POLICY DOCUMENT
Reg. no. GU 2024/3252

APPOINTMENT PROCEDURE FOR TEACHING POSTS AT THE UNIVERSITY OF GOTHENBURG

Decision-maker	The University Board
Responsible unit	Human Resources
Decision date	12 December 2024
Period of validity	From 1 January 2025
Summary	According to the Higher Education Ordinance Chapter 2 Section 2 the University's Board decides on an appointment procedure. The appointment procedure contains the local regulations that supplement the rules in the Higher Education Ordinance on the appointment of teachers. This document is a translation of the Swedish original for reference purposes only. In the event of any discrepancy between this translated document and the Swedish original, the original shall prevail.

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This Appointment Procedure established by the University Board should be supplemented with further instructions from the faculty boards. However, such instructions may not contain rules that would restrict or bypass the rules in this appointment procedure.

1 TEACHING POSTS

The Appointment Procedure for Teachers Posts at the University of Gothenburg is a strategic document that plays a central role in realising the university's vision, goals, and strategies. The recruitment of teachers is a strategic investment in the university's future.

From 1 January 2025, teachers at the University of Gothenburg may be employed as full professor, senior lecturer, lecturer, associate senior lecturer, adjunct professor, visiting professor, adjunct senior lecturer, adjunct lecturer, visiting lecturer, and postdoc.

The duties assigned to teaching staff may comprise educational responsibilities, research and also administrative duties. 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. (Higher Education Act Chapter 3 Section 1).

The Vice-Chancellor may decide that an appointment as a full professor or senior lecturer shall be combined with employment at a designated healthcare facility for medical training and research in accordance with the Higher Education Ordinance Chapter 4 Sections 2 and 8. In addition, the Faculty Board of Sahlgrenska Academy may decide that a post as full professor established by the Vice-Chancellor or a post as a senior lecturer shall be combined with employment at a designated healthcare facility for medical training and research in accordance with the Higher Education Ordinance Chapter 4 Sections 2 and 8. A designated healthcare facility also includes a unit where dental training and research is pursued.

In addition, the Faculty Board of Sahlgrenska Academy may decide that an appointment as an associate senior lecturer may be combined with employment at a designated health care facility, the use of which has been granted for medical or odontological training and research.

The appointments structure decided for teachers is intended to respond to the diverse staffing needs of the University of Gothenburg to enable the University to be able to fulfil its various tasks and to guarantee a university of the highest quality. Through continuous skills development and a transparent promotion system, the employee is given good opportunities to develop their skills as a university teacher within the scope of the position. In particular, this tenure track system is expressed through the fixed-term post of associate senior lecturer, which is a career-development position where the employee, after a successful assessment, is to be promoted to open ended employment as a senior lecturer.

It is the responsibility of the University as an employer to decide the extent to which teachers, regardless of type of post, are to be responsible for education, research and administration duties. In this context, the University is to endeavour to ensure that teachers from all categories teach in first- and second-cycle courses and study programmes. In addition, it is the University’s role to decide on the participation of teachers in the

University's task to cooperate with the surrounding community and to inform the community about their activities and to work for research findings from the University benefiting society.

In general, university teachers are to 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. All teachers employed for an indefinite period – as well as other teachers, except postdocs, with a term of employment longer than two years – must have completed a course in teaching and learning in higher education or in some other way acquired equivalent knowledge within one year at the latest from when their employment contract is finalised. Such qualifications in teaching and learning in higher education shall be assessed under separate arrangements as established by the Vice-Chancellor. However, in the case of part-time employment or if other special grounds exist, this period may be extended to two years.

In some instances, such as for promotions and managerial assignments, there may be requirements for proficiency in Swedish and English. The assessment of Swedish language skills shall be conducted in accordance with the decision of the vice-Chancellor.

It is fundamental in the recruitment of teaching staff – as well as for other categories of staff – that the employment contract shall normally remain valid for an indefinite period. Exceptions to this basic principle are set out in the Employment Protection Act (LAS). In addition to this, Chapter 4 of the Higher Education Ordinance permits fixed-term employment for adjunct professors, who can be appointed for up to 12 years, for visiting professors, who may be employed for up to five years, and for employment as an associate senior lecturer for no less than four years and no longer than six years with the possibility of extending the appointment for a maximum of two years if because of special grounds additional time is needed to attain the purpose of the appointment.

