



JÖNKÖPING UNIVERSITY

Regulations for Appointment of Teachers at Jönköping University

Appointment Procedure

POLICY

PLAN

REGULATION

ADMINISTRATIVE PROCEDURE

TITLE: Regulations for Appointment of Teachers at Jönköping University, Appointment Procedure

VERSION: 27 February 2018

DECIDED BY: President, 27 February 2018, §731

APPENDIX TO DECISION: --

APPLICABLE FROM: 27 February 2018

APPLICABLE UNTIL: Further notice

ORIGINAL LANGUAGE: Swedish

DNR: 2018/808-14

1. Points of departure

- 1.1.1. 'Teacher' in these Regulations means a person with a teaching post at one of the Schools within the JU Group, including Jönköping University Enterprise (JUE). A 'teaching post' means a post that includes teaching, research, third-stream activities and also administration related thereto. Doctoral posts are regulated by another procedure and are not encompassed by these Regulations.
- 1.2. All recruitment of Teachers at JU must be based on the needs of the activities and operations, the development and quality of courses and study programmes, the building of successful research environments and also third-stream activities.
- 1.3. Gender equality and diversity perspectives must be taken into account in conjunction with all recruitment of Teachers.
 - 1.3.1. The recruitment process for Teachers shall observe the formal requirements and preconditions required for academic legitimacy. This legitimacy is based on those appointed as Teachers at JU satisfying at least the research and teaching competence and expertise required according to national practice for qualification for each category of teaching staff. Furthermore, those appointed must have competence that contributes to achieving JU's unique characteristics, for example within the areas of cooperation, entrepreneurship, innovation and internationalisation.
- 1.4. The President decides on the establishment of new subject areas for appointments.

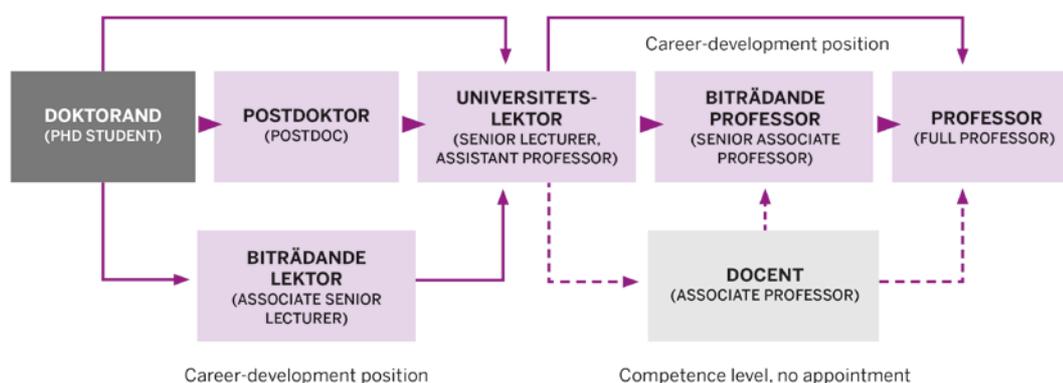
2. Categories of teaching staff at JU

- 2.1. JU has two main categories of teaching staff. These are: Teachers within the academic career path; and Teachers outside the academic career path.
 - 2.1.1. Teachers within the academic career path
The Schools may appoint the following categories of Teachers within the academic career path:
 - Full Professor
 - Senior Associate Professor
 - Senior Lecturer, Assistant Professor
 - [Associate Senior Lecturer (presumes conclusion of a central collective agreement)]
 - Postdoc
 - 2.1.2. Teachers outside the academic career path
The Schools may appoint the following categories of Teachers outside the academic career path:
 - Adjunct
 - Visiting Teacher
 - Research Fellows
 - Lecturers

A Lecturer of Technology is a special post at the School of Engineering at Jönköping University (JTH) and belongs to the category 'Teachers outside the academic career path'.

Only Lecturers may be appointed at Jönköping University Enterprise (JUE).

2.2. Snapshot of JU's academic career path



2.3. Clarification of Associate Professor and Unpaid Associate Professor

Associate Professors and Unpaid Associate Professors are not forms of employment, and for this reason are not included as a category of teaching staff in these Regulations.

