



Guide to Appointment procedures
for the appointment of teachers at Linnaeus University

Approved by the Rector

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Part 1: Template for application

This section contains guidelines for applicants to the position of professor, senior lecturer, post-doctoral researcher and lecturer. It also applies to applications for promotion to professor or senior lecturer, and for associate professor appointments.

The application must be completed according to the guidelines below. Upload the document as an attachment when you register your application on our website, via the link “Jobs and vacancies”.

In addition to the application form, certificates may be enclosed such as:

- university degrees and other degrees, certificates or diplomas which are mentioned in the application
- a associate professor certificate, if applicable
- any written testimonials from heads of department (or equivalent), containing a qualitative assessment of teaching expertise
- a compilation of course evaluations
- management training

1 APPLICATION

State which position the application concerns, including the day-book number (dnr). If the application concerns a promotion or a position as associate professor, the subject field must also be indicated.

1.1 Personal details about the candidate

- Name
- Civic registration number
- Address
- Telephone number
- Mobile telephone number
- E-mail address
- List of enclosed documents
- Signature

2 CV

2.1 Personal details

Name

Date of birth

2.2 Degrees

Indicate university degrees, including year, qualification title, subject and higher education institution. Any doctoral thesis appraisal should also be enclosed.

2.3 Other education

State any other relevant education/training and degrees, certificates or diplomas.

2.4 Associate professor

Applicants who have acquired associate professor qualifications are to indicate subject field, appointment year and higher education institution.

2.5 Employment history

Current employment, including the exact job title and duration.

Previous employment, including job titles and duration.

Leave of absence periods, and the reasons for these.

2.6 Other information

Assignments, commissions, scholarships, etc.

3 DECLARATION OF INTENT/POLICY

Plans and visions for the future regarding both academic and pedagogical work within the framework of the employment applied for (max one page).

4 ACADEMIC QUALIFICATIONS

(See point 5 for information about appointments of an artistic nature.)

4.1 Description of academic work

A description of the applicant's own academic efforts, which should provide a coherent and complete picture of the work the candidate has performed up to the date of application, and which is relevant to this position. It should clearly describe the applicant's own roll and responsibilities, as well as the development of the applicant's academic work, and the academic and social contribution the research projects have made. The research results should also be highlighted from an international perspective.

This section should comprise at least two pages, but not more than five.

4.2 Publications

- **Selection**

The applicant may select a maximum of 10 publications which are cited in support of the application, comprising academic as well as any other works. The selection should be accompanied by a brief motivation, and the author's own contribution in multi-author works must be clearly stated. The selected publications must have the same reference numbers as in the complete list of publications (see below).

- **Complete list of publications**

The publications may be listed under separate headings:

- Monographs
- Peer-reviewed articles
- Other academic articles
- Anthologies
- Other academic work
- Other work, such as course literature and work of a popular scientific nature

Each publication must be uniquely numbered. It should emerge clearly from the list which publications the applicant submits for review by an external subject specialist.

4.3 External research funding

List external research funding and other major resources received as main or joint applicant. For each grant, indicate the name of the main applicant and any joint applicant(s). Also provide information about the funding body, amount and date.

4.4 Other academic qualifications

For example, provide information about the following:

Any commissions as an opponent, member of an examining committee, or external subject specialist.

International experience.

Participation in national and international conferences relevant to the field of research.

International journal editorial/advisory board assignments, and referee assignments for journals. State which journals and the number of commissions per year.

4.5 Distinctions, awards, academy membership, etc

5 ARTISTIC QUALIFICATIONS

(To be filled in only for appointments of an artistic nature.)

5.1 Description of artistic work

The description should be in the form of an essay, and provide a coherent and complete picture of the work the candidate has performed up to the date of application, and which is relevant to this position. It should clearly describe the applicant's own role and responsibilities, as well as the development of the applicant's artistic work.

5.2 Artistic qualifications

- **Selection**

The applicant may select a maximum of 10 artistic works which are cited in support of the application. The selection should be accompanied by a brief motivation, and the candidate's own contribution in multi-artist works must be clearly stated.

