



ORU 2020/05616

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Appointment procedures for academic appointments

Approved by the University Board

Date: 2020-10-13

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Introduction

Higher Education Ordinance, Chapter 2, Section 2, item 9

/.../ In addition the board of governors shall itself decide /.../ on an appointment procedure.

These appointment procedures are a local supplement to the Higher Education Act, Higher Education Ordinance, other regulations, and local agreements governing appointments of teaching staff at Örebro University. The appointment procedures lay down the rules applied by the university with regard to categories of teaching staff, other academic appointments, qualifications and assessment criteria, as well as promotion.

Categories of teaching staff at Örebro University

Higher Education Ordinance, Chapter 4, Section 1

Teachers are employed by the higher education institution.

Higher Education Act, Chapter 3, Section 2

Higher education institutions shall employ professors and senior lecturers to undertake teaching and research.

A professorship is the most senior teaching appointment.

The Government issues regulations on the qualifications and assessment criteria that will apply to the employment of professors and senior lecturers.

Higher Education Act, Chapter 3, Section 6

Unless otherwise provided by regulations issued by the Government, each higher education institution shall itself decide which categories of teachers, apart from professors and senior lecturers, it shall employ and the qualifications and assessment criteria to apply to such appointments.

The following categories of teaching staff exist at Örebro University:

- Professors
- Adjunct professors
- Visiting professors
- Post retirement professors
- Senior lecturers
- Adjunct senior lecturers
- Associate senior lecturers
- Lecturers

- Adjunct lecturers

Teaching staff shall as a norm be employed for an indefinite period. Provisions on grounds for fixed-term appointments can be found in:

- the Higher Education Ordinance ([Chapter 4, Sections 10-12a](#)) for adjunct professors, visiting professors, teachers in artistic disciplines, and associate senior lecturers,
- the Employment Protection Act (1982:80), and
- the central agreement on fixed-term appointments of adjunct teaching staff.

Other academic appointments

At Örebro University, there are a number of other academic appointments that tie in with teaching appointments, but where duties and responsibilities are largely related to other activities than teaching. These are:

- Postdoctoral researchers
- Researchers
- Doctoral students
- Teaching assistants

These categories of staff are principally offered fixed-term employment.

Provisions on grounds for fixed-term appointments can be found in:

- the Higher Education Ordinance ([Chapter 5, Sections 1 and 8](#)),
- the central collective agreement for postdoctoral researchers (2008-09-04), and
- the Employment Protection Act (1982:80).

Principles for recruitment

For Örebro University to be able to fulfil its commitments and meet the short and long-term goals set for its operations, we must have the ability to recruit and retain academic staff with a high degree of research, artistic and teaching expertise. The university endeavours to offer high-quality teaching and research environments, attractive employment terms, and clear career paths. Continuous efforts shall be made to guarantee professional talent management.

A teacher at Örebro University shall have the skills and competence required to participate in teaching and research, as well as in teaching and research-related collaboration and engagement with business and society. They shall also in other respects contribute to the development of the university. The duties and responsibilities for a teaching position may vary over time. The assignment of duties and responsibilities shall be managed based on the needs of the operations and in accordance with the regulations in force at the university. For teaching

appointments, the recruitment of staff with qualifications within research/artistic work and teaching shall be a priority to the university.

Örebro University shall be a study and workplace where equality and gender equality prevail. The university regards increased diversity as significant for recruiting and retaining the most competent members of staff and as a way of promoting quality in education and research. The goal is for all organisational units to achieve gender balance¹, which is defined as at least 40 per cent of each sex within the respective appointment category. On appointment, a person of the underrepresented sex with comparable qualifications may be put forward for appointment in preference to a person of another sex². The qualitative overall assessment of the qualifications of the person put forward for appointment, including a consideration in terms of gender equality, shall be prepared, including the grounds for the recommendation.

The starting point for any recruitment shall be the strategic talent management plans in place within the organisation. For any recruitment matters, a requirements profile shall be prepared outlining qualifications and assessment criteria³. All positions shall be duly announced and advertised in compliance with the provisions in Section 6 of the Employment Ordinance⁴. Information shall be posted on the university's official notice board and published on the university website, as well as listed with the Swedish Public Employment Service⁵. In addition, information about the vacancy should be disseminated with the aim of attracting the best qualified candidates. To promote mobility, positions shall also be advertised internationally unless there are special grounds to the contrary. Information concerning decisions on appointment and promotion to other positions shall be posted on the university's notice board.