2.4. Schematic table of teaching posts at JU

The bottom line is that all employment at Jönköping University shall apply on an indefinite-term basis. Fixed-term employment can be applied according to the following table, pursuant to Clauses 5 to 6 of the Employment Protection Act (LAS), and also a separately regulated collective agreement (KA).

Category of teaching staff	Forms of employment			
	Indefinite-term contract* in accordance with LAS	Substitute post in accordance with LAS	General fixed term (ALVA) in accordance with LAS	Fixed-term employment in accordance with collective agreement
Full Professor	Yes	Yes	Yes	No
Visiting Professor	No	Not applicable	Not applicable	Underway, not ready
Senior Associate Professor	Yes	Not applicable	Not applicable	No

Category of teaching staff	Forms of employment			
	Indefinite-term contract* in accordance with LAS	Substitute post in accordance with LAS	General fixed term (ALVA) in accordance with LAS	Fixed-term employment in accordance with collective agreement
Senior Lecturer, Assistant Professor	Yes	Yes	Yes	No
[Associate Senior Lecturer]	No	Not applicable	Not applicable	presumes conclusion of a central collective agreement
Adjunct Professor, Adjunct Senior Lecturer/Associate Professor	No	Not applicable	Not applicable	Yes, see conditions in <i>Avtal om tidsbegränsad anställning av adjungerad lärare</i> [Contract concerning fixed-term employment for Adjuncts]
Postdoc	No	Not applicable	Not applicable	Yes, see conditions in <i>Avtal om tidsbegränsad anställning av postdoktor</i> [Contract concerning fixed-term employment for Postdocs]
Research Fellow	Yes	Yes	Yes	No
Lecturer	Yes	Yes	Yes	No
Lecturer of Technology	Yes	Yes	Yes	No

*Probationary employment may be applied for up to six months in the event that the candidate in question has not previously been trialled in the operation and/or for most of the work tasks forming part of the post. Application is in accordance with Section 6 of the Employment Protection Act.

3. Qualification requirements and assessment criteria (selection criteria)

3.1. Qualification requirements

‘Qualification requirements’ means the competences, qualifications and experience required to perform the work tasks for the post and that constitute the minimum requirements to be considered for the post.

JU has laid down general qualification requirements for each category of teaching staff, which always need to be observed by the Schools. The Schools are entitled to add additional qualification requirements in addition to these.

3.2. Assessment criteria

'Assessment criteria' (selection criteria qualifications) means additional competences and experience required for the specific post that are drawn up to make a selection between the candidates that meet the qualification requirements. Given that the requirements have been met, the research expertise and teaching expertise may have a different weighting depending on the focus of the specific post.

Examples of relevant knowledge, experience and abilities for the post, in addition to research and teaching expertise and a capacity for third-stream activities, include: interpersonal skills, skilful leadership, a well-established national and international contact network, experience of industrial development work, proven innovativeness, ability to utilise research results, ability to provide information about research and education in a comprehensible and interesting way, etc. These qualifications shall also be well-documented to enable evaluation. External experts shall conduct an evaluation of the assessment criteria.

3.2.1. Research expertise

Research expertise must have been demonstrated through independent research production. Criteria for the assessment are:

- The breadth and depth of the research – quality and scope
- The originality of the research
- Contribution to the international academic community
- Assignments within the academic community
- Ability to obtain external research funding in competition
- Ability to disseminate and utilise research

3.2.2. Teaching expertise

Teaching expertise shall be assessed from four perspectives: the teacher's work with students; the teacher's own pedagogic development; the teacher's contribution to pedagogic development in previous activities and operations; and the teacher's contribution to formulating education from a gender equality perspective.

The assessment of teaching expertise is conducted on the basis of the following criteria:

- Knowledge about the learning of students in higher education
- Ability to plan, teach, examine and evaluate higher education and also support individual and group learning
- Ability to adopt a reflective approach to one's own teaching role
- Knowledge about the goals of society and the rules and regulations for the operations and activities within higher education
- Ability to draw on, analyse and communicate one's own and others' experiences

The teacher's own pedagogic development may have been gained through a course in teaching and learning in higher education, another course or study programme of relevance to teaching within higher education or documented proven experience.