- **Complete list**

The applicant must submit a complete list of all other artistic/academic achievements.

6 PEDAGOGICAL QUALIFICATIONS

6.1 Basic pedagogical outlook and educational work

Candidates shall submit a description of their basic pedagogical view and how this is expressed in their own work. They should also provide a motivation for and reflections on their own teaching practice, based on

pedagogical theory and systematized experience in relation to the content and structure of their own discipline.

This section should comprise at least two pages, but not more than five.

6.2 Pedagogical training

State any higher education teacher training courses, training in doctoral supervision, teacher education, pedagogical conferences, seminars and projects. Include dates and scope.

6.3 Teaching experience

Describe teaching experience in first-cycle (undergraduate) and third-cycle courses and study programs, and in further professional education and training. State the scope, width, level and degree of responsibility for the courses mentioned. Also describe experience of various examination and teaching methods.

6.4 Supervisor experience

- In first-cycle (undergraduate) education – state the number of supervised degree projects.
- In third-cycle education – state the doctoral student's name, year of admission and graduation, and any other supervisors where applicable. Also describe any supervision of doctoral students which is currently taking place, either in the capacity of principal or assistant supervisor, and include the student's year of admission.

6.5 Course development and education administration

Describe the planning and development work involved in listed courses. Also list assignments such as director of studies, student counsellor, subject representative and course coordinator.

6.6 Pedagogical work and study materials

Production of study materials:

Books, articles, etc.

compendiums/course materials Indicate form, level, scope and significance for the course.

It should emerge clearly from the list which publications the applicant cites in support of the application (see also 4.2 above).

6.7 Distinctions and awards

6.8 Other pedagogical qualifications

This can be, for example, participation in pedagogical conferences, educational development work, or national and international teacher exchange programmes.

6.9 Assessment of pedagogical work

Written compilations from the heads of department or directors of studies, containing a qualitative assessment of the candidate's teaching expertise, should also be submitted. If applicable, include compilations of course evaluations – not single individually submitted assessments.

7 ADMINISTRATIVE QUALIFICATIONS AND MANAGEMENT TASKS

7.1 Describe assignments and experience of, for example

Organizational development and management, including university and non-university human resource management.

Staff and financial administration.

Research administration.

Other professional and voluntary assignments.

7.2 Contribution to planning and execution of conferences

For example as organizer or panel coordinator.

7.3 Management training

7.4 Research and education policy tasks

Membership in governmental research councils or committees, or in the board/committee of other funding bodies. Assignments involving the assessment of Swedish or foreign research applications, or similarly relevant commissions. Indicate also evaluations of projects, education programmes or equivalent.

8 EXPERIENCE OF THIRD-STREAM ACTIVITIES

Applicants list third-stream activities – e.g. liaisons with trade or industry – using their own academic and educational work as a starting point, and include any information about their own patents, liaisons with public authorities, cultural organizations, and national and international networking.

Also include efforts regarding the spreading of information about research and development work, such as non-academic lectures, work with social media, conference talks, book reviews, etc.

9 OTHER PROFESSIONAL SKILLS

(To be filled in only for appointments on a non-academic or non-artistic basis.)

Other professional experiences or skills which are of relevance to the employment.

Part 2: Instructions for external subject specialists

Introduction

The recruitment profile contains a description of the tasks and responsibilities of the position, subject field, and assessment criteria – such as qualification requirements and other bases for assessment – as well as information on how these criteria are weighted. This is the most important document for assessment, together with Linnaeus University's Appointment procedures.

No recruitment profiles are used when assessing cases regarding promotion. In such cases, the appraisal is typically based on the current employment base of the applicant, as well as on the requirements described in the appointment procedures. The Rector may decide that the appraisal is to be based on a different subject field.

Assessment reports of associate professor applications may be written in accordance with the guidelines below. The candidates' competence is assessed on the basis of criteria described in part 3 of this Guide to Appointment procedures.