Teaching appointments requiring research/artistic expertise shall as a rule be assessed by external experts. Exemptions may be made, the details of which are outlined under the respective appointment category. In cases where more than one external expert is to be appointed, the gender equality aspect⁶ shall be considered. The position shall be offered to the candidate who, following an overall assessment of competence, skills, expertise and suitability, is most favourably equipped to perform and develop the duties and responsibilities listed in the requirements profile⁷. As additional selection tools, Örebro University also employs trial lectures/seminars and the taking of references. The administrative

¹ [Discrimination Act](#) Chapter 3, Section 7

² [Discrimination Act](#) Chapter 2, Section 2

³ [Higher Education Ordinance](#) Chapter 4, Section 3 and Chapter 4, Section 4, Item 2

⁴ ORU 1.2.1-03571/2020 Interpretation of special grounds for exemptions from the obligation to provide information under the Employment Ordinance Section 6

⁵ Ordinance on announcements of vacancies within central government (1984:819)

⁶ [Higher Education Ordinance](#) Chapter 4, Sections 5-6

⁷ Employment Ordinance Section 4

procedures in the teacher recruitment process are described in a separate procedures document.

General eligibility and assessment criteria for teaching appointments

When appointing teaching staff, their research/artistic expertise as well as their teaching expertise shall be assessed. In the assessment, experience and qualifications in terms of collaboration with the wider community, of which the university is a part, will be evaluated, as will national and international experience and mobility. In addition, applicants' suitability for the position will be evaluated, as will, for certain positions, their leadership skills. Candidates' research, artistic and teaching qualifications shall independently of the other qualifications be at an adequate level. Inadequate competence within one area cannot be compensated by stronger qualifications within another area.

With the requirements profile and the description of duties and responsibilities as a starting point, the ability to communicate and teach in Swedish and/or English may also constitute a criterion for appointment. Further eligibility requirements, for example a professional qualification, may be added on the approval of the requirements profile for the position in question. There must, however, be objective grounds for any such additional requirements with respect to the duties and responsibilities involved and the needs of the organisation.

Qualifications and assessment criteria for research/artistic expertise

Örebro University applies the eligibility criteria for appointment outlined in the Higher Education Ordinance provisions for the respective appointment category. In addition, the respective faculty board decides on any specific assessment criteria to be met in cases of professor and senior lecturer appointments, as well as their relative weighting.

Qualifications and assessment criteria for teaching expertise

At Örebro University, learning rests upon scientific and well-tryed experience and stems from research and reflection on teaching, learning and didactics in higher education. Teaching at Örebro University offers students opportunities to take responsibility for their own learning⁸.

A general eligibility criteria for teaching staff employed for an indefinite period at Örebro University is that the candidate has completed courses on teaching and learning in higher education corresponding to 10 weeks. Knowledge and skills equivalent to such courses may also be assessed to establish whether these

⁸ Örebro University's Educational Philosophy

provide eligibility. The assessment shall be documented⁹. A teacher who at the time of appointment lacks the training specified above or the equivalent, shall no later than within two years of taking up the position have completed the required courses¹⁰. The candidate shall be allowed scope in their employment for this.

Teaching expertise shall be assessed based on the candidates' teaching qualifications, which shall be well-documented and accounted for in accordance with the teaching portfolio template for Örebro University. In the teaching portfolio, the applicant shall describe their teaching approach in relation to research on and best practice in teaching and learning in higher education, how their teaching approach is put into practice, as well as the outcome of their teaching practices. The account shall explicitly relate to Örebro University's educational philosophy and other criteria laid down for the appointment in question.

Other assessment criteria

Collaboration with the wider community

There are three aspects to collaboration, also known as public engagement, in terms of the mandate given to universities by the government: disseminating information; collaborating with the wider community; and promoting utilisation of the university's research. The ability to interact with other stakeholders in society is an important part of the university teacher's role and it requires a good understanding of various processes in society and the impact that university activities have on these.