4. Qualification requirements and selection qualifications for appointments within the academic career path

4.1. Full Professors

4.1.1. Qualification requirements for Full Professors (*Professor*)

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a Full Professor. Equal attention shall be given to the assessment of teaching expertise and research expertise. In order to meet the requirements for employment as a Full Professor, the applicant shall:

- be academically skilful with respect to independent research initiatives, have been the leader of a research team, have the ability to plan and lead research and the ability to communicate research to the surrounding society;
- have a documented ability to obtain external funding for major research and development projects in competition;
- demonstrate teaching expertise through pedagogic development work and/or course development;
- have taken a course in the supervision of doctoral students or acquired equivalent knowledge in some other way;
- demonstrate documented experience of having acted as principal supervisor for at least two doctoral students. The period of this supervision should encompass most of the doctoral students' third-cycle studies;
- demonstrate a sound capacity for third-stream activities – nationally and internationally;
- demonstrate a sound ability to plan, organise and prioritise the work in an effective way adapted to the purpose and also have the ability to handle resources in a way that reflects the priorities of the operations and activities;
- demonstrate the ability to lead activities and staff, make decisions, assume responsibility and also motivate and provide others with the preconditions required to effectively achieve common objectives.

4.1.2. Assessment criteria when recruiting a Full Professor

- The applicant shall be prominent within their field of study and demonstrate an original and innovative research activity of a high standard.
- The applicant shall have documented experience of academic leadership.

During recruitment, consideration should be given to JU's strategic direction for future research activities, as well as a focus on quality rather than quantity. For the recruitment of a Full Professor in applied subjects, it shall be clearly shown by the employment profile that experience of high-level research and development within industry or other external activities can be added as a useful qualification.

4.2. Qualification requirements for appointment as Senior Associate Professor (*biträdande professor*)

A person who has demonstrated both research and teaching expertise shall be qualified for recruitment as a Senior Associate Professor. In order to meet the requirements for employment as a Senior Associate Professor, the applicant shall:

- demonstrate a research profile showing clear progression following their dissertation work in terms of breadth and depth within the subject area and also

work that is of a good international standard but that does not achieve the qualification requirements for Professor;

- have documented their expertise through total research production that exceeds the qualifications required for appointment as an Associate Professor in accordance with the common guidelines for appointing Associate Professors at Jönköping University, which is being developed in 2018;
- have documented their experience of obtaining external funding for research and development projects;
- have taken a course in the supervision of doctoral students or acquired equivalent knowledge in some other way;
- demonstrate documented experience of third-cycle supervision;
- demonstrate documented teaching experience and also have completed a course in teaching and learning in higher education or acquired equivalent knowledge in some other way;
- have been active as an independent researcher and also been the leader of a research team;
- demonstrate a sound capacity for third-stream activities – nationally and internationally;
- have documented experience of academic leadership.

4.3. Other requirements and conditions for appointment of a Senior Associate Professor

Employment as a Senior Associate Professor is a career-development position affording the Senior Associate Professor an opportunity to develop as a researcher and become qualified both in terms of research and teaching in order to satisfy the requirements to qualify for employment as a Full Professor. A Senior Associate Professor may only be appointed for an existing professorship or a newly established professorship decided upon. Each new Senior Associate Professor at JU shall be a strategic recruitment, with the objective being for the post to transfer to a post as Full Professor.

A precondition for employment of a Senior Associate Professor is long-term planning by the School and also collaboration with other schools and JU's management.

A Senior Associate Professor may be employed on an indefinite term contract, and an expert assessment for promotion to Professor shall be implemented no later than after the number of years determined in the development plan at the time of recruitment, though no later than six years from the date of employment. Clauses 4.1 and 4.2 apply as minimum qualification requirements for consideration for promotion. The employment will transfer to the post of Senior Lecturer if a Senior Associate Professor has not qualified to become a Full Professor within the set period.

4.4. Qualification requirements for Assistant Professors (*universitetslektor*)

Those qualified for appointment as an Assistant Professor are those who:

- have been awarded a Degree of Doctor;
- have documented teaching expertise;
- have taken a course in teaching and learning in higher education or have acquired equivalent knowledge in some other way and undertake to take a course in teaching and learning in higher education during their first two years of employment;

- have the potential to develop and lead education and research activities;
- have demonstrated a sound capacity for third-stream activities;
- have demonstrated a sound ability to plan, organise and prioritise the work in an effective way adapted to the purpose;
- have demonstrated sound leadership skills.