Considering the significance of your role as external subject specialist in this type of appointment, it is absolutely essential that no impairment of independence exists. If you, as external subject specialist, have not been asked about possible impairment, you are required to contact the responsible personnel consultant immediately.

Procedure

The personnel consultant provides the external subject specialist with the appropriate documents, and will – if necessary – summon him/her together with the chairman of the preparatory body in question for discussion and detailed planning of the case. This personnel consultant is also your contact person during the remaining recruitment process.

You will send your preliminary assessment report – which should include a clearly identified top group with no order of preference – to the personnel consultant.

Based on the identified top group, the preparatory body will summon the appropriate candidates for trial lectures and interviews. A trial lecture may also be attended by students, subject representatives from the school or department, and others.

The interview will enable applicants to present themselves and their previous work before the board. Attendance at interviews is restricted to members of

the preparatory body and any specifically co-opted persons. Where applicable, external subject specialists may also attend.

You will send your definitive assessment report to Linnaeus University's registrar.

When the preparatory body has made its assessment, a proposal is submitted with the name of the person who should be appointed. The dean (or the Rector in case of an appointment as professor) will make the final decision about the appointment. This decision is then published on Linnaeus University's official notice board. Other applicants may appeal the decision within three weeks. Your assignment as external subject specialist does not formally end until after the final appeal date.

Bases for assessment

The following information will be made available to you before the assessment process:

- Linnaeus University's Appointment procedures
- instructions for external subject specialists
- the recruitment profile (does not apply to cases regarding promotion)
- list of candidates
- application documents, including cited work experience
- a time schedule for the assignment
- information about payment procedures and remuneration for the assignment as external subject specialist

Report

Your report must include the sections described in the guidelines below. It must also mention that the assessment is based on the criteria which are defined in the recruitment profile. There must be a separate appraisal in the report of each applicant, including a conclusion whether they are qualified for the position or not. After applying the weighting which is defined in the recruitment profile, you will provide a complete appraisal of all candidates and their qualifications in a summary report. The appraisal report concludes with a list of names in order of preference, within an identified top group. Please note that an order of preference should only be included in your definitive assessment report, which is produced after the interviews and trial lectures. Your preliminary assessment report, which is submitted before the interviews and trial lectures, should only contain a clearly identified top group with no order of preference.

You are not to take into account the gender equality aspect or the candidates' personal characteristics in your final considerations.

If you consider the qualification documents of any of the applicants to be insufficient for a complete assessment, additional papers must be requested via the responsible personnel consultant. It should be clearly stated in the appraisal report if such a request is not made. Your report may also include

information about which areas require clarification. A candidate may, for example, be asked to provide complementary information regarding a certain area during the interview.

Assessment criteria

The following grounds form the framework for assessment of candidates for employment or promotion:

Personal details about the candidate

CV

Personal details

Degrees and qualifications

Other education

Assess the candidate's education and training in relation to the vacant position. With regard to compulsory education, such as higher education teacher training or doctoral supervision training, indicate if anything is unclear and should be checked.

Associate professor qualifications

Assess the candidate's qualifications in relation to the requirements for an appointment as associate professor.

Appointments

Assess the candidate's professional or vocational experience, and its relevance in relation to the requirements in the recruitment profile (where applicable).

Declaration of intent/policy

Comment on whether there is anything of particular interest and relevance in relation to the recruitment profile (where applicable) or the vacancy notification.

Academic qualifications

(Applicable if the qualifications are marked as basis for assessment in the recruitment profile.)

The assessment is made on the basis of scientific publications cited by the applicant. A quantitative assessment is made of the applicant's academic production, usually measured by the number of scholarly publications and by the total amount of time devoted to research after the doctoral degree. The qualitative assessment of the scholarly production should take into consideration progression, width and depth.

Other academic qualifications that may be assessed include:

- External research funding and other major resources received as main or joint applicant.
- Distinctions, awards, academy membership, etc.

