Supplementary guidelines – Appointment procedures
for the appointment of teachers at Linnaeus University

This is an English translation of the Swedish original. In the event of any discrepancy between the original and the translation, the original takes precedence.

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Part 1: Template for application

This section contains instructions to applicants for employment as professor, senior lecturer, associate senior lecturer, postdoctoral researcher, and lecturer. The appendix also applies to applications for promotion to professor or senior lecturer, as well as to applications for appointment as associate professor.

The application should be structured in accordance with the template presented below. When applying for an advertised position, the advertisement should be used as a basis for the description of required qualifications. Upload the application as an attachment when you register your application on the Linnaeus University website (“Work at the university”)

In addition to the application, certificates such as the following may be included:

- university degrees and other degrees that are referred to in the application
- docent certificate
- written statements from a head of department or the like, containing a qualitative assessment of teaching expertise
- compilations of course evaluations
- management training certificates.

Any qualifications brought up in the application must be supported by documentation.

1 THE APPLICATION

State what position the application is for, including its registration number. When applying for promotion to or appointment as associate professor, the relevant subject field should be included. According to the appointment procedures, applications for promotion normally concern the subject in which the applicant is employed at the time of application.

1.1 Information about the applicant

- Name
- Personal identity number
- Address
- Telephone number
- Mobile number
- Email address
2 CV

2.1 Personal data
Name
Date of birth

2.2 Degrees
List university degrees along with the year, the name of the degree, the subject, and the name of the institution that awarded the degree. If you have a review of your doctoral thesis, this should be appended.

2.3 Additional education
State any other relevant education, training, and degrees.

2.4 Appointment of associate professor
Applicants who qualify for appointment as associate professor should state subject field, year, and higher education institution.

2.5 Employment
Current employment, including the exact name of the position and the employment period.
Previous employments along with names and employment periods.
Leaves of absence and the reasons for these leaves.

2.6 Additional information
Assignments, grants and scholarships, etc.

3 DECLARATION OF INTENT/POLICY STATEMENT
Plans and visions for the future, regarding both research and teaching within the framework of the position/promotion/appointment applied for (no more than one page). Plans and visions for the future regarding, for instance, third stream activities and management may also be brought up here.
If the application is for promotion to professor, the declaration of intent/policy statement should include a consideration of the need of a professor in the relevant subject field. The current operational plan and plan for skills supply should serve as a basis for this.

4 ACADEMIC QUALIFICATIONS

For employments for which artistic expertise constitutes a qualification or assessment criterion for the employment, see Section 5.

4.1 Description of academic work

Description of the applicant’s own academic work. The description should give a coherent and comprehensive account of any work of relevance to the position, up to the date of application. The applicant’s own role in this, as well as the progression and academic and societal value of their research, must be clear. Research results should also be presented from an international perspective.

The description should be at least two, and no more than five pages long.

4.2 Publications

- Selection

The applicant should select a maximum of ten publications in support of their application, which may be research publications as well as other kinds of publications of relevance to the position. There should be a brief explanation as to why these particular publications were selected, and the applicant’s contribution to works with more than one author should be made clear. The same numbering should be used for the selection of works as for the complete list of publications (see below).

- Full list of publications

The publications may be listed under separate subheadings:

- Monographs
- Peer-reviewed articles
- Other research articles
- Anthologies
- Other research works
- Other publications such as textbooks and popular scientific publications

All publications should be numbered. It must be clear from the list which publications are submitted for expert review. These publications should be included with the application.
4.3 External research funding
List of external research funding and major funding obtained by the applicant as a principal or co-applicant. Indicate principal and co-applicants. Grantor, amount, and date should be stated clearly.

4.4 Other academic qualifications
For instance:
Service as an external reviewer at a public defence or as a member of an examining committee, as well as service as an external expert.
International experience.
Participation in national or international conferences in the relevant research field.
Membership in editorial/advisory boards for international journals, as well as service as a peer reviewer for journals. State the names of the relevant journals along with number of reviews per year.
Work with building and managing research teams.
Work with establishing and developing research collaborations within and outside academia.