4.5. [Associate Senior Lecturer (*biträdande lektor*)] A precondition for this form of employment is that JU concludes a collective agreement. The Regulations will be supplemented when such an agreement enters into force.

4.5.1. Qualification requirements for an Associate Senior Lecturer

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4.5.2. Assessment criteria when recruiting an Associate Senior Lecturer

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4.5.3. Other requirements and conditions for employment of an Associate Senior Lecturer

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4.5.4. Qualification requirements for Postdocs (*postdoktor*)

Those qualified for appointment as Postdocs are those who:

- have been awarded a Degree of Doctor no more than three years before the application period has expired.

An overall assessment of competence and expertise shall be conducted from the perspective of the operations and activities. The recruiting manager shall produce additional relevant competence requirements based on the needs of the operation or activity.

4.5.5. Other requirements and conditions for appointment of a Postdoc

A Postdoc may be employed on an indefinite term contract, though for no more than two years, subject to the precondition that the employee was not previously employed as a Postdoc at JU for more than one year within the same or a related field of study. A Postdoc who has been on parental leave shall be given the option to extend their employment, corresponding to at least the scope of the leave. The employment may also be extended if there are special reasons to do so. 'Special reasons' mean leave owing to sickness, clinical work, commissions of trust within union organisations or other similar circumstances.

5. **Qualification requirements and selection qualifications for appointments outside the academic career path**

5.1. Qualification requirements for Research Fellows (*forskare*)

Those qualified for appointment as a Research Fellow are those who:

- have been awarded a Degree of Doctor.

An overall assessment of competence and expertise shall be conducted from the perspective of the operations and activities. The recruiting manager shall produce additional relevant

competence requirements based on the needs of the operation or activity.

5.2. Qualification requirements for Lecturers of Technology (*tekniklektor*)

Those qualified for appointment as a Lecturer of Technology are those who:

- have a Degree of Master of Science in Engineering or equivalent competence;
- have several years' industrial, or other equivalent, experience of a special area;
- have well-documented teaching expertise;
- have a sound ability to lead teaching and develop courses and study programmes;
- demonstrate documented teaching expertise;
- have taken a course in teaching and learning in higher education or have acquired equivalent knowledge in some other way and undertake to take a course in teaching and learning in higher education during their first two years of employment.

5.3. Qualification requirements for Lecturers (*universitetsadjunkt*)

Those qualified for appointment as a Lecturer are those who:

- have a Degree of Master (60 HEC) or corresponding competence of importance to the operation or activity;
- have well-documented teaching expertise;
- have a sound ability to lead teaching and develop courses and study programmes;
- demonstrate documented teaching expertise;
- have taken a course in teaching and learning in higher education or have acquired equivalent knowledge in some other way and undertake to take a course in teaching and learning in higher education during their first two years of employment.

5.4. Visiting Teachers (*gästlärare*)

A Visiting Teacher shall have their main employment at another Swedish or foreign higher education institution or equivalent. The same qualification requirements and assessment criteria apply for the employment of a Visiting Teacher as for the employment of an equivalent category of post.

5.5. Adjunct (*Adjungerade lärare*)

An Adjunct shall be a leading specialist in the environment in which they have their main employment. An Adjunct shall pursue high-quality activities within their field of study. High-level experience from industry, health care or other activities outside the University are attributed great importance when recruiting an Adjunct, primarily within applied subjects. Attention may be given to expertise other than research and teaching expertise when considering the prospective holder's competence. Such expertise may comprise advanced technical, medical or other professional expertise that is of importance considering the content of the subject and the work tasks forming part of the post.

In the event that there is a particular focus on technical, medical or other professional expertise, particular regard ought to be taken of whether the proposed candidate has made an independent contribution to development within their field of occupation and documented themselves as a leading specialist within the area covered by the description of the subject in the employment profile.

The same qualification requirements and assessment criteria apply for an Adjunct Professor, Adjunct Assistant Professor and Adjunct Lecturer as when appointing a corresponding category of post. However, it is in the nature of the post that the Adjunct's area of

competence may be more practical and based on advanced applied experience within the field of occupation.

6. Work tasks

6.1. The following is a list of work tasks that may form part of a teaching post at JU. Further work tasks may be added if the School considers that this is required. The scope of the work tasks is determined by the employer.

