the applicant's formal expertise, potential for development and social skills.

Teaching at the University should primarily be conducted by teachers with a doctoral degree and indefinite-term employment. However, in some cases, teaching positions may have to be limited to a fixed term. Fixed-term contracts can be provided based on the provisions of the Employment Protection Act (LAS), another law or ordinance, or a collective agreement.

Responsibility

What is specified in these rules as falling under the authority of a scientific area 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 scientific area board, in many cases, has the right to delegate its decision-making power. If such delegation has taken place, scientific area board should be understood as faculty board. For this reason, the delegation policy of the relevant scientific area board should be considered.

Supporting documents

See the full Appointment procedures (AOSU) for more details.

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

Adopted by the University Board on 2026-02-18. Replaces previous AOSU (SU FV-2859-24).

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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 (HF) states that the university board of governors shall determine the appointment procedures. The Rules of Employment at Stockholm University (AOSU) contains the rules determined by the University Board relating to employment as and promotion of teachers. The President may grant exemption from the regulations in special cases.

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 competence, should be taken into account in the appointment of posts within the public administration. Section 4, Paragraph 2 of the Public Employment Act (LOA) states that competence should be the primary consideration, unless there are special reasons for doing otherwise.

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 the most competent teachers can be recruited. In the recruitment process, the University's needs should be considered along with the applicant's formal expertise, potential for development and social skills.

Teaching at the University should primarily be conducted by teachers with a doctoral degree and indefinite-term employment. However, in some cases, teaching positions may have to be limited to a fixed term. Fixed-term contracts can be provided based on the provisions of the Employment Protection Act (LAS), another law or ordinance, or a collective agreement.

What is specified in these rules as falling under the authority of a scientific area 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 scientific area board, in many cases, has the right to delegate its decision-making power. If such delegation has taken place, scientific area board should be understood as faculty board. For this reason, the delegation policy of the relevant scientific area board should be considered.

1. BASIC PROVISIONS

1.1 Organisation

Stockholm University has two scientific area boards: the Board of Human Science 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 Human Science. Each faculty is led by a faculty board. The Board of Science acts both as scientific area board and faculty board for the Faculty of Science.

1.2 Powers of the scientific area boards

The scientific area board has the right to issue supplementary instructions regarding the employment of teachers within its area of operations.

Each scientific area 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 researcher to professor to be approved or supported.

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/Assistant professor¹ (see Section 2.2.1)
- Senior lecturer/Associate professor² (see Section 2.2.2)

¹ In accordance with decision SU FV-1.1.2-0645-14 by the President, both titles may be used when informing about open positions. The title associate senior lecturer will be used in this document.

² In accordance with decision SU FV-1.1.2-0645-14 by the President, both titles may be used when informing about open positions. The title senior lecturer will be used in this document.



- 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 positions.

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 advertised fixed-term position as associate senior lecturer, which requires a doctoral degree or equivalent research competence. An associate senior lecturer may apply to be assessed for promotion to senior lecturer with indefinite-term employment. Such a promotion entails an indefinite-term position as senior lecturer. 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 sex 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 scientific area 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 thoroughly determine the requirements of the person being appointed or promoted.

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

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 an applicant must meet in order to be eligible for employment. 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 expertise, are administrative skills and the ability to collaborate with the community outside academia. 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 Positions within the academic career path (tenure-track)

2.2.1 Associate senior lecturer

4:4 a HF

In order to qualify for the position as associate senior lecturer, the applicant must have a doctoral degree or equivalent research qualifications. Primary consideration should be given to someone who has been awarded a doctoral degree or achieved the equivalent competence within five or seven years before the deadline for application for employment as an associate senior lecturer. However, someone who has been awarded a doctorate or achieved the equivalent expertise at an earlier date may also be considered if there are special grounds.

4:12 a HF

An associate senior lecturer may be employed until further notice, but no longer than a period of at least four and at most six years, which is decided by the higher education institution prior to employment. The aim of the position is to give the teacher the opportunity to develop independence as a researcher and gain the research and teaching qualifications necessary to qualify for employment as a senior lecturer.

