



APPOINTMENTS PROCEDURE FOR TEACHERS AT THE UNIVERSITY OF GOTHENBURG

Local Application at the Faculty of Social Sciences

Published	medarbetarportalen.gu.se/samfak/styrdokument
Decision maker	Faculty Board, Faculty of Social Sciences
Administrator	Pirjo Ledesund
Date of decision	05/09/2019 Revised 11/06/2020 and 03/09/2020
Period of validity	From and including 3 September 2020 and until further notice
Summary	In this document, the University's Appointments Procedure has been supplemented with the local application of the Faculty of Social Sciences. The universities appointments procedure has been revised 20/02/2020.

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This appointments procedure adopted by the Board should be supplemented by further instructions from the faculty boards. However, such instructions must not contain rules that restrict or circumvent the rules of the appointments procedure.

1 TEACHING POSTS

From and including 20 February 2020, teachers at the University of Gothenburg may be employed as full professors, senior lecturers, associate senior lecturers, adjunct professors, visiting professors, adjunct senior lecturers, adjunct lecturers, visiting lecturers and post-doctors.

The duties assigned to teaching staff may comprise educational responsibilities and/or research and also administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education (Chapter 3, Section 1 of the Higher Education Act).

The Vice-Chancellor may decide that an appointment as full professor or senior lecturer should be associated with employment at a medical unit according to Chapter 4, Sections 2 and 8 of the Higher Education Ordinance. In addition, the Board of Sahlgrenska Academy may decide that a position appointed by the Vice-Chancellor as a full professor or a position as a senior lecturer should be combined with a position at a health care unit in accordance with Chapter 4, Sections 2 and 8 of the Higher Education Ordinance. Health care facilities also include such facilities where training and research in dental science is conducted.

The tenure structure decided for teachers is intended to respond to the diverse needs of staff required to enable the University of Gothenburg to complete its various assignments and to assure that its operation and activities are at the highest quality. Continuous competence development and a transparent tenure track will afford employees good opportunities to develop skills as university teachers. Such a tenure track is primarily expressed by the fixed-term post for an associate senior lecturer, which is a career-development position where the postholder, following a successful assessment, will be promoted to an indefinite-term post as a senior lecturer.

It is up to the University, as the employer, to decide on the scope to which duties assigned to teaching staff, regardless of kind of post, comprises educational responsibilities or research and administrative tasks. In this connection, the University should strive for teachers from all categories of teaching staff to teach within first- and second-cycle courses and study programmes. This also means deciding on the teachers' participation in the public authority's mandate for third-stream activities and the provision of information about their activities, as well as ensuring that benefit is derived from their research findings at the University.

In general, the University's teachers must keep abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles at the University. It is also important for all teachers with permanent positions – together with other teachers employed on an indefinite-term basis for more than two years – to have taken course in teaching and learning in higher education* or otherwise have acquired equivalent knowledge no later than within one year from the date of their initial appointment. Such teaching and learning in higher education qualifications will be assessed under separate arrangements in accordance with a decision of the Vice-Chancellor. However, this period may be extended to two years for part-time positions or if there are other special grounds.

The fundamental principle when recruiting teaching staff – as for other categories of personnel – is that the contract of employment should normally be on an indefinite-term basis. Exemptions from this fundamental principle are stipulated by the Employment Protection Act (1982:80 – LAS). In addition to this, Chapter 4 the

Higher Education Ordinance permits fixed-term employment for adjunct professors, who may be employed for up to twelve years, for visiting professors, who may be employed for up to five years, and also for appointments for associate senior lecturers for at least four years and at most six years, with the option to extend their appointment by no more than two years if there are special grounds in order to attain the purpose of the appointment.

However, teachers in disciplines in the fine, applied or performing arts may – even if the main alternative here is also indefinite-term posts (see Government Bill 2009/10:149) – be employed for an indefinite period pursuant to the Higher Education Ordinance, through for no longer than five years. Such an appointment may be extended. However, the total period of employment may not exceed ten years.

Appointments that otherwise may be for fixed term beyond the provisions of LAS are regulated through a collective agreement.

Local application at the Faculty of Social Sciences

**Clarification - the programme in teaching and learning in higher education at the University of Gothenburg comprises of the courses HPE101, HPE102 and HPE103.*

1.1 Posts in accordance with Chapter 4 Higher Education Ordinance

1.1.1 Full professors

Full professors (*professor*) constitute the main teaching post. Full professors, together with senior lecturers, constitute the backbone of the tenure structure and also function in the role as primary guarantee of high-quality education and research. Within the framework of all the various duties that a university teacher's post may involve, the work of the full professor is largely contingent on the competence that accompanies the post but also the changeable assignments faced by the University over time.

The scope of a post as a full professor must be at least half-time.

1.1.1.1 Eligibility

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a full professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a full professor in disciplines in the fine, applied or performing arts.

Demonstrated clinical expertise is also required for a post as full professor that is to be combined with employment at a health care facility.