4.5 Awards and honours, membership in academies, etc.

5 ARTISTIC QUALIFICATIONS
This section should be completed in cases where artistic expertise constitutes a qualification or assessment criterion for the relevant position or appointment.

5.1 Description of artistic work
The description should be in the form of an essay. It should give a coherent and comprehensive account of any work of relevance to the position, up to the date of application. It must be clearly indicated what role the applicant has played in this work and how the applicant’s artistic work has progressed.

5.2 Artistic qualifications
- Selection
  The applicant should select a maximum of ten artistic works in support of the application. There should be a brief explanation as to why these particular works were selected, and the applicant’s contribution to works with more than one contributor should be made clear.
- Full list of qualifications
List all other artistic/academic qualifications.

6 PEDAGOGICAL QUALIFICATIONS

6.1 Pedagogical approach and pedagogical work

The applicant should present and explain their own fundamental approach, and how this approach manifests in their own work. The applicant is required to explain and justify their teaching practice, and to reflect upon this from the point of view of pedagogical theory and systematised experience relative to the content and structure of their own discipline.

The description should be at least two, and no more than five pages long.

6.2 Pedagogical training

List courses in teaching and learning in higher education, doctoral supervision courses, teacher training, and pedagogical conferences, seminars, and projects. Specify dates and scope.

6.3 Teaching experience

Describe your teaching experience as regards first- and third-cycle courses and programmes, as well as CPD courses. Specify number of credits, scope, level, and degree of responsibility for each course. Describe your experience of different kinds of examination and teaching.

6.4 Experience as a supervisor

- Supervision in first-cycle education; indicate the number of supervised projects.
- Supervision in third-cycle education; for each supervised project, indicate the student’s name, year of admission and graduation, and, when applicable, the names of any other supervisors. You should also list ongoing supervision of doctoral students; indicate whether you are the principal or an assistant supervisor, along with the doctoral student’s year of admission.

6.5 Course development and education administration

Describe planning and development work for the listed courses. Indicate any assignments as, for instance, director of studies, study counsellor, subject coordinator, and course coordinator.
6.6 Pedagogical publications and teaching materials
Production of teaching materials:
Books, articles etc.
Compendia/course material. Indicate form, level, scope, and significance for the course. It should be clear from the list which publications are cited in support of the application (see Section 4.2).

6.7 Awards and honours

6.8 Other pedagogical qualifications
List activities such as participation in pedagogical conferences, pedagogical development work, national or international teacher exchanges, etc.

6.9 Evaluation of pedagogical work
Any written compilation of qualitative assessments of the candidate’s teaching expertise (from a head of department or a director of studies) should be submitted with the application. This includes compilations of course evaluations – but not single, individual evaluations.

7 MANAGEMENT WORK AND ADMINISTRATIVE QUALIFICATIONS
7.1 Describe experience of, for instance:
Operational and staff management and development in and outside academia. Describe any work with work environment, skills supply, and other relevant tasks connected to operational and staff management, such as work with budgets or finances.
Staff and financial administration.
Research administration.
Other professional and non-profit services and assignments.

7.2 Planning and hosting conferences
For instance, as a host or a theme coordinator.

7.3 Management training
Courses in management.
7.4 Review work pertaining to research and educational policy

Membership of state research councils or committees, and of other funding boards or committees. Service as reviewer of Swedish or foreign research applications, and similar services of relevance to the position. Service as reviewer of projects, courses, or the like.

8 THIRD STREAM ACTIVITIES

Describe any third stream activities that you have been involved in, from the point of view of your own research and teaching. Describe how you have made your own research known, available, and useful, with the aim of promoting knowledge exchange and joint learning.

Describe third stream activities involving businesses and industry as well as authorities, cultural institutions, and other organisations.

