



JÖNKÖPING UNIVERSITY

# Regulations for employment of teachers at Jönköping University

Appointment Procedure

POLICY

PLAN

REGULATION

ADMINISTRATIVE PROCEDURE

**TITLE:** Regulations for employment of teachers at Jönköping University, Appointment Procedure

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## 1. Points of departure

- 1.1. 'Teacher' in these Regulations means a person with a teaching post at one of the Schools, together with Jönköping University Enterprise (JUE), within the JU Group. 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
- Postdoc

### 2.1.2. Teachers outside the academic career path

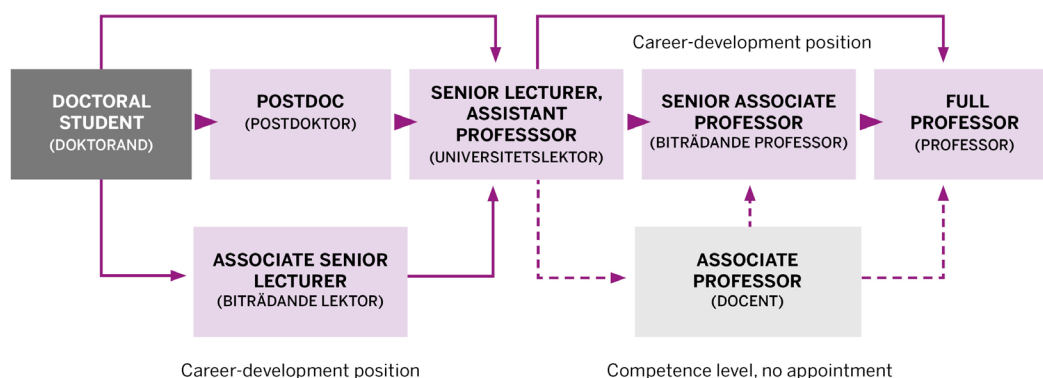
The Schools may appoint the following categories of Teachers outside the academic career path:

- Adjunct
- Visiting Teacher
- Research Fellow
- Lecturer

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 at Jönköping University



## 2.3. Clarification of Associate Professor

Associate Professor is an academic title and not a form of employment. Associate Professor is consequently not included as a category of teaching staff in these Regulations. The Regulations for the criteria for admission as Associate Professor can be found in separate steering documents.

## 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 Visiting Senior Lecturer/Assistant Professor	Yes	Not applicable	Yes	No
Senior Associate Professor	Yes, but as a Senior Lecturer/Assistant Professor in combination with appointment as Senior Associate Professor during the period for acquiring qualifications.	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
Adjunct Professor, Adjunct Senior Lecturer/Assistant Professor, Adjunct Lecturer	No	Not applicable	Not applicable	Yes, see conditions in <i>Avtal om tidsbegränsad anställning av adjungerad lärare</i>
Senior Lecturer/Assistant Professor	Yes	Yes	Yes	No
Associate Senior Lecturer	Yes, but as a Lecturer in combination with appointment as Associate Senior Lecturer during the period for acquiring qualifications.	Not applicable	Yes	No
Postdoc	No	Not applicable	Not applicable	Yes, see conditions in <i>Avtal om tidsbegränsad anställning av postdoktor</i>
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

Teaching expertise may have been obtained 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 Professor

#### 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:

- 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;
- 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 courses in the supervision of doctoral students or acquired equivalent knowledge in some other way;
- demonstrate documented and substantial experience of having acted as a principal supervisor at third-cycle level. This period of supervision should encompass a significant extent of the doctoral programme of normally two doctoral students. It should be demonstrated in some other way that the candidate has acquired equivalent knowledge if there is no such experience;
- 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 Senior Associate Professors (*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 appointment 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;

- 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.

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

An appointment as a Senior Associate Professor affords 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 appointment to transfer to a post as Full Professor.

A precondition for the appointment of a Senior Associate Professor is long-term planning by the School and also collaboration with other schools and the University Executive Team. A Senior Associate Professor may be employed on an indefinite term contract as a Senior Lecturer/Assistant Professor combined with a fixed-term appointment as a Senior Associate Professor, 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 the appointment. Clauses 4.1 and 4.2 apply as minimum qualification requirements for consideration for promotion. The appointment will transfer to the post of Senior Lecturer/Assistant Professor if a Senior Associate Professor has not attained the qualifications to become a Full Professor within the set period.