Teachers in the fine, applied or performing arts may however – even if the main option even here is employment for an indefinite period – pursuant to the Higher Education Ordinance, be employed for an indefinite period, but for no longer than five years. Such an appointment may be extended. The total period of employment may not, however, exceed ten years.

Appointments which may otherwise be fixed term in addition to the provisions in LAS are regulated in collective agreements.

1.1 Posts under the Higher Education Ordinance Chapter 4

1.1.1 Full professor

Full professor (*professor*) is the most senior teaching post. Along with senior lecturers, full professors constitute the backbone of the academic tenure structure and in this role also serve as the foremost guarantor of high-quality education and research. For a full professor, the different duties that may be included in a university teaching post are very much determined by the level of expertise that this post requires, but also by the variety of commissions that the University faces over time.

An appointment as a full professor is to be at least 50% of full-time.

1.1.1.1 Qualification requirements

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.

For employment as a full professor that is to be combined with employment at a designated health care facility, the person must also demonstrate clinical expertise.

1.1.2 Senior lecturer

As the most common teaching post at the University, a senior lectureship (*universitetslektor*) covers a broad spectrum of the duties of a university teacher. As such, this post is fundamental to the quality of the University's education and research.

1.1.2.1 Qualification requirements

A person who has demonstrated teaching expertise and have been awarded a PhD, or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties it will involve is qualified for employment 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 of the post and the duties it will involve is qualified for employment as a senior lecturer in disciplines in the fine, applied or performing arts.

For employment as a senior lecturer that is to be combined with employment at a designated health care facility, the person must also demonstrate clinical expertise.

1.1.3 Associate senior lecturer

An associate senior lecturer (*biträdande universitetslektor*) may be employed for an indefinite period, but for a maximum period of not less than four and not more than six years, which is determined prior to the appointment. The purpose of the appointment is to enable the lecturer to develop research autonomy and acquire the research and teaching qualifications necessary to fulfil the requirements for appointment as a senior lecturer.

Under the first paragraph the appointment may be extended for up to a maximum of two years if, due to illness, parental leave or other special grounds, additional time is needed to attain the purpose of the appointment. For an appointment pursuant to the first and second paragraphs, the Employment Protection Act (SFS 1982:80) applies in other respects.

An associate senior lecturer may be given teaching and administration duties, but at least half of their working hours shall be devoted to research. Employment as an associate senior lecturer is thus a career-

development position where the employee, after a successful assessment, is to be promoted to senior lecturer. An associate senior lecturer must be given the opportunity to gain qualifications in teaching and learning in higher education to the extent that the skills requirements for employment as a senior lecturer can be achieved within the employment period.

An associate senior lecturer who combines their appointment with clinical service may be employed for an indefinite period, but only for a maximum period of not less than four and not more than six years, which is determined prior to the appointment. An associate senior lecturer who combines their appointment with clinical service may be given teaching, clinical service and administration duties, but at least half of their working hours must be devoted to research. Employment as an associate senior lecturer in combination with clinical service is thus a career development position where, after successful assessment, the holder is to be promoted to senior lecturer combined with employment by the healthcare authority. An associate senior lecturer in combination with clinical service must be given the opportunity to gain qualifications in teaching and learning in higher education to the extent that the skills requirements for employment as a senior lecturer can be achieved within the employment period.

Prior to a post as associate senior lecturer being notified as vacant, the assessment criteria to be used for assessment for promotion to senior lecturer is to be determined. The assessment criteria for promotion to senior lecturer must be specified in the notification of the post as vacant for the associate senior lectureship.

Transitional provisions: *The older provisions in the Appointments procedure for Teachers at the University of Gothenburg (Reg. No. V 2016/383) apply to the appointment procedure for associate senior lecturer and postdoctoral research fellows who began their employment before 2 April 2018.*

1.1.3.1 Qualification requirements

A person qualified for appointment as an associate senior lecturer is a person who has been awarded a PhD or has the corresponding research expertise. Primary consideration should be given to a person who has been awarded a PhD or achieved the equivalent expertise within five years or within seven years of the deadline for application for employment as an associate senior lecturer. Each faculty decides which of the deadlines shall apply. However, a person who has been awarded a PhD or achieved the equivalent expertise at an earlier date may also be considered if there are exceptional circumstances. Exceptional circumstances are sick leave, parental leave or other similar circumstances.

For employment as an associate senior lecturer combined with employment at a designated health care facility, the person must also demonstrate clinical expertise.