6.2. Work tasks for Full Professors may include:

- actively running and leading the development of education and research activities;
- participating in the implementation of courses and study programmes at all academic levels as well as commissioned education;
- being the principal supervisor for third-cycle students;
- undertaking assignments as examiner;
- participating in a grading committee;
- leading and carrying out active research, as well as disseminating results, either as part of a research team or with their own research team;
- actively applying for external research funding in cooperation with colleagues;
- participating in and developing knowledge exchange and communication with the surrounding world;
- giving colleagues support and feedback within education, research, research funding and research communications;
- participating in leadership work at School- and JU-level, in change management and also in internal and external committee work;
- actively participating in the academic community and undertaking assignments as referee, external expert and faculty examiner;
- developing cooperation across traditional subject boundaries within and outside JU;
- participating in School- and JU-wide commitments;
- actively communicating research results and pursuing knowledge exchange within and outside the academic world, to project partners and in other relevant contexts.

6.3. Work tasks for Senior Associate Professors may include:

- being responsible for parts of the education and research activities;
- participating in the implementation and development of courses and study programmes at all academic levels;
- carrying out and disseminating own research, either as part of a research team or as a leader of their own research team;
- supervising third-cycle students;
- undertaking assignments as examiner;
- participating in a grading committee;
- giving colleagues support and feedback within education and research;
- participating in change management and in internal and external committee work;
- actively applying for external research funding;
- participating in knowledge exchange and communication of research results within and outside the academic world, to project partners and in other relevant contexts;
- actively participating in the academic community and undertaking assignments as

- referee, external expert and faculty examiner;
- participating in the development of cooperation across traditional subject boundaries within and outside JU.

6.4. Work tasks for an Assistant Professor may include:

- actively participating in the development and implementation of courses and study programmes at all academic levels and in commissioned education as well as administration related thereto;
- undertaking first- and second-cycle assignments as examiner;
- carrying out and disseminating research, normally as a member of a research team;
- being an assistant supervisor for third-cycle students;
- giving teaching colleagues support and feedback within education and research;
- participating in change management and in internal and external committee work;
- contributing to knowledge exchange with the surrounding world;
- applying for external research funding;
- participating in School- and JU-wide commitments.

If qualified to the level of Associate Professor, this includes:

- being the principal supervisor for third-cycle students;
- participating in a grading committee;
- undertaking assignments as a third-cycle examiner.

6.5. Work tasks for an Associate Senior Lecturer may include:] A precondition for this form of employment is that JU concludes a collective agreement. The Regulations will be supplemented when such an agreement enters into force.

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6.6. Work tasks for a Postdoc may include:

- carrying out and disseminating research;
- teaching for no more than a fifth of working hours;
- participating in School- and JU-wide commitments.

6.7. Work tasks for a Research Fellow may include:

- carrying out research and utilisation, independently or in cooperation with others within and outside JU, resulting in publication;
- undertaking teaching when applicable;
- undertaking the supervision of theses and assistant supervision of doctoral students when applicable;
- applying for research funding, normally as a co-applicant, when applicable;
- participating in School- and JU-wide commitments.

6.8. Work tasks for a Lecturer of Technology may include:

- teaching, including own course responsibility, and being responsible for the development of courses and study programmes within the special area;
- participating in internal change management as well as internal and external committee work;
- keeping up with developments (industrial or equivalent) within the special area;
- contributing to knowledge exchange with the surrounding world;
- cooperating in research when appropriate;
- participating in School- and JU-wide commitments.

6.9. Work tasks for a Lecturer may include:

- teaching, including own course responsibility;
- participating in development of courses and study programmes within an area and also administration related thereto;
- participating in internal and external committee work;
- participating in knowledge exchange with the surrounding world;
- participating in research when applicable;
- participating in School- and JU-wide commitments.

7. **Recruitment process when appointing teachers**

7.1. Recruitment organisation at the School

The Dean is the person ultimately responsible for all recruitment and thus for observance of the recruitment process.

Each School should have a Recruitment Committee. A Recruitment Group should also be appointed for each recruitment. When appointing a Recruitment Committee and Recruitment Group, the Dean shall be responsible for these having a composition that promotes gender equality and diversity.

7.2. Recruitment Committee

The Recruitment Committee is assigned to monitor the recruitment work, based on strategies, long-term objectives and the need for the supply of expertise, and also to ensure that each recruitment observes the objective, quality assured and legally secure recruitment process in accordance with 7.4 below.