#### 4.3. Qualification requirements for Senior Lecturer/Assistant Professors (universitetslektor)

Those qualified for appointment as a Senior Lecturer/Assistant Professor are those who:

- have been awarded a Degree of Doctor;
- have documented research expertise;
- 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.

#### 4.4. Associate Senior Lecturer

##### 4.4.1. Qualification requirements for an Associate Senior Lecturer (*biträdande lektor*)

The objective of the following qualification requirements is that it is considered likely that the candidate within the four-year period for acquiring qualifications achieves the qualification requirements required for appointment as a Senior Lecturer/Assistant Professor.

Those who have demonstrated the following shall be qualified for recruitment as an Associate Senior Lecturer:

- have been awarded a PhD no more than five years before the application period has expired. However, those who have been awarded a PhD earlier may also be considered if there are special reasons;
- have interest in pedagogics and the potential to become a skilful pedagogue;
- have documented experience of teaching through for example course evaluations;
- have conducted research that has been published/presented in accordance with the publication traditions of the research field and has the potential to become an independent researcher;
- have demonstrated the capacity to create a national and international network within their field of study.

##### 4.4.2. Assessment criteria for recruitment of an Associate Senior Lecturer

- have taken courses in teaching and learning in higher education;
- demonstrated teaching skilfulness, contributed to the utilisation of research results and/or demonstrated a capacity to attract external funding;
- a postdoc visitor position, a doctoral post or corresponding at a university, institute or operation other than the one at which the candidate was a doctoral student;
- have published research results in publication channels that are relevant and highly respected for the subject.

##### 4.4.3. Other requirements and conditions for appointment of an Associate Senior Lecturer

An appointment as an Associate Senior Lecturer affords the Associate Senior Lecturer an opportunity to develop their research autonomy and acquire the research and teaching qualifications required for eligibility for appointment as a Senior Lecturer/Assistant Professor. An Associate Senior Lecturer is expected to develop their capacity to formulate and resolve scientific problems, publish scientific articles and also develop their capacity as a pedagogue and supervisor, both via practical training and their own education. Each new Associate Senior Lecturer at JU will be a strategic recruitment with the objective of transferring to a post as Senior Lecturer/Assistant Professor. A precondition for recruitment of an Associate Senior Lecturer is long-term planning by the School and also collaboration with the other schools and the University Executive Team.

An Associate Senior Lecturer may have general fixed-term employment as a Lecturer for the first two years combined with a fixed-term appointment as an Associate Senior Lecturer. An evaluation is made in a timely fashion before the first two years have elapsed to determine whether the Associate Senior Lecturer should be employed on a permanent basis as a Lecturer with a further appointment as Associate Senior Lecturer in order to continue to



acquire qualifications within the framework of the appointment.

Alternatively, the Associate Senior Lecturer may be immediately employed on a permanent basis as a Lecturer, combined with a fixed-term appointment as an Associate Senior Lecturer. A mid-term review shall be implemented halfway through the career development position. The Associate Senior Lecturer's hierarchical superior is responsible for them being given information about the outcome of the mid-term review and the possibility to continue the career development through the Associate Senior Lecturer position.

An expert assessment is implemented before the end of the period for acquiring qualifications, though no later than six years from the first day of the appointment, to assess whether the Associate Senior Lecturer may be promoted to Senior Lecturer/Assistant Professor in accordance with the qualification requirements contained in this Appointment Procedure. If the Associate Senior Lecturer is considered suitable as a Senior Lecturer/Assistant Professor, they are to be offered employment as a Senior Lecturer/Assistant Professor.

An Associate Senior Lecturer who has been on leave pursuant to the Parental Leave Act or owing to military service or sickness may have an extended period for acquiring qualifications of a corresponding time scope.