Include experience of third stream activities in areas such as

1. counselling, knowledge exchange, and popular adult education (e.g., appearances in media, public lectures, and panel discussions)

2. innovation and utility (e.g., patents and patent applications, commercialisation of research results, referrals, and reviews and audits)

3. management (e.g., building and maintaining relevant networks (nationally and internationally), and membership of advisory boards)

4. education (e.g., contract education, services as an external reviewer (or the like), and guest lectures)

5. research (e.g., development and innovation projects, external funding received through third stream activities)

9 PROFESSIONAL EXPERTISE

To be completed in cases where professional expertise constitutes a qualification or assessment criterion.

Use the professional expertise requested in the advertisement as a basis. See also Linnaeus University’s appointment procedures.

Part 2: Instructions for external experts

2.1 Procedure

The HR partner assigned to the case will provide you with all the relevant documents. The HR partner is also the one who convenes preparatory bodies and
external experts for briefings and planning meetings, when needed. The HR partner is your point of contact throughout the process. If the review concerns an application for promotion to professor, there is a briefing before the review work begins.

Considering the significance of your role as an external reviewer, it is of utmost importance that there are no conflicts of interest. If you (the external expert), have not been asked about potential conflicts of interest, we urge you to contact the relevant HR partner without delay.

If the review concerns applications for a vacancy, you should send your final assessment report to the relevant HR partner, along with a clear indication of top candidates, with no internal ranking. Once the HR partner has received your assessment report, they will register and file it.

If your review concerns an application for promotion, or for appointment as associate professor, you should send your final assessment report to the HR partner, who will then register and file it.

Based on your assessment, the preparatory body will subsequently invite applicants to an interview, and ask them to give a trial lecture. The trial lecture is open to the public, and students, staff at the department, and others have the opportunity to attend. If needed, you (the external expert), may also be asked to attend.

The interview will be attended by members of the drafting body, any adjunct members, the HR partner, and – if need be – you (the external expert). The purpose of the interview is to gather additional support for the assessment of the applicant’s expertise relative to the relevant position.

If you (the external expert) have attended the trial lecture and the interview, you should send a new assessment, again including a clear indication of top candidates with no internal ranking, to the HR partner.

When the preparatory body have made their assessment, they will submit their proposal for the position, and the dean (or the vice-chancellor in cases of professorships) will then make the final decision. The decision will be posted on the university’s official notice board. Rejected applicants may appeal the decision within three weeks. It is only when these three weeks have passed that your service as an external expert is officially concluded, and the fee can be paid.

2.2 Support for assessment

The appointment procedures state that qualifications are prerequisite skills needed in order to be eligible for a certain position, whereas assessment criteria are skills that may be required or that are particularly useful for the position. A certain skill may thus constitute both a qualification and an assessment criterion for a certain post.

2.2.1 External expert review in the recruitment of new staff

In the recruitment of new staff, an approved recruitment profile is used. The recruitment profile contains a job description, the subject area, qualifications and assessment criteria, and, when applicable, instructions as to how the assessment criteria should be ranked. Linnaeus University’s appointment procedures and the
recruitment profile together constitute the basis for your work as an external expert, and the skills that are specified in the recruitment profile constitute the support for your assessment.

In preparation of the review, the following support documents should be made available to you:

- Linnaeus University’s appointment procedures
- supplementary guidelines (which include instructions for external experts)
- the recruitment profile
- a list of all the applicants
- applications, including cited works
- time plan for the review work
- information about the reviewer’s fee and payment procedure.

2.2.2 External expert review of applications for promotion to professor

If you are reviewing an application for promotion to professor, there is no recruitment profile. In cases of promotion, the review is normally based on the position that the applicant has at the time of application. The dean and subsequently the vice-chancellor may decide that the review should be based on a different subject field, or a different subject specialisation. If so, you will be informed of the decision. Qualifications and assessment criteria for the higher ranking position are specified in the appointment procedures. In cases of promotion to professor, the need of a professor in the relevant subject has been assessed. As an external expert, you will have access to the needs assessment as part of your assessment support.