Each School makes its own decision about the composition of its Recruitment Committee. A collegially based nomination process may precede appointment. However, it should include at least two teachers qualified to the level of Full Professor or Associate Professor, the Research Director and Head of Programme. The students at the School shall be afforded an opportunity to appoint a student member. The Dean appoints members of the Recruitment Committee. The Dean also appoints a Chair from the members of the Recruitment Committee. The Chair of the Recruitment Committee shall be appointed for at least one year at a time. Decisions shall be recorded.

7.3. Recruitment Group

The Dean appoints a Recruitment Group prior to each recruitment. The Recruitment Group is responsible for the recruitment process being observed in an effective and well-planned

way. The Recruitment Group shall inform the Recruitment Committee on an ongoing basis about significant measures taken and assessments made. The Recruitment Group shall always include the recruiting manager, an HR expert and also at least two additional representatives of the operation, such as the relevant subject representative, programme coordinator or centre leader.

7.4. Recruitment process

The Recruitment Committee shall always be informed before recruitment starts. Each recruitment matter shall be planned well to ensure a rapid and efficient process. The Recruitment Committee shall monitor each recruitment matter on an ongoing basis, with compliance with the Regulations of this Appointment Procedure as the point of departure.

The recruitment process shall be open, transparent and qualification-based in accordance with European Commission's guidelines for the recruitment of researchers (The Code of Conduct for the Recruitment of Researchers).

7.4.1. Decision to recruit a Teacher

The decision to initiate the recruitment process for a Teacher is made by the Dean, or by the President if the post relates to a Full Professor or Senior Associate Professor. A needs analysis should always form part of the decision guidance information.

If the Dean or President has decided that a recruitment process should be initiated, the Dean shall appoint a Recruitment Group in accordance with 7.3 above. The recruiting manager is operationally responsible for the recruitment.

7.4.2. Producing a requirement profile, time schedule and advertisement

A requirement profile shall be drawn up for each recruitment in accordance with JU's common template. The requirement profile shall include the designation of the appointment, relevant work tasks, qualification requirements ('shall' requirements in the requirement profile), selection criteria qualifications (useful qualifications in the requirement profile) and also the weighting between requirements.

A time schedule for the recruitment shall be drawn up in accordance with JU's common template to make the process more efficient. An advertisement is drawn up based on the requirement profile and time schedule.

A requirement profile, advertisement copy and time schedule are determined by the Dean.

7.4.3. Appointment of external experts

External experts shall be appointed for each recruitment as follows to consider candidates.

7.4.3.1. Recruitment of Full Professors and Senior Associate Professors (including Adjunct Professors)

Three external academic experts, assigned to review the candidates' qualifications, shall be appointed when recruiting Full Professors and Senior Associate Professors. The minimum requirements for the external experts are that they are professors and are familiar with the qualification requirements for full professors in Sweden. At least one of the external experts shall also be familiar with international academic requirements and circumstances.

- 7.4.3.2. **Recruitment of Assistant Professors, [Associate Senior Lecturers], Postdocs and Research Fellows (including Adjunct Assistant Professors)**
At least two external academic experts shall be responsible for reviewing the candidates' qualifications when recruiting Assistant Professors, Associate Senior Lecturers, Postdocs and Research Fellows or for promotions from Associate Senior Lecturer to Assistant Professor. The minimum requirements for the external experts are that they are Associate Professors and are familiar with the qualification requirements for senior lecturers in Sweden. However, the requirement for an expert review does not apply when recruiting a Senior Associate Professor or Research Fellow if there is only one candidate who has been assessed by external experts within five years from the application deadline and was given the post of Postdoc.
- 7.4.3.3. **Lecturer (including Adjunct Lecturer)**
The Recruitment Group is responsible for reviewing the candidate's qualifications when recruiting a Lecturer. The minimum requirements for those conducting the review are that they are Senior Lecturers and are familiar with the qualification requirements in Sweden. This does not apply to Lecturers recruited for JUE. A Lecturer recruited by JUE shall be considered in the event of any transfer from JUE to a School.
- 7.4.3.4. **Lecturer of Technology**
At least one external expert shall be responsible for reviewing the candidate's qualifications and the candidate's professional or vocational experience within the relevant area of technology when recruiting a Lecturer of Technology. The minimum requirements for the external expert are that this person is an Assistant Professor and familiar with the entry requirements for lecturers of technology in Sweden.
- 7.4.3.5. **Visiting Teachers**
A precondition for recruiting a Visiting Teacher is that the teacher is qualified to a corresponding post level to which the recruitment refers at their own higher education institution.
- 7.4.4. **General exemption from the requirement for an expert assessment**
An expert assessment may be deemed clearly unnecessary for a direct recruitment if the applicant has been assessed by external experts within the last five years from the decision to recruit (see 7.4.1.) and was found to be qualified for an equivalent post at another higher education institution.
- 7.4.5. **Additional requirements for external experts**
External experts shall be appointed from teachers who are not employed or have been employed at JU in the recent past. JU's Regulations concerning disqualification are applied for external experts.
- 7.4.6. **Appointment of external experts**
The selection of external experts ought to have been completed by expiry of the application period in order to speed up the process. However, the selection may only be made provisionally considering any disqualification situation. Given that a proposed external expert may also be interested in the post, the appointment of an external expert may only be