1.1.2 Senior lecturers

As the most common teaching post at the University, senior lecturer (*universitetslektor*) span a broad spectrum of a university teacher's various duties. As such, this post constitutes a qualitative basis for education and research.

1.1.2.1 Eligibility

A person who has demonstrated teaching expertise, been awarded a Degree of Doctor or has the corresponding research competence or some other expertise that is of value in view of the subject matter of the post and the

duties that it will involve shall be qualified for appointment as a senior lecturer, except in disciplines in the fine, applied or performing arts.

A person who has demonstrated teaching expertise and has been awarded a doctorate in fine, applied or performing arts or has demonstrated artistic expertise or has some other professional expertise that is of value in view of the subject matter post and the duties it will involve shall be qualified for appointment as a senior lecturer in disciplines in the fine, applied or performing arts.

Demonstrated clinical expertise is also required for a post as senior lecturer that is to be combined with employment at a health care facility.

1.1.3 Associate senior lecturer

An associate senior lecturer (*biträdande universitetslektor*) may be employed for an indefinite period, though for no longer than a period of at least four and at most six years, which is to be decided prior to the appointment. The purpose of the appointment is to enable the teacher to develop research autonomy and acquire both the research and teaching qualifications required to meet the requirements for appointment to a post as senior lecturer.

An appointment in accordance with the first paragraph may be extended, though for no more than two years in total, if because of the associate senior lecturer's illness, parental leave or other special grounds additional time is needed to attain the purpose of the appointment. The Employment Protection Act (1982:80) otherwise applies to an appointment in accordance with the first and second paragraph.

An associate senior lecturer may have teaching and administration duties, but should devote at least half of their hours of work to research. An appointment as associate senior lecturer is thus a career development position where the postholder, following a successful assessment, will be promoted to senior lecturer.

Prior to advertising a vacant post for an associate senior lecturer, a decision must be made about the assessment criteria to be used when assessing an application for promotion to senior lecturer. The assessment criteria for promotion to senior lecturer shall be indicated by the vacancy announcement for the associate senior lecturer.

Transitional provisions: The earlier provisions contained in the Appointments Procedure for Teachers at the University of Gothenburg (Ref nr V 2016/383) apply to any appointments procedure for the appointment of an associate senior lecturer and postdoctoral research fellow that commence before 2 April 2018.

1.1.3.1 Eligibility

A person who has been awarded a Degree of Doctor or has the corresponding research competence shall be qualified for employment as an associate senior lecturer. Preference should be given to those who were awarded a Degree of Doctor or attained equivalent competence no more than five years prior to the expiry of the application period for the appointment as associate senior lecturer. However, those who have been awarded a Degree of Doctor or attained equivalent competence previously may also be considered if there are special grounds. 'Special grounds' means leave of absence because of illness, parental leave or other similar circumstances.

1.1.4 Adjunct professors

The aim of appointing an adjunct professor (*adjungerad professor*) is to link important competence to the University of Gothenburg while there is mutual exchange of knowledge between the University and mainstream society. The main professional activity of those holding the post of adjunct professor will be based outside the higher education sector.

A post as adjunct professor is normally within 20–40 % of full time. However, the scope shall be less than 50% of a full-time post.

1.1.4.1 Eligibility

A person who has demonstrated both research and teaching expertise shall be qualified for appointment as an adjunct professor. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as an adjunct professor in disciplines in the fine, applied or performing arts. When assessing research or artistic expertise, importance should first be attached to expertise within the sub-speciality upon which the post focuses.

1.1.5 Visiting professors

The purpose of appointing a visiting professor (*gästprofessor*) is that the University, by having a temporary link to a closer contact with a person from, in the first instance, another higher education institution, creates scope for new momentum for teaching and/or research or artistic activities. The visiting professor may not have a career link to the University of Gothenburg and their professional activity should normally be based at another Swedish or foreign university or another sector of society of importance to the University.

1.1.5.1 Eligibility

A person who has demonstrated both research and teaching expertise shall be qualified for appointment as a visiting professor. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a visiting professor in disciplines in the fine, applied or performing arts.

1.2 Posts decided by the University

1.2.1 Lecturers

The post of lecturer (*universitetsadjunkt*) is primarily intended to satisfy teaching needs where a Degree of Doctor is not necessarily a requirement.

1.2.1.1 Eligibility

A person who has demonstrated teaching expertise, completed at least a second-cycle higher education course or study programme or has the corresponding competence or some other expertise that is of value in view of the subject matter of the post and the duties it will involve is qualified for appointment as a lecturer.

1.2.2 Postdoctors

The post of postdoctor (*postdoktor*) aims in the first instance to give new doctoral students an opportunity to consolidate and further develop their research skills. The duties that the post of post-doctor involves shall mainly focus on own research but could also include teaching provided this does not exceed a fifth of the working hours.