In preparation of the review, the following support documents should be made available to you:

- Linnaeus University’s appointment procedures
- supplementary guidelines (which include instructions for external experts)
- needs assessment
- application, including cited works
- time plan for the review work
- information about the reviewer’s fee and payment procedure.

2.2.3 External expert review of applications for promotion of associate senior lecturer to senior lecturer

In cases of promotion of associate senior lecturer to senior lecturer, the expert review is based on the recruitment profile for the position of associate senior lecturer. Qualifications and assessment criteria for the higher-ranking position are specified in the appointment procedures.

In preparation of the review, the following support documents should be made available to you:

- Linnaeus University’s appointment procedures
- supplementary guidelines (which include instructions for external experts)
- recruitment profile for the position of associate senior lecturer
• application, including cited works
• time plan for the review work
• information about the reviewer’s fee and payment procedure.

2.2.4 External expert review of applications for appointment of associate professor

In cases of appointment as associate professor, the expert review is based primarily on research qualifications. In the assessment of whether the applicant is qualified for appointment as associate professor, “another thesis” may guide the process, and the applicant must have demonstrated independence in their post-degree research. Independent post-degree research should be reported in international academic journals, or have been made internationally available in some other way. Individual requirements of the specific subject or subject field should also be taken into consideration.

In order to be considered to have the teaching expertise required for appointment as associate professor at Linnaeus University, the applicant must previously have been deemed to qualify for the position of senior lecturer and have completed a doctoral supervision course, or in some other way have documented equivalent skills and knowledge. The applicant should also have a record of experience of, and skills in, doctoral supervision or supervision of degree projects at the first- and second-cycle level.

In preparation of the review, the following support documents should be made available to you:

• Linnaeus University’s appointment procedures
• supplementary guidelines (which include instructions for external experts)
• application, including cited works
• time plan for the review work
• information about the reviewer’s fee and payment procedure.

2.3 The external expert’s report

The external expert’s assessment report should be organised under the headings specified below.

If the review concerns applications for a vacant post, it should be clear that the assessment is based on the qualifications and assessment criteria that are specified in the recruitment profile. Each applicant should be discussed separately, and it must be clear whether or not the applicant is qualified for the post. Based on the ranking of assessment criteria in the recruitment profile, you should also give a holistic assessment of all the applicants and their qualifications in a summary. The report should end with the names of the applicants that you consider to be the top candidates, with no internal ranking.

If you consider an applicant’s documentation of qualifications to be insufficient for you to be able to make a full assessment, you may request further documentation via
the HR partner. If sufficient assessment support is missing, this should be clearly stated in the assessment report. In the assessment report, you may also state which areas need further elaboration, for instance at the interview for the position.

2.3.1 Headings for the organisation of the external expert’s report

Information about the applicant

CV

Degrees

Other education

Discuss the applicant’s education relative to the recruitment profile, including qualifying education. If anything is unclear and needs to be checked, you should state this clearly.

Qualifications required for appointment as associate professor

Discuss the applicant’s qualifications relative to the requirements for appointment as associate professor.

Employment

Assessment of the applicant’s professional experience and its relevance for the relevant post/promotion/appointment.

Declaration of intent/policy statement

Discuss the applicant’s declaration of intent/policy statement relative to the relevant post/promotion/appointment.

Academic qualifications

To be assessed on the basis of the research works cited in the application. A quantitative assessment of the applicant’s academic output, often measured in number of research works and total amount of time spent on research after the doctoral degree. A qualitative assessment of the applicant’s academic output, considering progression, scope, and depth.