made after the application deadline.

The Dean is responsible for ensuring a composition that promotes gender equality and diversity when appointing external experts. External experts are formally appointed by the Dean.

7.4.7. Open advertising and direct recruitment

The formulation of the advertisement and other steps in the process leading to a decision about employment must have the requirement profile as its point of reference. Teaching and research posts are advertised in an open and transparent way in accordance with, among other things, the European Commission's guidelines for recruitment of researchers (The Code of Conduct for the Recruitment of Researchers).

Direct recruitment may be applied when recruiting Adjunct Teachers and Visiting Teachers and otherwise when recruiting special key competences in dialogue with the President. For direct recruitment, a consideration of qualifications is made with the same thoroughness as for open recruitment, for which reason a requirement profile shall be drawn up and approved by the Dean.

7.4.8. Consideration of qualification requirements and initial selection

All of the applicants' application documents are considered by the Recruitment Group to identify those candidates who satisfy the qualification requirements referred to in the requirement profile. In the event that a large number of applicants satisfy the requirements, the Recruitment Group may select a shortlist of candidates who are considered to best satisfy the selection criteria qualifications referred to in the requirement profile. This shortlist progresses in the process to an expert assessment. The selection of applicants that progresses to the expert assessment shall be large enough to enable the external experts to make a grouping or ranking based on qualifications.

The assessment criteria may be weighted differently depending on the content of the work and the other preconditions for employment defined in the requirement profile.

7.4.9. Expert assessment

The external experts are assigned within the framework of the requirement profile and special instructions to consider and report in writing which applicant would be most suitable for the post.

The instructions for the external experts must include a description of what the external experts are expected to assess, i.e. the qualification requirements, selection criteria and weighting and also time schedule for the expert assessment.

The external experts shall individually report on their assessment of whether and how the applicants satisfy the qualification requirements and selection criteria. The statement shall indicate for each of the eligible applicants what qualifications formed the basis of the assessment through a description of the candidate's activities, their quality and results.

Documents to and from the external experts shall be processed via the University's recruitment system. Statements regarding the applicants' eligibility are considered to be public documents received by the School, records of which must be filed.

7.4.10. Selection from those candidates who the external experts consider to be the most suitable for the post.

The selection from the candidates who the external experts consider to be most suitable for the post is made by the Recruitment Group by means of interviews, tests and portfolios. Some of this stage can be carried out in parallel with the expert assessment. The Recruitment Group is also responsible for the taking of references always being implemented.

7.4.11. Review of the process, supporting documents and overall assessment

The recruiting manager presents to the Recruitment Committee: how the recruitment process has been implemented; who the most suitable candidates are; and also the candidate recommended by the recruiting manager. The Recruitment Committee shall then provide an opinion in writing within one week about whether the recruitment process has been implemented in accordance with the Regulations in this Appointment Procedure. This opinion is recorded.

7.4.12. Decisions about appointments or promotion

A formal appointment decision is made by the Dean of the School. However, the appointment decision is only made following the President's approval if the post relates to a Full Professor or Senior Associate Professor. The supporting information for a decision comprises the Recruitment Committee's statement of opinion concerning the recruitment process and the recruiting manager's proposed candidate.

7.4.13. Recording documentation

An adopted document management plan applies to the recording of documentation generated within the framework of a recruitment.