Decisions concerning the appointment of post-doctors are made pursuant to the collective agreement Avtal om tidsbegränsad anställning som postdoktor [Contracts for fixed-term appointments of postdoctors]. A postdoctor shall be employed on an indefinite-term basis, though for no more than two years. Such an appointment may be extended if there are special grounds to do so. 'Special grounds' means leave of absence because of illness, parental leave, clinical duties, elected positions in trade unions or other similar circumstances.

In light of the aims of the contract and because the purpose of this post is to create reasonable scope for research qualifications, such posts are normally on a full-time basis for a period of two years, unless there are special grounds.

A precondition for applying this contract is that the employee was not previously employed as a postdoctor according to the contract for more than one year within the same or closely-related subject area at the University of Gothenburg.

1.2.2.1 Eligibility

A person who has been awarded a Degree of Doctor, doctorate in the fine, applied and performing arts or has a foreign degree that has been assessed to correspond to the Degree of Doctor is qualified for appointment as a postdoctor. Preference should be given to those who were awarded a Degree of Doctor no more than three years prior to the expiry of the application period. Those who have been awarded a Degree of Doctor previously should also be considered in the first instance if there are special grounds. 'Special grounds' means leave of absence because of illness, leave of absence for service in the defence forces, elected positions in a trade union or student organisation or parental leave or other similar circumstances.

1.2.3 Adjunct senior lecturers and adjunct lecturers

By appointing adjunct senior lecturer (*adjungerad universitetslektor*) or adjunct lecturer (*adjungerad universitetsadjunkt*), important competence is linked to the University of Gothenburg while there is a mutual exchange of knowledge between the University and mainstream society. The main activities of persons with a post as adjunct senior lecturer or adjunct lecturer should be outside the higher education sector.

The post of adjunct senior lecturer or adjunct lecturer is normally 20 - 40 %. However, this scope shall always be less than 50 % of a full-time post. Decisions concerning the appointment of adjunct senior lecturers and adjunct lecturers are made pursuant to the collective agreement Avtal om tidsbegränsad anställning som adjungerad lärare [Contract for fixed-term appointments of adjunct teachers]. Courses in teaching and learning in higher education/competence development during the first two years represent a requirement for continued adjunction.

1.2.3.1 Eligibility

A person who has demonstrated teaching expertise, been awarded at least a Degree of Doctor or has corresponding competence or some other expertise that is of value in view of the subject matter of the post and the duties it will involve is qualified for appointment as an adjunct senior lecturer.

A person who has demonstrated teaching expertise, completed at least a second-cycle higher education course or study programme or has some other expertise that is of value in view of the subject matter of the post and the duties it will involve is qualified for appointment as an adjunct lecturer.

1.2.4 Visiting lecturers

The purpose of appointing a visiting lecturer (*gästlärare*) is that the University, by temporarily establishing closer link to a person from, in the first instance, another higher education institution, creates scope for new momentum for teaching and/or research or artistic activities. The visiting lecturer may not have a career link to the University of Gothenburg and their professional activity should normally be based at another Swedish or foreign university or another sector of society of importance to the University.

1.2.4.1 Eligibility

A person who has demonstrated teaching expertise, completed at least a second-cycle higher education course or study programme or has the corresponding competence or some other expertise that is of value in view of the subject matter of the post and the duties it will involve is qualified for appointment as a visiting lecturer.

2 THE RECRUITMENT PROCESS

The recruitment of teachers forms part of the continuous HR planning process that is part of the University's long-term programme for supply of skills. The decision to recruit a teacher should comprise a series of considerations about the strategic importance of the post to education and research, the funding preconditions and also what requirements should be associated with the post to best meet the needs of the operation and activities. The objectives for equal treatment and gender equality laid down by the University should be carefully considered during both the planning prior to the creation of a teaching post and the subsequent recruitment process. The current Appointments Procedure deals with certain components of this initial part of the recruitment work but primarily regulates the subsequent parts of the process relating to the concrete selection work.

Local application at the Faculty of Social Sciences

Gender equality and the principle of equal treatment shall always be observed and promoted in the activities of the higher education institutions. In recruitment and promotion procedures, particular efforts shall be made to attract applicants of the gender that is under-represented in the workplace.

2.1 Employment profile

A precondition for a successful recruitment is a clear employment profile in terms of subject area of the post, job assignments, other duties, qualifications, assessment criteria and other qualifications requirements. In these circumstances, the formulation of the employment profile, as expressed in the vacancy announcement, is of major importance for the rule of law and the efficiency of the ongoing process.

The employment profile shall be produced following consultation with the Chair of the Academic Appointments Board/relevant officer with special knowledge about the rules and regulations relating to teaching posts.

Prior to advertising a vacant post for an associate senior lecturer, a decision must be made about the assessment criteria to be used when assessing an application for promotion to senior lecturer. The assessment criteria for promotion to senior lecturer shall be indicated by the vacancy announcement for the associate senior lecturer.