Other academic qualifications that may be considered include:

- external research funding and major funding obtained by the applicant as a principal or co-applicant
- awards and honours, membership of academies, etc.
- additional academic qualifications such as service as an external reviewer at a public defence or as a member of a review board, service as an external expert, international experience, employment as a post doctor, and national and international collaborations
- participation in national and international conferences related to the research field
- membership of editorial/advisory boards for international journals, as well as service as a peer reviewer for journals
- work with building and managing research teams
- work with establishing and developing research collaborations within and outside academia.
Research expertise
To be assessed in terms of the academic and societal value of cited research works and the applicant’s role in said research. The assessment should also consider academic originality, and the number of peer-reviewed publications in well-renowned journals, as well as the applicant’s national and international work and status, and their success in obtaining internal and external research funding, individually or together with others. Individual requirements of the specific subject or subject field should also be taken into consideration.

Artistic qualifications
To be assessed on the basis of the works cited in the application. A quantitative and qualitative assessment of the applicant’s artistic output, often measured in number of works and their quality. Additional artistic and any academic qualifications should also be assessed.

Artistic expertise
To be assessed in terms of the value of the artistic work and the applicant’s role in this work. The assessment should also consider artistic originality, and the applicant’s own progression in their artistic work. Assess the degree of independence and productivity.

Pedagogical qualifications
To be assessed in terms of the following areas:

• experience of teaching first- and third-cycle courses and programmes, as well as CPD courses
• experience as a supervisor
  - in first- and second-cycle education; indicate the number of supervised projects
  - in third-cycle education; for each supervised project, indicate the student’s name, year of admission and graduation, and, when applicable, the names of any other supervisors
  - ongoing supervision of doctoral students; indicate whether the applicant is the principal or an assistant supervisor, along with the year of admission.
• pedagogical training
  - courses in teaching and learning in higher education
  - teacher training
  - pedagogical conferences, seminars, and projects
• overall pedagogical development and education administration
  - responsibility for, and active development of, listed courses
  - appointments as, for instance, director of studies or study counsellor
• pedagogical works and teaching materials
  - books, articles, etc.
  - compendia/course material. Form, level, scope, and significance
• awards and honours
• additional pedagogical qualifications

Teaching expertise
The assessment should be based upon the applicant's description of their pedagogical work. Any ranking of pedagogical qualifications in the recruitment profile should be taken into consideration in the assessment.

The assessment of teaching expertise should be concluded with a holistic assessment of the applicant's teaching expertise relative to the recruitment profile (in cases of promotion, the assessment should be based on the requirements stated in the appointment procedures).

**Management and administration qualifications**

Operational and staff management and development in and outside academia. Work with work environment, skills supply, and other relevant tasks connected to operational and staff management, such as work with budgets or finances.

Staff and financial administration.

Research administration.

Other professional and non-profit services.

**Planning and hosting conferences**

For instance, as a host or theme coordinator.

**Management training**

Courses in management.

**Review work pertaining to research and educational policy**

Membership of state research councils or committees, and of other funding boards or committees. Service as reviewer of Swedish or foreign research applications, and similar services of relevance to the position. Service as reviewer of projects, courses, or the like.

**Experience of third stream activities**

Assess experience of third stream activities from the point of view of the applicant’s research and teaching. Assess how the applicant has made their research known, available and useful in order to increase knowledge exchange and joint learning.

Assess experience of third stream activities involving businesses and industry as well as authorities, cultural institutions, and other organisations.

Assess experience of third stream activities in areas such as

1. counselling, knowledge exchange and popular adult education (e.g., appearances in media, public lectures, and panel discussions)

2. innovation and utility (e.g., patents and patent applications, commercialisation of research results, referrals, and reviews and audits)

3. management (e.g., building and maintaining relevant networks (nationally and internationally), and membership of advisory boards)

4. education (e.g., contract education, services as an external reviewer (or the like), and guest lectures)
5. research (e.g., development and innovation projects, external funding received through third stream activities.

**Professional expertise**

To be assessed in cases where professional expertise constitutes a qualification or assessment criterion.

In this assessment, the professional expertise requested in the advertisement should be used as a basis. See also Linnaeus University’s appointment procedures.