1.1.4 Adjunct professor

The purpose of an appointment as an adjunct professor (*adjungerad professor*) is to connect important expertise to the University of Gothenburg while enabling a mutual exchange of knowledge between the University and the community at large. A person who is employed as an adjunct professor is to have their principal employment outside of the higher education sector.

An adjunct professor post is normally created for 20-40% of full-time employment. However, this post shall always be less than 50% of full-time employment.

1.1.4.1 Qualification requirements

A person who has demonstrated both research and teaching expertise shall be qualified for employment as an adjunct professor. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as professor in disciplines in the fine, applied or performing arts. When assessing research or artistic expertise, special importance shall be placed in the first instance on expertise in the sub-specialisation that the post targets.

1.1.5 Visiting professor

The purpose of an appointment as a visiting professor (*gästprofessor*) is for the University, by temporarily establishing closer ties with, in the first instance, a person from another university or higher education institution, to stimulate new ideas in teaching and/or research or artistic activity. The visiting professor must not have career ties with the University of Gothenburg and is normally to have their professional activity at another Swedish or foreign university or within some other sector of society of importance to the University.

1.1.5.1 Qualification requirements

A person who has demonstrated both research and teaching expertise shall be qualified for employment 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 at the University

1.2.1 Lecturer

A post as lecturer (*universitetsadjunkt*) is primarily intended to satisfy teaching needs where a PhD is not necessarily required.

1.2.1.1 Qualification requirements

A person who has demonstrated teaching expertise and has completed higher education at second-cycle level at least, or has the corresponding competence or some other expertise that is of value in view of the subject area content of the post and the duties it will involve, shall be qualified for employment as a lecturer.

1.2.2 Postdoc

The purpose of a postdoctoral position is to provide the employee with an early opportunity to develop his or her independence as a researcher and to create the conditions for further academic advancement after obtaining their doctoral degree. The main duty of a person employed in a postdoctoral position is to conduct research. Duties may also include teaching; however, no more than one fifth of the employee’s working hours will be devoted to this.

The employment decision is made on the basis of the collective agreement *Avtal om tidsbegränsad anställning som postdoktor* [Agreement on a fixed-term postdoctoral appointment]. A postdoctoral researcher may be employed for an indefinite period, but for a maximum period of not less than two and not more than three years

A postdoctoral appointment may be extended if this is necessary to achieve the aim of the appointment. However, the total period of employment may not exceed three years. Postdoctoral employment is based on full-time work. The appointment may be extended under special circumstances. Special circumstances include leave due to illness, union duties, military service, or other similar circumstances, as well as clinical service or other service/assignment relevant to the subject area. Special circumstances also include parental leave during the employment. In the case of parental leave, the employee shall be offered the possibility of an extension at least equivalent to the duration of the leave.

A prerequisite for the application of this agreement is that the employee has not previously been employed as a postdoc under this agreement for more than one year in the same or a related subject area at the University of Gothenburg.

1.2.2.1 Qualification requirements

To be employed under the agreement Avtal om tidsbegränsad anställning som postdoktor [Agreement on a fixed-term postdoctoral appointment] (dated 19/11/2021), a doctoral degree or a foreign degree considered equivalent to a doctoral degree is required. This qualification requirement must be fulfilled no later than at the time of the appointment decision.

To be qualified for employment under this agreement, primary consideration should be given to a person who has been awarded a PhD or achieved the equivalent expertise within three years of the deadline for application. The three-year framework period is calculated from the application deadline. Under special circumstances, a PhD achieved at an earlier date may also be acceptable. Special circumstances include leave due to illness, parental leave, union duties, military service, or other similar circumstances, as well as clinical service or other service/assignments relevant to the subject area.

If the employer decides to post the employee abroad as part of their qualification process, the employee shall be granted leave from their employment under this agreement without a separate decision being issued.

This agreement is valid from 1 February 2022 and until further notice. The agreement replaces the agreement on a fixed-term postdoctoral appointment dated 04/09/2008 and shall be applicable to appointments issued after its entry into force.

Transitional provisions*: The agreement on a fixed-term postdoctoral appointment dated 04/09/2008 shall apply, unchanged, to any employee appointed under that agreement. In the event that an employee has been hired before 1 February 2022, and their appointment continues beyond 1 October 2022, the employment may be extended up to a maximum total period of three years. In the event of such an extension, the agreement on fixed-term postdoctoral positions dated 19/11/2021 will otherwise apply in full.*

1.2.3 Adjunct senior lecturer and adjunct lecturer

Through employment as an adjunct senior lecturer (*adjungerad universitetslektor*) or an adjunct lecturer (*adjungerad universitetsadjunkt*), important expertise is connected to the University of Gothenburg while enabling a mutual exchange of knowledge between the University and the community at large.