2.1.1 Subject area

The subject area for a teaching post is to be formulated in light of the overall planning of the University and faculty board. Great care shall be devoted to the designation and content of the post and also whether separate teaching and research duties should be formulated.

The subject area shall normally comprise a 'subject' or an educational area/main field of study. If required, the subject title may comprise a 'subject, with a specialization in the sub-speciality' or 'subject, particular sub-speciality'.

If there are special operational reasons, a subject title or field of study designation may be changed during an ongoing contract of employment following a review. The Vice-Chancellor makes decisions to change subject titles or field of study designations.

2.1.2 Assessment criteria

The person chosen for a teaching post is the applicant who, upon an overall assessment of expertise and developmental potential, is considered to have the best preconditions to perform the duties that the post involves. In this connection the level of such expertise required to be qualified for the post shall apply as the assessment criteria when employing and promoting teachers. In addition, the level of administrative and other expertise that is of importance considering the content the University determines for the post and the duties that the post involves shall be relevant. The level of expertise to develop and lead the operations, activities and staff at the University, together with the ability to perform third-stream activities provide information about research and development work, shall also be considered. When assessing qualifications, equal care shall be given to the assessment of teaching expertise as to the assessment of research and/or artistic expertise.*

In conjunction with assessments, the academic portfolios (corresponding) decided within each faculty area shall be used for each post. These should also specify what the applicant should submit and what the experts will assess.

Local application at the Faculty of Social Sciences

These assessment criteria are applied to all appointments of teachers, with the exception of adjunct positions. The qualification requirements increase the higher the position is, meaning that the requirements are significantly greater for an appointment as full professor than for one as senior lecturer.

Trial lectures and interviews are important supplements to assess the candidate's skills and their general suitability, and are to be included in the appointment assessment. Interviews and trial lectures are carried out with the applicants chosen by the Academic Appointments Board as the leading candidates. The Head of Department is responsible for the execution of interviews and trial lectures. In the case where the Head of Department also carries out reference checks regarding the applicants, this shall be documented in a written note. The appointment decision is made (except in the case of full professors) by the Head of Department. This decision shall be made in writing and with well-founded reasoning to clearly show who has been employed and on what grounds it is considered to have an advantage over the other applicants.

**Clarification – Excellent scholarly qualifications cannot make up for limited pedagogical competency or vice versa.*

2.1.2.1 Research expertise

Research expertise must have been demonstrated through own research.

Criteria for the assessment are, for example:

- The breadth and depth of the research
- The originality of the research
- Output
- Contributions to the international academic community
- Assignments within the academic community

Local application at the Faculty of Social Sciences

To appoint a full professor (by recruitment or promotion) it must be possible to show that the candidate has a very high level of scholarly competency. The scholarly competency must have been proven through

individual research showing high capacity for formulating problems, awareness of theories and methods as well as analytical skills. The scholarly competency must be significantly higher than what is required for an appointment as docent (see appendix). The scholarly competency must be up-to-date, substantial and proven through publications in the form of monographs and contributions to anthologies and/or journals that have undergone peer review prior to publication. The candidate must have made a significant contribution to the international publishers. In case the candidate is not the sole author, the distribution of responsibility for the publication must be indicated. The assessment must also include the candidate's qualifications in terms of obtaining external research grants, research policy appointments and other qualifications of various types (such as auditing assignments, assignments as external reviewer and member of examination boards).

For an appointment as postdoc, assistant senior lecturer and senior lecturer (by recruitment or promotion), the candidate's scholarly competency must have been proven through individual research showing a high capacity for formulating problems, awareness of theories and methods as well as analytical skills. The scholarly competency is proven through the doctoral thesis and, when applicable, through other publications in international journals or with international publishers. In case the candidate is not the sole author, the distribution of responsibility for the publication shall be indicated. External research grants, research policy appointments and other scientific qualifications of various types (such as auditing assignments, assignments as external reviewer and member of examination boards) are meritorious.

2.1.2.2 Artistic expertise

Artistic expertise must have been demonstrated through own artistic output.

Criteria for assessment are, for example:

- Artistic depth and expressiveness
- Artistic originality
- Visibility and value in the arts and professional context
- Output
- Artistic research
- Artistic development work
- Distinctions, scholarships, etc.
- Artistic expert assignments

2.1.2.3 Teaching expertise

When assessing teaching expertise, consideration shall be taken of a demonstrated ability to develop, lead and implement high-quality teaching, successful supervision of students to a pass grade and a demonstrated ability to produce advanced training material.

Criteria for the assessment are, for example:

- The extent of well-implemented teaching and supervision
- A good ability to deliver knowledge together with a commitment to and interest in the subject
- A high level of competence in developing courses and teaching work
- Experience of producing teaching materials

Note: It is stated by way of introduction that for all teachers employed on an indefinite-term basis – together with other teachers with fixed-term position of more than two years – are to have taken courses in teaching and

learning in higher education or otherwise have required equivalent knowledge no later than within one year from the date of their initial appointment. Such teaching and learning in higher education qualifications will be assessed under separate arrangements in accordance with a decision of the Vice-Chancellor. However, this period may be extended to two years for part-time positions or if there are other special grounds.