Associate senior lecturer is a career development position.

The scientific area board should specify the relevant criteria and the period of employment when establishing the position. The criteria should be objectively defined on the basis of the organisation's strategic needs and what the position entails. A time limit of seven years from the awarded doctoral degree shall apply to those who primarily shall be considered for employment as associate senior lecturer.

Before a position as associate senior lecturer is announced, the scientific area 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 expertise and have a doctoral degree or equivalent research competence, or other professional expertise 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 expertise as to the assessment of other qualifying 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 expertise should be demonstrated through independent research.

Teaching expertise 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 15 higher education credits of teaching and learning in higher education, and is not considered to have otherwise acquired the equivalent knowledge, should undergo such training within the first two years of employment.

The scientific area board may specify additional criteria besides those described in HF 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 expertise 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 expertise as to the assessment of research /.../ expertise. 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 a senior lecturer, both in terms of quality and quantity. The planning and coordination of research should also be considered.

Teaching expertise 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 15 higher education credits of teaching and learning in higher education, and is not considered to have otherwise acquired the equivalent knowledge, should undergo such training within the first two years of employment.

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

2.3 Positions outside the academic career path (non-tenure-track)

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 competence 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 expertise 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 15 higher education credits of teaching and learning in higher education, and is not considered to have otherwise acquired the equivalent knowledge, should undergo such training within the first two years of employment.

When determining the job profile, the scientific area 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 President, the general principle is that only teachers with a doctoral degree may be given indefinite-term employment. Under special circumstances, the President may, at the scientific area 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 researcher with special expertise in a specific field to the University. Adjunct professors are employed on a part-time basis and should have a main occupation outside of higher education (e.g., 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 (4:3 HF).

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

Teaching expertise at the level of professor should normally have been demonstrated through teaching and be well documented.

However, exceptions from the eligibility requirements may be permitted if the person has unique competence of special importance to the relevant operation.

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 scientific area 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 scientific area board will submit a request to the President 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.

The qualification requirements for employment as a visiting professor are the same as for indefinite-term employment as a professor (4:3 HF).



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

Teaching expertise at the level of professor should normally have been demonstrated through teaching and be well documented.

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 review will be carried out in the manner determined by the scientific area board. The scientific area board will submit a request to the President 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 scientific area 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 scientific area board.

2.3.6 Part-time fixed-term teacher

Part-time fixed-term teachers may, under special circumstance, be appointed when there is a need for specialist expertise in teaching, or in cases of urgent, temporary needs. 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 scientific area board.

3. JOB PROFILES, INFORMATION ABOUT VACANT POSITIONS, AND APPLICATIONS

3.1 Job profiles and advertisements

When appointing new teachers, the Instrument of Government's requirements concerning merit and competence should always be taken into account. Teachers with fixed-term contracts are subject to the same qualification requirements as teachers with indefinite-term employment.

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

The job profile 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 scientific area board should determine the period of employment, as well as which criteria should be used in the review of an application for promotion to senior lecturer and when such an application needs to be submitted.

3.2. Information about vacant positions (advertisements)

Pursuant to Section 6 of AF, information about all vacant positions must be provided in a suitable fashion. Such information should be provided regardless of whether the period of employment is fixed or indefinite. Under special circumstances, information about a vacant position does not have to be provided if there are special reasons not to provide such information in accordance with applicable law. If a department deems that such special reasons are in place, the relevant manager (head of department or equivalent) should consult with the Human Resources Office.

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. However, information about the vacant position may be provided for a shorter period of time if necessary for operational reasons.

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 Employment of associate senior lecturers for special reasons

The standard appointment procedure may be deviated from in the appointment of an associate senior lecturer where a candidate, following nomination by Stockholm University, has been awarded an individual research grant through the Swedish Research Council's call for strategic recruitment of associate senior lecturers.

3.5 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 President 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 scientific area 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 President following a proposal from the scientific area 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 President, a lecturer may apply for promotion to senior lecturer.

Application for promotion is prepared according to the routines stipulated by respective scientific area board.