A person who is employed as an adjunct senior lecturer or adjunct lecturer is to have their principal employment outside of the higher education sector.

A post as an adjunct senior lecturer or adjunct lecturer is normally created for 20-40% of full-time employment. However, this post shall always be less than 50% of full-time employment. A decision on employment as an adjunct senior lecturer or adjunct lecturer is made under the collective agreement *Avtal om tidsbegränsad anställning som adjungerad lärare*[1][Agreement on fixed-term employment as an adjunct teacher].

A condition for continuing as an adjunct senior lecturer or adjunct lecturer is completion of courses/skills development in teaching and learning in higher education during the first two years.

1.2.3.1 Qualification requirements

A person who has demonstrated teaching expertise and has been awarded a PhD, or has demonstrated corresponding competence or some other expertise that is of value in view of the subject area content of the post and the duties it will involve shall be qualified for employment as an adjunct senior lecturer.

A person who has demonstrated teaching expertise and holds a higher education degree at second-cycle level at least, or has demonstrated 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 employment as an adjunct lecturer.

1.2.4 Visiting lecturer

The purpose of the appointment as a visiting lecturer (*gästlärare*) is for the University, through temporarily establishing closer ties with, in the first instance, a person from another university or higher education institution, to stimulate new ideas in teaching and/or research or artistic activity. The visiting lecturer must not have career ties with the University of Gothenburg and is normally to have their professional activity at another Swedish or foreign university or within some other sector of society of significance for the University.

1.2.4.1 Qualification requirements

A person who has demonstrated teaching expertise and has completed university education at second-cycle level at least, 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 shall be qualified for employment as a visiting lecturer.

[1] An adjunct senior lecturer or an adjunct lecturer cannot be employed under the Agreement on fixed-term employment as an adjunct teacher.

2 THE RECRUITMENT PROCESS

Recruitment of teachers is an important part of the university's strategic competence provision. The decision to recruit a teacher should include a range of considerations regarding the strategic importance of the position for education and research, funding conditions, and the requirements that should be associated with the position to best meet the needs of the department.

In both the planning and the subsequent recruitment process, careful consideration should be given to the goals set by the university for gender equality and equal opportunities, including the promotion of a balanced gender distribution in various positions.

This employment procedure addresses certain aspects of the initial stages of the recruitment process but primarily regulates the subsequent parts of the process concerning the specific selection work.

2.1 Post profile

Successful recruitment requires a clear post profile in terms of subject area, subject area content/description, duties, qualifications, assessment criteria, and other eligibility requirements. In this sense, the design of the post profile as expressed in the notification of the post as vacant is extremely importance for legal certainty and efficiency in the process moving forward.

The post profile is to be prepared after consultation with the academic appointments board’s chair or the officer with special knowledge of the rules and regulations that apply to teaching posts.

Prior to a post as associate senior lecturer being notified as vacant, the assessment criteria to be used for applications for promotion to senior lecturer are to be established.

The assessment criteria for promotion to senior lecturer must be specified in the notification of the post as vacant for the associate senior lectureship.

2.2. Subject area

A teaching post’s subject area is to be formulated in light of the overall planning of the University and the Faculty Board. A great deal of care should be taken to designate the subject area of post and describing its content and in how a specific subject area description is 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 specialisation in the sub-speciality’ or ‘subject, particular sub-speciality’.

Provided there are specific operational reasons, or if the job title has become misleading or obsolete, the subject area of the employment can be changed during the ongoing employment. However, this requires external expert review unless it is obviously unnecessary. Changes to the subject or area designation should

be used restrictively. Decisions on changes to the subject or area designation are made by the vice-chancellor.

2.3 Assessment criteria

The successful candidate will be the candidate who is assessed to be the best qualified to carry out the duties required in the teaching post based on an overall assessment of their expertise and development potential. The assessment criteria for the appointment and promotion of teaching staff shall be the degree of the expertise required as a qualification for employment. Further shall apply the degree of administrative and other skills of importance with regard to the content that the University determines for the post and the duties involved in the post.

In addition, the assessment is to take into account the applicant's level of skills in developing and managing activities and staff at the higher education institution, as well as their ability to cooperate with the community at large, and to communicate with the community about research and development activities. In assessing the applicant's qualifications, as much attention is to be given to the assessment of teaching expertise as to the assessment of research expertise or artistic expertise.