Local application at the Faculty of Social Sciences

To be appointed full professor a very high degree of pedagogical proficiency, demonstrated through experience of high quality in teaching at first, second and third-cycle programmes. Regarding third-cycle education, the applicant must have extensive documented experience in supervising, training and/or assessing doctoral students both at the beginning, middle and final phase of the doctoral education.

Experience of supervision, education and assessment of doctoral students at all stages of doctoral education (initially, in the middle and end of the education can be demonstrated through, for example:

- *participation in the recruitment and introduction of doctoral students*
- *active principle or assistant supervisor in the different phases*
- *documented experiences or recurrent and extensive teaching, course responsibility, course development*
- *research assignments at third-cycle level, for example as a mid-term examiner, examination board member or opponent*

Pedagogical lessons and experiences of supervising, educating and assessing doctoral students should be summarized in a theoretical and research-related reflection.

To be promoted to full professor, the candidate must have completed supervisor training (HPE201) as well as the three courses in the programme in teaching and learning in higher education (HPE101, HPE102 and HPE103).

To be appointed as senior lecturer, the candidate must have a high level of pedagogical proficiency with experience of pedagogical activities at first-cycle level at the least, including lectures, seminars and supervision, as well as documented and referenced pedagogical proficiency. Experience in course development and pedagogical formats is meritorious. To be promoted as senior lecturer, the candidate must have completed the three courses in the programme in teaching and learning in higher education (HPE101, HPE102 and HPE103).

To be appointed as lecturer, the candidate must have pedagogical proficiency with experience of pedagogical activities at first-cycle level at the least, including lectures, seminars and supervision.

2.1.2.4 Managerial and administrative skills

Different kinds of management assignment or assignments for bodies within the University are of merit here. This may include assignments as head of department, director of studies, chair or member of committees or boards at various levels within the University or through development of staff management, of quality work, of IT application, of international work or of equality work.

Local application at the Faculty of Social Sciences

To be appointed full professor, proven leadership skills are required, as shown through documented experience of management tasks, e.g., appointments as research director, director of studies, head of

department or other qualified management positions. For other teaching positions, it is meritorious but not a requirement to have documented management skills.

Furthermore, this may also include other leadership in academia, i.e. a demonstrated ability to lead the operations, activities and staff and also an ability to organise and lead research projects and research teams. It may also include operations and activities outside the University, such as international assignments and experiences, depending on the focus and nature of the post.

2.1.2.5 Third-stream activities

There are three parts to the third-stream mission: to inform; to carry out third-stream activities; and to encourage use of the University's research. As the mission comprises one of the University's express mandates, expertise within this area will comprise a particular assessment criterion. The ability to interact with the rest of the society is an important part of the university teacher's role and requires a good understanding of the different societal processes and the impact that the University's operations and activities have on them.

Factors to consider during the assessment may, for example, include:

- Networking information and communication work
- Documented external dimension of a relevant nature to the area
- Successful cooperation projects with external stakeholders
- Significant initiatives within commissioned education and research
- Popular science works that have been widely disseminated
- Licensing and commercialisation work

Local application at the Faculty of Social Sciences

For a full professorship, the ability to cooperate with the surrounding community shall be proven, for example, through project development in collaboration with external parties, external research communication, experience of appointments or advisory functions in relation to government agencies, organisations and/or industry, education and outreach projects, participation in the public debate and giving lectures/seminars outside the higher education sector. For other teaching positions, documented collaboration is meritorious.

2.1.2.6 Suitability

As regards the assessment criterion 'suitability', the applicant must demonstrate such personal qualities as are required to perform the tasks that the post involves well, cooperate with other staff and contribute to the development of the operations and activities.

2.2 Announcement of the post

Section 6 of the Employment Ordinance regulates the obligation to provide information for employment. A public authority intending to employ someone shall provide an appropriate information so that those interested in the employment can notify it to the public authority within a certain period. No information need be provided if special reasons contradict it.

The official vacancy announcement for an employment, together with regulations and agreements, is the starting point for the recruitment group's (equivalent) work. The vacancy notice indicates whether the employment profile, etc., applies and must not be changed or disregarded during the of work. The grounds which are intended to be taken into account in the appointment must therefore, if they are governed by regulations or contracts, be set out in the vacancy notice.

In addition to being reported to the Swedish Public Employment Service, information on vacancies shall always be published on the University's website. The vacancy announcement should always be written in Swedish but should normally also be available in an English version. The call shall, unless there are specific and written reasons, take place both nationally and internationally.

As an active measure to reduce a possible gender balance in the relevant category of employment, the employment profile shall be designed in such a way that applicants from the under-represented gender are encouraged to apply for the current employment.

The application period shall be at least three weeks, unless there are special grounds.