The acquisition of qualifications for Associate Senior Lecturer may terminate earlier if the Associate Senior Lecturer's hierarchical superior and assessment group consider that the person does not have the capacity to achieve the criteria for employment as a Senior Lecturer/Assistant Professor. The Associate Senior Lecturer shall be notified of this, when applicable, as soon as this is discovered. The employment transfers to the post of Lecturer if the Associate Senior Lecturer has not attained the qualifications to become a Senior Lecturer/Assistant Professor.

#### 4.5. 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 (the candidate must have a Ph.D. before the taking the post).

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.

##### 4.5.1. 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;
- 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 (Visiting Professor, Visiting Senior Lecturer/Assistant Professor) 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 Senior Lecturer/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 a Senior Lecturer/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 doctoral 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 Associate Senior Lecturers may include:

- carrying out and disseminating research, normally as a member of a research team;
- actively participating in all cycles of courses and study programmes and commissioned education as well as administration related thereto;
- undertaking first- and second-cycle assignments as examiner;
- applying for external research funding;
- contributing to knowledge exchange with the surrounding world;
- participating in School- and JU-wide commitments.

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;
- teaching;
- undertaking the supervision of theses and assistant supervision of doctoral students

when applicable;

- seeking 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;
- contributing to 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**

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, each Recruitment Committee should include at least two teachers qualified to the level of Full Professor or Associate Professor. 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 at a School 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, Visiting Professor, Adjunct 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 decided 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 Senior Lecturers/Assistant Professors, Associate Senior Lecturers and Research Fellows (including Adjunct Assistant Professors)  
At least two external academic experts shall be responsible for reviewing the candidates' qualifications when recruiting Senior Lecturer/Assistant Professors, Associate Senior Lecturers and Research Fellows. 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 an Associate Senior Lecturer 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. Recruitment of Postdocs (*postdoktor*)  
The Recruitment Group is responsible for the applicant meeting the qualification requirements and for the most qualified applicant being employed when recruiting a Postdoc.
- 7.4.3.4. Recruitment of 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.
- 7.4.3.5. Recruitment of Lecturer of Technology  
The Recruitment Group is 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 those conducting the review are that they are Senior Lecturers/Assistant Professors and familiar with the qualification requirements for lecturers of technology in Sweden.
- 7.4.3.6. Recruitment of Visiting Teachers  
A precondition for recruiting a Visiting Teacher (Visiting Professor, Visiting Senior Lecturer/Assistant Professor) 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 unnecessary by JU in conjunction with an internal assessment 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 provided such assessment corresponds to the requirements that we apply for a corresponding assessment. However, a precondition for this is that there is only one candidate who is deemed to be qualified and who does not need to be assessed in competition. Special reasons for exemption shall be approved by the President. The President's approval is required if it is for special reasons considered that an expert assessment that is more than five years old is not necessary.

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, Visiting Teachers and Postdocs with own funding, which is decided by the Dean, and otherwise when recruiting special key competences, which shall be approved by the President. Direct recruitment of Full Professors, Visiting Professors, Adjunct Professors and also Senior Associate Professors shall be approved by 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 or by the President for the recruitment of Full Professors, Visiting Professors, Adjunct Professors or Senior Associate Professors. An expert assessment still applies for employment, in accordance with item 7.4.3. If the need is particularly urgent, employment as a Lecturer may be applied until an expert assessment has been done.

Direct recruitment may also be applied (albeit restrictively) for fixed-term employment where there is an urgent need for an appointment. The Dean shall make decisions concerning direct recruitment, where the need is urgent. If the employment is planned to be for more than one year, or alternatively is extended to be for more than one year, the direct recruitment shall be decided by the President and comply with the recruitment process in accordance with item 7.4.

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 those candidates to have 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 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 applicants are included in the shortlist and which others are qualified 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 comprise the shortlist for the post.

The selection from the candidates who the external experts consider to comprise the shortlist for the post is made by the Recruitment Group by means of, for example, 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. If the candidates in the shortlist decline, or alternatively the assessment of the Recruitment Group after, for example, interviews, is that none of the candidates in the shortlist are appropriate, the recruitment process can continue in the same thorough way with other applicants considered eligible by the experts.

#### 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

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, Visiting Professor, Adjunct 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.