**Does the applicant have the qualifications specified in the recruitment profile?**

This should be answered with a simple “yes” or “no”.

**Priority**

In order to be eligible for priority assessment, the applicant must be considered to meet all the specified qualification criteria. When a priority assessment is made, several assessments of how well the applicant’s qualifications match those listed in the recruitment profile are brought together.

A unified assessment of the applicant’s qualifications in relation to the recruitment profile should then result in one of the following alternatives:

1: acceptable
2: medium priority
3: high priority.

In cases of promotion, the assessment should be based on a holistic assessment of those skills that are qualifying and constitute assessment criteria for the position.

**Part 3: Promotion to professor or senior lecturer, and appointment of associate professor**

The faculty is responsible for handling cases of promotion and appointment of associate professors.

Applications for promotion or appointment as associate professor may be submitted at any time, throughout the year. Applications should be sent to registrar@lnu.se.

When an application has been registered with the registrar, it is forwarded to the relevant HR partner, and subsequently to the relevant faculty.

**3.1 Promotion of senior lecturer to professor**

Linnaeus University allows for promotion in accordance with the appointment procedures, reg.no: LNU 2012/359.

Applicants should send an application for promotion to the registrar, addressed to the relevant faculty. An application for promotion should be structured in accordance with the template for application; see Part 1 above.
3.1.1 Assessment of the need for a professor

Before an application for promotion of a senior lecturer employed until further notice to professor can be reviewed, the long-term need for a professor in the relevant subject – and, when applicable, the relevant knowledge environment – has to be determined. Such a need must be supported by the faculty’s operational plan and plan for skills supply and be communicated to members of staff at the department/faculty.

An application for promotion to professor is thus initially reviewed relative to the relevant plan for skills supply and financial situation. This review is conducted by the dean, with the support of the relevant head of department. In the review work, the head of department, relevant subject coordinators, coordinators for relevant knowledge environments, and any other deans concerned should be consulted, so as to provide the vice-chancellor and the dean responsible with an assessment support that is as comprehensive as possible as regards the strategic possibilities with a promotion.

The dean’s assessment of the need of a professor should be structured in accordance with the template for such assessment, and either deny or confirm the need. The needs assessment should not include an assessment of qualification. Qualification should instead be assessed by external experts, and subsequently by the faculty’s recruitment body.

Together with Linnaeus University’s strategic goals for skills supply, the dean’s needs assessment constitutes the basis for the vice-chancellor’s holistic assessment of the need for a professor in the relevant subject. Based on the needs assessment, the vice-chancellor subsequently decides whether or not the application should be further reviewed by external experts.

The external expert review normally concerns the subject and the specialisation in which the applicant has their employment. The vice-chancellor may decide that the review should be made relative to a different subject or specialisation. A different specialisation may be considered depending on the identified need.

Provided that the need is confirmed, a promotion to professor may be approved if the external experts consider the applicant to meet the requirements for the position of professor.

3.1.2 External expert review

In preparation of the expert review of an application for promotion to professor, the dean decides, in consultation with the subject concerned, who should serve as external experts. There are normally two external experts, who should themselves have the qualifications of a professor. Before the dean makes a decision, the applicant should have the opportunity to express their opinion on the choice of external experts.

The expert review of qualifications should be based on Linnaeus University’s Appointment procedures for the appointment of teachers, reg. no LNU 2012/359.

In preparation of the review, there is a briefing meeting between the external experts, the faculty, and the relevant HR partner, regarding the review work and the identified need.
The HR partner subsequently provides the external experts with the following documents:

- Linnaeus University’s appointment procedures
- supplementary guidelines (including instructions for external experts)
- needs assessment
- application, including cited works
- time plan for the review work
- information about the reviewer’s fee and payment procedure.

3.1.3 Approval of promotion of senior lecturer to professor

Based on the external experts’ reports, the preparatory body decides to advise the dean either to promote or not to promote the applicant to professor. The dean, in turn, advises the vice-chancellor, who makes the final decision.