Section 7 of the Employment Ordinance regulates the obligation to provide information for employment. Information about the University's decision on employment should be provided on the University's bulletin board. However, information on the University's decision need not be provide in employment estimated to be no more than six months.

Local application at the Faculty of Social Sciences

In preparation of advertising a position, the department shall determine whether there is an uneven gender distribution within the concerned staff category at the department, and also account for any measures taken in order to encourage the under-represented gender, if there is one, to apply for the position being advertised.

3 PREPARATIONS PRIOR TO THE APPOINTMENT OF TEACHERS

3.1 Academic Appointments Board

For the preparation of teaching positions requiring scientific, artistic or professional competence, the Faculty Boards set up an Academic Appointments Board. The composition of the Academic Appointments Board is regulated by the University's Rules of Procedure. In the Academic Appointments Board, women and men must be equally represented¹. However, this does not apply if there are exceptional reasons. Experts can be co-opted onto the Board. The Academic Appointments Board shall be associated with an official with special knowledge of the regulations regarding teaching appointments.

Local application at the Faculty of Social Sciences

The assignment of the Academic Appointments Board includes the preparation of cases on behalf of the faculty and the department. Members, including the chair or vice chair, are appointed by the Faculty Board. Student representatives are appointed by the student union. In addition to the regular members, the board shall also include the Head of Department in preparation and decisions relating to their department. For matters concerning their own department, the Head of Department can appoint another person from the department to participate in the board's preparation and decisions. The Academic Appointments Board has a quorum when at least half of its members are present, including the Head of Department and possibly an additional department representative.

The decision to initiate a recruitment process, i.e. to advertise a teaching position, is made by the Head of Department (with the exception of full professorships). The decision to advertise the appointment of a full professor is made by the Vice-Chancellor on the recommendation of the Faculty Board. The advertisement shall always be preceded by preparation in the Academic Appointments Board and it shall be based on assessments of the organisation's needs.

In order to find appropriate candidates, there shall be recruitment committees at the department level. The recruitment committee's task is to continuously look for potential candidates, in and outside of Sweden, based on the organisation's needs and objectives. The composition of this committee is determined by the Head of Department, but must include a student representative.

3.2 Experts

Procedures relating to experts should normally be applied when recruiting for indefinite-term posts that require research and/or artistic expertise as well as when appointing associate senior lecturers. An opinion must be obtained from at least two external experts when appointing full professors. In other cases, an opinion should be obtained from at least one external expert. If the opinion is received from two or more external experts, women and men shall be equally represented. However, this does not apply if there are exceptional reasons. Expert opinions do not need to be obtained if they are clearly unnecessary considering the circumstances of the

¹ From 1 July 2020 in the Academic Appointments Boards that do not already have equal representation

matter*. It is the Chair of the Academic Appointments Board who appoints experts following a proposal by the relevant Head of Department.

Local application at the Faculty of Social Sciences

Experts shall have knowledge of the qualification system applied by Swedish universities, and shall primarily be appointed outside the recruiting institution. Experts are appointed by the Academic Appointments Board in each individual case based on a proposal from the Head of Department. The Head of Department shall propose experts who have been asked and are willing to accept the assignment and shall also certify that the issue of disqualification has been considered. When appointing or promoting a full professor and in assessing the competency of docents, the experts shall be full professors. When assessing other teacher categories, the experts shall be docents at the least. When appointing lecturers, the Head of Department shall determine whether expert assessment is necessary as well as the competence level of any experts involved. Leaving teachers shall not be appointed as experts in the assessment and proposal for the appointment of their replacement.*

Number of experts

For the appointment of a full professor, at least three experts shall be consulted. For an appointment as senior lecturer, associate lecturer or postdoctoral research fellow, at least two experts shall be consulted. When the assignment is carried out by more than one expert, both genders shall be represented. If there are special grounds to depart from this rule, reasons why an even gender representation has not been possible shall be recorded.

Conflicts of interest

A conflict of interest is a circumstance in which the person who is to process a matter can be assumed to lack objectivity when considering or reporting such a matter. Such circumstances are described in Section 16 of the Administrative Procedure Act. Anyone who knows of any circumstance that could constitute a conflict of interest is obliged to disclose it voluntarily. This obligation applies to administrators, board members and experts involved in a matter.

** Clarification – For promotion from lecturer to senior lecturer, expert assessment may be considered unnecessary if the doctoral degree and the qualifying education for teaching and learning in higher education are supported.*

3.3 Preparatory work

A number of different aspects, which should be penetrated, form part of the recruitment work for a teaching post, based on the given employment profile. The expert procedure constitutes an important part of the selection work relating primarily to the research/artistic qualifications. During the preparatory work for the matter, the Academic Appointments Board should conduct an assessment of the qualification issue before handing the application documents over to the expert(s). The expert's task subsequently comprises making an assessment of the expertise of the eligible applicants and also, based on this assessment and normally without a hierarchy between them, reporting in a statement of views on the research/artistic and teaching expertise of those applicants who should primarily be considered for the post. The forms employed for the Academic Appointments Board's assessment of the teaching qualifications may vary depending on the circumstances but may, for example, include a trial lecture, a special pedagogic advisor, interviews or trial lesson.