- Any other academic qualifications, such as: commissions as an opponent, as a member of an examining committee, or as external subject specialist; international experience; any post-doctoral positions; national or international collaboration projects.
- Participation in national and international conferences relevant to the field of research.
- International journal editorial/advisory board assignments, and referee assignments for journals.

Academic competence

This assessment is based on the academic and societal value of the candidates' research projects, and on their contribution to these projects. Scientific originality and the number of refereed publications in prestigious journals must also be taken into consideration, as well as the applicants' national and international work and status, and their ability to independently or in collaboration obtain internal and external research funding. The particular requirements of the subject or subject field must also be taken into account.

The report should conclude with a complete appraisal of the expertise and skills of the candidates in question, in relation to the requirements in the recruitment profile (in cases regarding promotion, the appraisal must take into consideration the requirements in the appointment procedures).

Artistic qualifications

(Applicable if the qualifications are marked as basis for assessment in a recruitment profile.)

The assessment is made on the basis of productions cited by the applicant. A quantitative and qualitative assessment is made of the art work, usually measured by the number of works and their quality. The assessment should also include other artistic – and possibly academic – achievements.

Artistic expertise

The appraisal should be in the form of an essay, and provide a coherent and complete picture of the work the candidate has produced up to the date of application, and which is relevant to this position. It should clearly describe the applicant's own role and responsibilities, as well as the development of the applicant's artistic work. An assessment of independence and productivity should also be included.

The report should conclude with a complete appraisal of the expertise and skills of the candidates in question, in relation to the requirements in the recruitment profile (in cases regarding promotion, the appraisal must take into consideration the requirements in the appointment procedures).

Pedagogical qualifications

These are assessed on the basis of the following aspects:

- Teaching experience in first-cycle (undergraduate) and third-cycle courses and study programs, and in further professional education and training.
- Supervisor experience
 - in first and second-cycle education – state the number of supervised degree projects
 - in third-cycle education – state the doctoral student’s name, year of admission and graduation, and any other supervisors where applicable
 - any supervision of doctoral students which is currently taking place, either in the capacity of principal or assistant supervisor – include the student’s year of admission
- Pedagogical training
 - higher education teacher training courses
 - teacher education
 - pedagogical conferences, seminars and projects
- Overarching education development and administration
 - responsibility and active development work for listed courses
 - assignments such as director of studies or student counsellor
- Pedagogical work and study materials
 - books, articles, etc
 - compendiums/course materials indicate form, level, scope and significance for the course
- Distinctions and awards
- Other pedagogical qualifications

Pedagogical competence

The assessment should be based on the applicant’s account of their educational work. Educational qualifications should also be taken into account, in accordance with the weighting guidelines in the recruitment profile (where applicable).

The report should conclude with a complete appraisal of the pedagogical expertise and skills of the candidates in question, in relation to the requirements in the recruitment profile (in cases regarding promotion, the appraisal must take into consideration the requirements in the appointment procedures).

Other bases for assessment according to the recruitment profile

An assessment should be made of other competencies and qualifications that are significant for the vacant position, and which are described under “Other bases for assessment” in the recruitment profile.

Administrative qualifications and management tasks

(Applicable if the qualifications are marked as basis for assessment in the recruitment profile.)

Describe assignments and experience of, for example

Organizational development and management, including university and non-university human resource management.

Staff and financial administration.

Research administration.

Other professional and voluntary assignments.

Contribution to planning and execution of conferences

For example as organizer or panel coordinator.

Management training

Research and education policy tasks

Membership in governmental research councils or committees, or in the board/committee of other funding bodies. Assignments involving the assessment of Swedish or foreign research applications, or similarly relevant commissions. Indicate also evaluations of projects, education programmes or equivalent.

Experience of third-stream activities

(Applicable if the qualifications are marked as basis for assessment in the recruitment profile.)

Applicants list third-stream activities – e.g. liaisons with trade or industry – using their own academic and educational work as a starting point, and include any information about their own patents, liaisons with public authorities, cultural organizations, and national and international networking.