In connection with assessments, the qualifications portfolios (or equivalent) decided within each faculty are to be used for each post. These also specify what the applicant is required to submit and what the external experts are to evaluate.

2.3.1.1 Research expertise

Research expertise must have been demonstrated through the applicant's own research.

Criteria for the assessment are, for example:

- The breadth and depth of the research
- Originality in the research
- Productivity
- Contribution to the international research community
- Positions of trust within the research community

2.3.1.2 Artistic expertise

Artistic expertise must have been demonstrated through the applicant's own artistic production.

Criteria for the assessment are, for example:

- Artistic depth and expressiveness
- Artistic originality
- Visibility and esteem within the art world and professional contexts
- Productivity
- Artistic research

- Artistic development work
- Awards, scholarships, etc.
- Commissions as artistic expert.

2.3.1.3 Teaching expertise

The assessment of teaching expertise shall take into account the candidate's demonstrated ability to develop, manage and implement high-quality courses and study programmes, successful supervision of students towards the achievement of good results, and a demonstrated ability to develop advanced educational materials.

Criteria for the assessment are, for example:

- The extent of successfully completed teaching and supervision
- Good ability to communicate knowledge, and engagement and interest in the subject area
- Comprehensive skills in developing courses and in educational activities
- Experience of producing study resources.

Note: As stated at the beginning, all teaching staff employed for an indefinite period – as well as other teaching staff with an employment period of more than two years – must have completed courses in teaching and learning in higher education or in some other way acquired equivalent knowledge within one year of their appointment at the latest. Such qualifications in teaching and learning in higher education shall be assessed under separate arrangements as established by the Vice-Chancellor. However, in the case of part-time employment or if other special grounds exist, this period may be extended to two years.

2.3.1.4 Managerial and administrative skills

Useful qualifications here are various types of managerial roles or roles on bodies within the University sector. These can be roles such as head of department, director of studies, chair or member of committees or boards at various levels within the University or through the development of staff management, quality work, the application of IT, internationalisation work or gender equality work.

Other leadership in academia can also be counted here, i.e. demonstrated ability to manage activities and staff and the ability to organise and lead research projects and research groups. Depending on the specialisation and nature of the post, activities outside the University, as well as international commissions of trust and experience, can also be taken into account.

2.3.1.5 Collaboration with the community at large

Our collaboration task consists of three parts: to inform, to collaborate with the community at large, and to promote the utilisation of the University's research. Since this task is one of the University’s explicit tasks, skills in this area constitute a special assessment criteria. The capacity to interact with other parts of the community is an important part of the university teacher’s role and this requires good insight into various societal processes and the impact that the University’s activities have in these processes.

Factors to consider in the assessment might be, for example:

- Contact-generating information and communications efforts
- Documented contacts from outside academia of a nature relevant for the field
- Successful collaboration projects with external actors
- Significant achievements in contract education and contract research
- Education and outreach efforts with broad spread
- Licensing and commercialisation efforts.

2.3.1.6 Suitability

Concerning the assessment criteria of suitability, the applicant is to demonstrate the personal qualities required to perform the duties in the post well, collaborate with other staff, and contribute to the development of the University.

2.4 Information about the appointment

Section 6 of the Employment Ordinance regulates the obligation to provide information about vacant positions. A government agency that intends to employ a person is to provide information in an appropriate manner so that those interested in the post can register their interest with the government agency within a specified period. There is no need to provide any information if there are special reasons for not providing this information. The notification of the post as vacant, together with the regulations and agreements, constitute the starting points for the work of the recruitment group (or equivalent). What the notification of the post as vacant states concerning the post profile, etc., applies and may not be altered or disregarded during the course of the recruitment. The criteria that will be taken into account in appointing a person to the post must therefore be specified in the notification of the post as vacant if they are not regulated in regulations or agreements.

In addition to being reported to the Swedish Public Employment Service, information on vacant positions must always be published on the University's website. Other modes of publication may be chosen freely. Although the method of publication can be freely chosen, there should be a well-thought-out publication strategy in each individual case to disseminate information about the vacant position. The notification of the post as vacant must always be written in Swedish but should normally also be made available in an English version. Unless there are specific reasons justified in writing, the post should be advertised both nationally and internationally.

The application period is to be at least three weeks unless there are special grounds for a different period.