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 scientific area 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 expertise 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 15 credits, or be considered by the scientific area 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 scientific area board (see Section 2.2.2 and 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 senior lecturer, both in terms of quality and quantity. The planning and coordination of research should also be considered.

Teaching expertise 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 15 credits, or be considered by the scientific area board to possess the equivalent knowledge. The field of study is normally not changed in connection with the promotion.

If an application for promotion is rejected by the President, or if an applicant withdraws their application after a review by external experts, a new application for promotion will be considered no earlier than two years after the date on which the rejection decision was made or the application was withdrawn, respectively. The President may, following a proposal from the relevant scientific area board, grant an exemption from this provision if there are special reasons.

4.4 Promotion from researcher to professor for special reasons

A researcher who have been appointed or will be appointed as a Wallenberg Academy Fellow or as ha holder of a position within the Pro Futura programme can be promoted to professor in accordance with the current rules for promotion from senior lecturer to professor (see Section 4.3). The President can also grant the possibility of promotion in cases deemed to be of a similar nature if there are special reasons.

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 scientific area board is responsible for the procedures relating to appointment and promotion to teaching positions.

In matters related to employment as a professor, senior lecturer and associate senior lecturer, it is the scientific area board's responsibility to:

- determine the job profile;
- 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 scientific area board may delegate the tasks listed above.

The scientific area 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 scientific area 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 express views at the board's meetings. One representative of each of the local trade unions also has the right to attend and express views 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 give additional individuals the right to attend and express views during the process. In cases where the recruitment involves more than one of the university's scientific areas, the chairperson shall decide that the competence of the academic appointments board is supplemented to ensure a broad assessment that meets the subject orientation of the appointment. The person/those with the additional competence are appointed by the chairperson after consulting the other area and must be given the right to vote.

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, adjunct professor, visiting professor, senior lecturer or associate senior lecturer. The scientific area 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 scientific area board may decide that a review by external experts is manifestly unnecessary, for example, if an applicant's expertise recently has 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 expertise. The assessment of teaching expertise may be conducted for all or a prominent group of applicants.

5.3 Duties of the academic appointments board

The academic appointments board or the chair of the academic appointments board, should propose a primary candidate to be considered for appointment.

Shortlisted candidates shall conduct:

- A trial lecture or equivalent.
- An interview.

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 academic appointments board shall propose the candidate that firstly is considered for the position. Under special circumstances, the proposal may include additional candidates and their ranking.

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 expertise were assessed. If both women and men applied for the position, it should also indicate how the gender equality aspect was taken into account.

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/conflict of interests, recording of information that may be important for the outcome of the matter, voting, dissenting opinions, notification of decisions, etc., can be found in the Administrative Procedure Act (2017:900).

5.4 Simplified procedure for fixed-term positions

When appointing a teacher to a fixed-term contract as a senior lecturer, lecturer, adjunct teacher or part-time fixed term teacher, the head of department or equivalent may be responsible for the recruitment process and make the appointment decision in accordance with the current delegation policy. The appointment decision can be made without a review by external experts and an assessment by the academic appointments committee, or based on a simplified external review process.

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 some cases. According to a decision by the President, 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 President may, in special cases, allow the scientific area 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").

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

Pursuant to Chapter 4, Section 12a of HF, an associate senior lecturer may be employed until further notice, but no longer than a period of at least four and at most six years. The contract may be extended, although no more than two years, if more time is required to achieve the objective of the employment due to, for example, sick leave, parental leave, or other special circumstances.

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 Sections 5 and 6 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 collective agreement, an adjunct teacher may be given indefinite-term employment, but for no longer than two years. The employment may be renewed.

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 President. 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 President, based on proposals from the scientific area 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 appointment decisions, with the exception of appointment as a doctoral student, can be appealed to the Higher Education Appeals Board. Rejections concerning the application for promotion from associate senior lecturer to senior lecturer can also be appealed. The right to appeal a decision stating a rejection concerning the application for promotion from associate senior lecturer to senior lecturer is only applicable on senior lecturer employed in accordance with the regulations stipulated in the HF that entered into force on 1 October 2017. 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 entered into force on 18 February 2026. The previous Rules of Employment cease to apply on the same date.