The preparatory work for the matter shall be characterised by equal care when assessing teaching qualifications and the research/artistic qualifications. There should be an objective and impartial approach during the selection and appointments procedures.

Local application at the Faculty of Social Sciences

The experts may individually or jointly give an initial description of the applicant's qualifications; however, each expert shall give their own opinion on the grounds of the submitted documentation of the candidate's competency in relation to all the criteria and list the leading candidates in alphabetical order. These separate statements of opinion shall include a motivation for why each of the candidates should be part of the leading group or be left outside of it. The expert opinions shall normally be submitted within six weeks from the decision to appoint the experts. The expert opinions is written in Swedish or English.

The experts shall assess the candidates' eligibility, scholarly and pedagogical competency as well as any other requirements and qualifications indicated in the advertisement.

3.4 Simplified procedure when making appointments for posts less than two years

A simplified appointments procedure, without an assessment by external experts, may be applied for fixed-term recruitments, such as substitute post or general fixed-term posts.

3.5 Nomination

The University may nominate a person for an appointment as full professor in accordance with Chapter 4, Section 7 the Higher Education Ordinance, if the appointment of the individual is of exceptional importance for a specific activity at the University. If this takes place, the grounds on which the appointment is of exceptional importance must be placed on record. This nomination procedure shall be used restrictively (see Section 9).

Local application at the Faculty of Social Sciences

Nominations for the appointment of a full professor can be used for strategic recruitment, but shall be applied restrictively. If a department would like a full professor to be nominated for an appointment, a proposal in this respect shall be submitted to the Faculty Board. However, such a proposal must have been preceded by a discussion with the Faculty Board and be prepared as usual by the Academic Appointments Board. The proposal shall account for the reasons why the appointment is of special significance for the activities. (Regulations concerning the procedure before summons to appointment as a full professor, ref. no V 2011/321). The decision to carry out a nomination procedure, just like the appointment decision, is made by the Vice-Chancellor following a proposal from the Faculty Board.

4 PROMOTION

A senior lecturer or lecturer employed on an indefinite-term basis shall, following an application from the teacher or on initiative of the employer, be afforded an opportunity, within the framework of their post, to be assessed for promotion to a higher post. Such a promotion – which does not involve a new appointment – should be regarded as a competence assessment and entail no change as such to the duties that the post involves. Applications for promotion must be submitted in the same subject within which the applicant is employed.

The assessment will be conducted with equal care and accuracy and considering the same qualification and assessment criteria as for an appointment following a vacancy announcement. When assessing suitability for a promotion to a full professor, particular consideration should be taken of the level of progression and proactive nature of the research in addition to other suitability criteria.

An associate lecturer shall, following application, be promoted to senior lecturer if they are qualified for appointment as senior lecturer and are, upon assessment, considered suitable for such a post in accordance with the assessment criteria that the University has specified in the vacancy announcement. Such a promotion means an indefinite-term appointment as a senior lecturer. Applications for promotion must be submitted in the same subject within which the applicant is employed.

An expert assessment should normally be obtained from two external experts, unless there are particular grounds not to.

The assessment from senior lecturer to full professor and from lecturer to senior lecturer cannot – unless there are special grounds – take place until six months after receiving a permanent position.

Local application at the Faculty of Social Sciences

For promotion from lecturer to senior lecturer, expert assessment may be considered unnecessary if the doctoral degree and the qualifying education for teaching and learning in higher education are supported.

The programme in teaching and learning in higher education comprises 15 credits is a requirement for promotion. The programme in teaching and learning in higher education at the University of Gothenburg is comprised of the courses HPE101, HPE102 and HPE103.

4.1 Lecturer to senior lecturer

A lecturer employed on an indefinite-term basis shall be promoted to senior lecturer if they are qualified for such an appointment and also, upon assessment, are considered suitable in accordance with the assessment criteria that the University has laid down for the post of senior lecturer.

A lecturer pursuant to Chapter 4, Section 10 the Higher Education Ordinance (artistic disciplines), is employed on a fixed-term basis shall be promoted to senior lecturer if they are qualified for such an appointment and also, upon assessment, are considered suitable in accordance with the assessment criteria that the University has laid down for the post of senior lecturer. However, such a promotion should not be regarded as a new appointment as regards the term fixed.

Local application at the Faculty of Social Sciences

Qualifying education for teaching and learning in higher education comprising 15 credits (HPE101, HPE102 and HPE103) is a requirement for promotion.

4.2 Associate senior lecturer to senior lecturer

An associate senior lecturer who is employed in accordance with Chapter 4, Section 12 a the Higher Education Ordinance shall, following application, be promoted to senior lecturer if they are qualified for appointment as a senior lecturer and are, upon assessment, considered suitable for such a post in accordance with the assessment criteria the University has determined should be applied in a matter relating to promotion to senior lecturer. The assessment criteria for promotion to senior lecturer shall be shown in the vacancy announcement for the associate senior lecturer. Such a promotion means an indefinite term appointment as a senior lecturer.