Section 7 of the Employment Ordinance regulates the obligation to provide information about appointments. Information about the University's decision on the appointment is to be posted on the University's noticeboard. However, information about the University's decision need not be posted on the noticeboard for a post which is expected to last a maximum of six months.

3 PREPARATION FOR APPOINTING TEACHERS

3.1 Academic appointments board

For quality assurace and the preparation of teaching positions that require scientific, artistic, or professional competence, the faculty boards establish an academic appointments board. The appointments board's task includes preparing matters for the decision-making body in a quality-assured way.

The composition of the academic appointments board is regulated in the University's Rules of Procedure. Women and men must be represented equally on the academic appointments board. This does not apply, however, if there are exceptional reasons. In addition to the ordinary members, the Head of Department is to be on the academic appointments board during preparation but not when a decision is made in matters pertaining to their own department. For these cases, the Head of Department may appoint an additional person from the Department to be on the academic appointments board during preparations, but not when decisions are made. External experts may be co-opted to the academic appointments board. The academic appointments board is to bring in officials with particular knowledge of the regulations concerning teaching posts.

The academic appointments board is quorate when the chairperson and at least half of the regular members are present.

3.2 External experts

External expert assessment should normally be applied when recruiting for employment for an indefinite period requiring scientific and/or artistic skills and when hiring assistant senior lecturer.

External expert assessment should also be applied when changing the subject or area designation during ongoing employment.

When appointing and promoting to professor, assessments must be obtained from at least two external experts. In other cases, an assessment must be obtained from at least one external expert. If the assessments are obtained from two or more external experts, women and men must be represented equally. This does not apply, however, if there are exceptional reasons. An external assessment does not need to be obtained if it is clearly unnecessary in view of the circumstances. It is the chair of the academic appointments board who appoints external experts based on a proposal from the Head of Department.

3.3 Preparation

A number of different aspects need to be tackled in the recruitment work for a teaching post – based on the given post profile. The external expert procedure is an important part of the selection process for

research/artistic qualifications in particular. When preparing the case, the academic appointments board – before the application documents are submitted to the external experts (s) – ought to assess the eligibility issue. The appointment committee may, after consultation with the department, exclude applicants who are clearly not eligible for the position before the applications are submitted to the experts. The applicants who have been excluded should be informed that they are not considered for the position.

The task of the external expert is then to assess the competence of the qualified applicants and, on the basis of this assessment – and normally without any internal ranking – to present in an opinion the research/artistic and teaching expertise of the applicants who should be considered in the first instance for the appointment. The external experts should always assess the applicants' pedagogical and scientific/artistic proficiency based on the job announcement but may also be tasked with evaluating other requirements or assessment criteria specified in the announcement.

The forms for the academic appointments board's assessment of the applicants' teaching qualifications may vary depending on the circumstances, but may include, for example, a test lecture, interviews or test teaching.

The preparation of the case is to be characterised by as much care in the assessment of teaching qualifications as of research/artistic qualifications. In the selection and appointment procedures, an objective and impartial approach is to be applied.

3.4. Simplified procedure for appointing certain fixed-term teaching appointments

A simplified appointment procedure, that is, without assessment by external experts, may be applied when recruiting fixed-term teaching staff to temporary replacement, special fixed-term (SÄVA), and postdoctoral fellowship posts.

In local appointment procedures or other local governing documents, each faculty decides itself whether or not such recruitment is to be processed in the relevant Academic Appointments Board.

3.5 Nomination

In accordance with the Higher Education Ordinance Chapter 4 Section 7, the University may nominate an individual for an appointment as a full professor if the appointment of the individual is of exceptional importance for a specific activity at the University. If this occurs, the grounds on which the appointment is of exceptional importance for the University must be placed on record. The nomination procedure is to be used restrictively. (see Section 5).

4 PROMOTION

A senior lecturer or lecturer employed for an indefinite period shall be given the opportunity, upon application by the teacher or on the initiative of the employer, to be assessed for promotion to a higher post within the scope of their employment. Such a promotion – which does not entail a new position – is regarded as an expertise assessment and does not in itself entail any change in the duties of their employment. Applications for promotion must be made in the same subject area in which the applicant is employed.[2]

The evaluation should be conducted with the same care and thoroughness and with consideration of the same eligibility and assessment criteria as for an appointment following a job announcement. When assessing suitability for promotion to professor, in addition to other suitability criteria—such as the personal qualities required to perform the duties of the position well, collaborate with other staff, and contribute to the development of the department—the degree of progression and forward-looking nature of the research should be particularly considered.