Also include efforts regarding the spreading of information about research and development work, such as non-academic lectures, work with social media, conference talks, book reviews, etc.

Qualified according to the recruitment profile

This requires a simple answer: Yes/No.

Prioritization

In order to be eligible for a priority assessment, candidates must be considered qualified with regard to all the compulsory qualifying competencies. A priority assessment involves an overall weighting of several appraisals of how well the applicant's qualifications correspond to the requirements in the recruitment profile.

The final appraisal of the applicant's qualifications in relation to the recruitment profile will result in the following proposals:

1: acceptable

2: medium priority

3: high priority

In cases regarding promotion, the appraisal must take into consideration the requirements in the appointment procedures.

Part 3: Promotion to senior lecturer or professor, or appointment as associate professor

The faculty is responsible for the management of cases regarding promotions and associate professor appointments.

Applications for promotion or associate professor appointment can be submitted throughout the year.

After registration, the application will be forwarded to the faculty in question.

Promotion to senior lecturer or professor

Typically, the promotion opportunities at Linnaeus University follow the regulations in the Appointment procedures (dnr: LNU 2011/529).

Candidates submit their application for promotion to the registrar, addressed to the faculty in question. The application for promotion must be completed according to the instructions in part 1 “Template for application” of this guide.

The decision to assess an application for promotion to professor is made by the Rector, based on a proposal made by the dean. An assessment is usually carried out on the basis of the applicant’s current appointment as senior lecturer. The Rector may decide that the appraisal is to be based on a different subject field. An assessment of the application is carried out unless extraordinary reasons prevail.

The dean decides about a promotion to professor, after consultation with the faculty committee in question regarding external subject specialists (typically two), who should be professors. Before the assessment, the applicant shall be given the opportunity to comment on the choice of subject matter experts. Applicants also have the right to request that the faculty board comments on the proposed subject matter experts, before a decision is made.

The report from the external experts will serve as the basis for a proposal from the preparatory body to the dean, to either appoint or not appoint the candidate as professor. The dean then advises the Rector, who will make the final decision.

A doctoral degree is considered to be proof of the scientific competence required for a promotion to university lecturer. The preparatory body will review the application for university lecturer on the basis of the criteria in the Appointment procedures.

Appointment as associate professor

Linnaeus University offers internal candidates the opportunity to apply for the position of associate professor, provided they have achieved a certain level of competency and there are no extraordinary reasons to the contrary. Those who wish to be assessed for an appointment as associate professor at Linnaeus University must submit an application to the registrar. The application is to be addressed to the faculty in question and should be completed according to the instructions in part 1 “Template for application” of this guide. The dean make a decision after consultation with the faculty committee in question regarding external subject specialists (typically two), who should be professors. Before the assessment, the applicant shall be given the opportunity to comment on the choice of subject matter experts. Applicants also have the right to request that the faculty board comments on the proposed subject matter experts, before a decision is made.

The report from the external experts will serve as the basis for a decision by the preparatory body, which will propose to the faculty board to either appoint or not appoint the candidate as associate professor at Linnaeus University. An appointment as associate professor is not an employment position.

An appointment as associate professor is primarily based on academic qualifications. With regard to the required qualifications for a associate professor, a guiding principle may be “a second thesis”. Candidates should also be able to demonstrate independence in research conducted after the doctoral thesis. Such independent research must have been presented in international scientific journals, or otherwise have been published internationally. The particular requirements of the subject or subject field must also be taken into account.

To be considered as having the educational expertise required for being appointed associate professor at Linnaeus University, candidates must have been previously considered to meet the requirements for employment as a senior lecturer. They must also have completed supervisor training, or have documented proof of equivalent knowledge and skills. Furthermore, candidates must have documented experience and expertise in supervising PhD students and/or first or second-cycle degree projects.

For associate professor applications from persons not employed at Linnaeus University, the added value of the associate professor for the subject field and for the university must be established. This is done by the school or department in question, together with the dean, immediately after the application has been received at the university’s registrar.