Note: An associate senior lecturer employed in a career development position in accordance with the earlier provisions of Chapter 4, Section 12 a the Higher Education Ordinance, and where the employment procedure commenced prior to 2 April 2018, shall in accordance with the Appointments Procedure for teachers at the University of Gothenburg (Ref nr V 2016/383) be promoted to senior lecturer if they are qualified for such a post and also, upon assessment, are considered suitable in accordance with the assessment criteria that the University has laid down for the post of senior lecturer.

Prior to advertising a vacant post for an associate senior lecturer, a decision must be made about the assessment criteria to be used when assessing an application for promotion to a senior lecturer.

Local application at the Faculty of Social Sciences

Qualifying education for teaching and learning in higher education comprising 15 credits is required for a promotion. The programme in teaching and learning in higher education at the University of Gothenburg is comprised of the courses HPE101, HPE102 and HPE103. The subject area concerned by an appointment as senior lecturer shall be the same as that of an associate senior lecturer. Applications for a promotion shall be submitted no later than six months prior to the end of a time-limited appointment.

4.3 Senior lecturer to full professor

A senior lecturer employed on an indefinite-term basis shall be promoted to full professor if they are qualified for such an appointment and also, upon assessment, are considered suitable in accordance with the assessment criteria that the University has laid down for the post of full professor.

The completion of supervisor training and a course in teaching and learning in higher education determined by the Vice-Chancellor is required for promotion.

A senior lecturer who, pursuant to Chapter 4, Section 10 the Higher Education Ordinance (artistic disciplines), is employed on a fixed-term basis shall be promoted to full professor if they are qualified for such an appointment and also, upon assessment, are considered suitable in accordance with the assessment criteria that the University has laid down for a post of full professor. The completion of supervisor training and a course in teaching and learning in higher education as decided by the Vice-Chancellor is required for promotion. However, such a promotion should not be regarded as a new appointment as regards the term fixed.

5 ADMINISTRATIVE RULES PRIOR TO DECISION TO NOMINATE A FULL PROFESSOR

In accordance with Chapter 4, Section 7 the Higher Education Ordinance, there is an opportunity for the University to nominate a person for a post as full professor if the appointment of the individual is of exceptional importance for a specific activity at the University. If this takes place, the grounds on which the appointments are of exceptional importance must be placed on record.

The decision guidance documentation must include the following:

- 1 A needs analysis explaining why the orientation of activities and line of research for the individual in question is of exceptional importance to the activities of the department and faculty.
- 2 A report on the discussions held about why the recruitment should not be implemented according to usual principles following a vacancy announcement.
- 3 A report on how the proposed recruitment relates to other universities from a national and international perspective and why a nomination is justified for the post in question.
- 4 A report on the assessment conducted with respect to the qualification and assessment criteria.
- 5 A report on the proposed individual's overall competence in relation to the future orientation of the operation formulated.
- 6 A report on the deliberations conducted from a gender perspective.
- 7 Funding plan for the post.

The issue of nominating an individual for an appointment as a full professor is decided by the Faculty Board (corresponding) but may be initiated at different levels within the University. A decision is made by the Vice-Chancellor and may not be delegated. Informal contacts should be established between Vice-Chancellor and the faculty concerned the framework of the handling of such matters. The nomination procedure should be used restrictively and its purpose in the first instance is to facilitate the recruitment of excellent international researchers. The procedure may also be used in exceptional cases as a strategic instrument to achieve gender diversity within the category of full professors.

6 DECISION MAKERS

6.1 Appointment of full professors, adjunct professors, and visiting professors

Decisions regarding the appointment of full professors, adjunct professors, and visiting professors are made by the Vice-Chancellor and may not be delegated.

6.2 Appointment of other teachers

Decisions regarding the appointment of teachers besides full professors, adjunct professors, and visiting professors are made according with the Rules of Procedure and Delegation of Authority Policy adopted by the University Board.

6.3 Decisions to change subject titles or field of study designations

Decisions to change subject titles or field of study designations are made by the Vice-Chancellor and may not be delegated.

6.4 Appointment of experts

Decisions concerning the appointment of experts are made by the Chair of the Academic Appointments Board following a proposal by the Head of Department.

7 APPEALS

Appointment decisions made by the University, with the exception of decisions concerning an appointment as a senior lecturer following promotion in accordance with Chapter 4, Section 12 c the Higher Education Ordinance, may be appealed against to the Higher Education Appeals Board. Further, may decisions pursuant Chapter 4, Section 13 to refuse an application for promotion be appealed to the Appeals Board. The public authority's statement of views to the Appeals Board are submitted by the person that made a decision on the matter and, when applicable, following a statement of views from the Academic Appointments Board.