It is the appointment committee that assesses whether an application for promotion is satisfactory and should be forwarded for expert review. The appointment committee also makes a comprehensive assessment based on the application documents, expert assessments, and any additional materials and circumstances, and decides whether an application for promotion should be forwarded to the decision-making body. It is the chairperson of the teacher proposal committee who decides to terminate the preparation of the matter.

An associate senior lecturer must, on application, be promoted to senior lecturer if he or she is eligible for employment as a senior lecturer and is assessed as suitable for such an appointment in accordance with the assessment criteria that the University has established for promotion to senior lecturer in the notification of the post as vacant. Additionally, the applicant must demonstrate the personal qualities required to perform the duties of the position well, collaborate with other staff, and contribute to the development of the department. Such a promotion entails indefinite employment as a senior lecturer. Applications for promotion must be made in the same subject area in which the applicant is employed.

An associate senior lecturer who combines their appointment with clinical service must, on application, be promoted to senior lecturer combined with employment by the healthcare authority provided that: they are qualified for employment as a senior lecturer combined with employment by the healthcare authority; and, subject to an assessment, they are found to be suitable for such employment based on the qualifying skills and expertise that the University has specified in the notification of the post as vacant. Additionally, the applicant must demonstrate the personal qualities required to perform the duties of the position well, collaborate with other staff, and contribute to the development of the department. Such a promotion entails indefinite-term employment as a senior lecturer combined with employment with the healthcare authority. Applications for promotion must be made in the same subject area in which the applicant is employed.

[2] The subject area of the appointment is specified in the employment contract.

External expert assessment shall normally be obtained from two external experts – unless there are special reasons to the contrary.

An assessment for promotion from senior lecturer to full professor and from lecturer to senior lecturer may not take place until six months after the candidate has obtained indefinite employment unless special grounds exist.

4.1 Lecturer to senior lecturer

A lecturer who is employed for an indefinite period shall be promoted to senior lecturer if he or she is eligible for employment as a senior lecturer, and in addition is assessed as suitable for such an appointment in accordance with the assessment criteria that the University has established for appointment as a senior lecturer.

For promotion, it is also required to have completed higher education pedagogical training as determined by the rector, as well as the Swedish language proficiency requirement set by the vice-Chancellor.

A university lecturer who has fixed-term employment under Chapter 4 Section 10 of the Higher Education Ordinance (teachers in artistic disciplines) shall be promoted to senior lecturer if he or she is eligible for employment as a senior lecturer, and in addition is assessed as suitable for such an appointment in accordance with the assessment criteria that the University has established for appointment as a senior lecturer. However, with regard to the time limit on the appointment, such a promotion is not to be regarded as a new appointment.

For promotion, it is also required to have completed higher education pedagogical training as determined by the rector, as well as the Swedish language proficiency requirement set by the vice-Chancellor.

4.2 Associate senior lecturer to senior lecturer

An associate senior lecturer who is employed pursuant to Chapter 4, Section 12 a of the Higher Education Ordinance shall, on application, be promoted to senior lecturer if he or she is eligible for employment as a senior lecturer and is assessed as suitable for such an appointment in accordance with the assessment criteria that the University has decided shall be applied to an application for promotion to senior lecturer. The assessment criteria for promotion to senior lecturer must be specified in the notification of the post as vacant for the associate senior lectureship. Such a promotion entails indefinite employment as a senior lecturer.

For promotion, it is also required to have completed higher education pedagogical training as determined by the rector, as well as the Swedish language proficiency requirement set by the vice-Chancellor.

The assessment criteria for promotion must be specified in the notification of the associate senior lectureship post as vacant. Such a promotion entails indefinite-term employment as a senior lecturer.

On application, an associate senior lecturer who combines their employment with clinical service and who is employed under Chapter 4 Section 12 a of the Higher Education Ordinance (1993:100) shall be promoted to

senior lecturer combined with employment by the healthcare authority, if the associate senior lecturer is qualified for such a position and is assessed as suitable under the assessment criteria that the University has decided shall apply.

For promotion, it is also required to have completed higher education pedagogical training as determined by the rector, as well as the Swedish language proficiency requirement set by the vice-Chancellor.

The assessment criteria for promotion must be specified in the notification of the associate senior lectureship post as vacant. Such a promotion entails indefinite-term employment as a senior lecturer combined with employment with the healthcare authority.