3.2 Promotion of lecturer to senior lecturer

Linnaeus University allows for promotion of a lecturer employed until further notice to senior lecturer in accordance with the appointment procedures, reg. no: LNU 2012/359. Applications for promotion should be sent to the registrar, addressed to the relevant faculty. An application for promotion should be structured in accordance with the template for application; see Part 1 above.

In promotion to senior lecturer, research expertise is deemed sufficient if the applicant has been awarded a doctoral degree. The preparatory body reviews the application based on the requirements stated in the appointment procedures for the position of senior lecturer.

3.2.1 Approval of promotion of lecturer to senior lecturer

The decision regarding promotion of a lecturer to senior lecturer is made in accordance with the faculty’s scheme of delegation.

3.3 Promotion of associate senior lecturer to senior lecturer

Linnaeus University allows for promotion of an associate senior lecturer to senior lecturer in accordance with the appointment procedures, reg. no: LNU 2012/359. Applications for promotion should be sent to the registrar, addressed to the relevant faculty. An application for promotion should be structured in accordance with the template for application; see Part 1 above.

An application for promotion to senior lecturer must be submitted and reviewed before the employment as an associate lecturer ends.

3.3.1 External expert review

The appointment procedures stipulate that an application for promotion of an associate senior lecturer to senior lecturer should be reviewed by two external experts. These experts may be the same as those appointed for the recruitment
process. The assessment criteria for promotion are specified in the recruitment profile for the position of associate senior lecturer.

The HR partner provides the external experts with the following documents:

- Linnaeus University’s appointment procedures
- supplementary guidelines (including instructions for external experts)
- recruitment profile for the position of associate senior lecturer
- application, including cited works
- time plan for the review work
- information about the reviewer’s fee and payment procedure.

3.3.2 Approval of promotion of associate senior lecturer to senior lecturer

The decision regarding promotion of an associate senior lecturer to senior lecturer is made in accordance with the faculty’s scheme of delegation.

3.4 Appointment of associate professor

Linnaeus University allows for appointment as associate professor of an applicant from within the university, if the applicant meets the qualification requirements, and unless there are extraordinary reasons to the contrary. Applications for appointment as associate professor should be sent to the registrar, addressed to the relevant faculty. The application should be structured in accordance with the template presented in Part 1 above.

If the applicant is not employed by Linnaeus University, the benefit of the appointment to the subject and the university should be reviewed. Such review is conducted by the relevant department together with the dean, immediately following registration of the application with the registrar.

3.4.1 External expert review

After having consulted with the relevant subject, the dean decides who should serve as external experts. There are normally two external experts, who should themselves have the qualifications of a professor. Before the dean makes a decision, the applicant should have the opportunity to express their opinion on the choice of external experts.

The HR partner subsequently provides the external experts with the following documents:

- Linnaeus University’s appointment procedures
- supplementary guidelines (including instructions for external experts)
- application, including cited works
- time plan for the review work
- information about the reviewer’s fee and payment procedure.

Appointment of an associate professor is based primarily on research qualifications. In the assessment of research qualifications, “another thesis” may guide the process, and the applicant must have demonstrated independence in their post-degree research. Independent post-degree research should be reported in international
academic journals or have been made internationally available in some other way. Individual requirements of the specific subject or subject field should also be taken into consideration.

In order to be considered to have the teaching expertise required for appointment as associate professor at Linnaeus University, the applicant must previously have been deemed to qualify for the position of senior lecturer, as well as have completed a doctoral supervision course, or in some other way have documented equivalent skills and knowledge. The applicant should also have a record of experience of, and skills in, doctoral supervision or supervision of degree projects at the first- and second-cycle level.

3.4.2 Approval of appointment of associate professor
Based on the external experts’ reports, the preparatory body decides to advise the dean either to appoint or not to appoint the applicant as an associate professor at Linnaeus University. The appointment is not an employment.