Remarks: An associate senior lecturer who is employed in a career-development position under the older provisions in Chapter 4 Section 12 a of the Higher Education Ordinance, and where the recruitment procedure began before 2 April 2018, shall, in accordance with the Appointment procedure for teachers at the University of Gothenburg (Reg. No. V 2016/383) be promoted to senior lecturer if he or she is eligible for employment as a senior lecturer, and in addition is assessed as suitable for such an appointment in accordance with the assessment criteria that the University has established for appointment as a senior lecturer.

Prior to a post as associate senior lecturer being notified as vacant, the assessment criteria to be applied to applications for promotion to senior lecturer must be established.

4.3 Senior lecturer to full professor

A senior lecturer who is employed for an indefinite period shall be promoted to full professor if he or she is eligible for employment as a full professor, and in addition is assessed as suitable for such an appointment in accordance with the assessment criteria that the University has established for appointment as a full professor.

For promotion, it is also required to have completed higher education pedagogical training as determined by the rector, as well as the Swedish language proficiency requirement set by the vice-Chancellor.

A senior lecturer who has fixed term employment under Chapter 4 Section 10 of the Higher Education Ordinance (teachers in artistic disciplines) shall be promoted to full professor if he or she is eligible for employment as a full professor, and in addition is assessed as suitable for such an appointment in accordance with the assessment criteria that the University has established for appointment as a full professor. Completion of a course in doctoral supervision and courses in teaching and learning in higher education as established by the Vice-Chancellor are a requirement for promotion. However, with regard to the time limit on the appointment, such a promotion is not to be regarded as a new appointment.

5 RULES OF PROCEDURE FOR DECISIONS TO NOMINATE A PERSON FOR EMPLOYMENT AS A FULL PROFESSOR

The Higher Education Ordinance Chapter 4 Section 7 lays down that the University may nominate an individual for an appointment as a full professor if the appointment of the individual is of exceptional importance for a specific activity at the University. If this occurs, the grounds on which the appointment is of exceptional importance for the University must be placed on record.

The decision documentation is to contain the following:

1 A needs analysis which describes why the activities and research orientation of the person in question is of exceptional importance for the Department's and the Faculty's activities.

2 An account of the considerations as to why recruitment should not be carried out according to the usual principles after notification of the post as vacant.

3 An account of how the proposed recruitment relates to other universities in a national and international context and why the nomination is justified for this appointment.

4 An account of the assessment carried out in relation to the eligibility and assessment criteria.

5 An account of the total combined expertise of the proposed person in relation to the future direction of activities that has been formulated.

6 An account of the deliberations concerning the gender equality perspective.

7 Funding plan for the appointment.

A question of nomination for appointment as a full professor is submitted by the Faculty Board (or equivalent) but can be initiated at different levels within the University. The decision is made by the Vice-Chancellor and may not be delegated. In connection with the processing of such cases, informal contacts ought to be established between the Vice-Chancellor and the Faculty concerned. The nomination procedure is to be used restrictively and is primarily aimed at facilitating the recruitment of prominent international researchers. This procedure can also be used in exceptional cases and as a strategic instrument for achieving a more balanced gender distribution in the full professor category.

6 DECISION-MAKER

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

The decision to appoint a person as a full professor, adjunct professor or visiting professor is made by the Vice-Chancellor and may not be delegated.

6.2 Appointment of other teaching staff

The decision to employ teaching staff other than full professor, adjunct professor or visiting professor is made in accordance with the Rules of Procedure and The Vice-Chancellor's Delegation of Authority Policy, established by the University Board.

6.3 Decision to change a subject area

A decision to change the subject area is made by the Vice-Chancellor and may not be delegated.[3]

6.4 Appointment of external experts

The decision to appoint external experts is made by the chair of the academic appointments board, following a proposal from the Head of Department.

[3] Regarding joint appointments, a change in the subject or area designation (for example, a change from specialist doctor to senior consultant) does not constitute a change in the joint part of the appointment

7 APPEALS

The University's decision on employment, with the exception of a decision on employment as a senior lecturer in a promotion pursuant to Chapter 4 Section 12 c of the Higher Education Ordinance may be appealed to Higher Education Appeals Board. In addition, a decision pursuant to Chapter 4, Section 13 of the Higher Education Ordinance to reject an application for promotion may be appealed to the Higher Education Appeals Board. The University's statement to the Higher Education Appeals Board is provided by the person who made the decision on the matter and, where appropriate, by the academic appointments board.