Suitability

Suitability refers to the applicant having the personal qualities required to successfully perform the duties and responsibilities at hand, to cooperate with other members of staff, and to contribute to the development of Örebro University's operations.

Leadership skills

In the assessment of leadership and administrative skills, particular attention should be paid to qualifications from leadership within education and research, such as a demonstrated ability to lead operations and staff and an ability to

⁹ An equivalence assessment of previous qualifying courses on teaching and learning in higher education can be made by the Centre for Academic Development at Örebro University. Other acquired competence, skills and qualifications can also be assessed against the recommendations on learning outcomes for the teaching qualifications required for employment as an academic teacher, issued by the Association of Swedish Higher Education Institutions.

¹⁰ For fixed-term teaching appointments of at least two years, a plan shall be in place for the completion of such qualifying courses.

organise and lead research projects, research teams and/or coordinate degree programmes. Depending on the specialisation of the position and the duties involved, qualifications from activities outside of higher education may be taken into consideration.

Combined appointments

Higher Education Ordinance, Chapter 4, Section 2

A higher education institution may, with the consent of an accountable authority for health care as laid down in Section 8 of Chapter 3 of the Higher Education Act (1992:1434), decide that a post as professor or senior lecturer at the institution shall be combined with employment at a designated health care facility for medical training and research in the disciplinary domain of medicine. Training and research at such a facility includes training and research in dental science.

Higher Education Ordinance, Chapter 4, Section 8

Before a teacher is offered combined employment as laid down in Section 2, the higher education institution shall offer the accountable authority for health care an opportunity to make representations in the matter.

Higher Education Act, Chapter 3, Section 8

Section 8 The Government or the agency nominated by the Government may stipulate that a teaching post at a higher education institution shall be combined with employment as a physician or dentist with specialist training, or with employment other than as a physician at a designated healthcare facility for medical training and research. A combined post may only be held by someone eligible for both appointments.

The regulations that apply to teaching appointments shall also apply to appointments to be combined with teaching posts.

Before appointment to a teaching post the accountable authority for health care shall be enabled to make representations, if the position is to be combined with a post in a health care facility. Act (1997:797).

For combined appointments, the eligibility requirements and assessment criteria are basically the same as for professors and senior lecturers respectively with respect to research and teaching expertise. For employment as professor and senior lecturer in combination with practice as a specialist/consultant at a healthcare facility designated for medical training and research, specialist qualifications for the position of consultant is also required. Which clinical position that is to apply within the framework of a combined appointment shall be determined through an agreement between Örebro University and the designated healthcare facility following a proposal from the healthcare department (or equivalent) in question.

The main principle for combined appointments is that a third of their scope shall be linked to clinical practice. Certain deviations from the above may be made with the support of both parties and following the decision of the vice-chancellor.

Appointments on nomination

Higher Education Ordinance, Chapter 4, Section 7

A higher education institution may nominate an individual for an appointment as a professor if the appointment of the individual is of exceptional importance for a specific activity at the institution. If a higher education institution nominates an individual for a post, the grounds on which the appointment is of exceptional importance for the institution must be placed on record.

Only those qualified for appointment to the post pursuant to Section 3 may be nominated for appointment.

The decision to nominate an individual for a post is made by the vice-chancellor and cannot be delegated.

When an appointment is made by nomination, no information of the kind laid down in the first paragraph of Section 6 of the Employment Ordinance (1994:373) need be submitted. The regulation on referees' opinions in Section 6 shall apply.

At Örebro University, an appointment on nomination procedure may be used as a tool for strategic recruitments with regard to professors. The procedure shall, however, be applied with great restraint.

Teaching staff categories – duties and responsibilities, qualifications and assessment criteria

Higher Education Act, Chapter 3, Section 1

The duties assigned to teaching staff may comprise educational responsibilities or research and also administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

For all teaching staff categories at Örebro University, the **general and other eligibility and assessment criteria** described on pages 6-8 in these appointment procedures apply.

Professors

Higher Education Ordinance, Chapter 4, Section 3

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

The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor. Ordinance (2010:1064).

Main duties and responsibilities

As a rule, a professor spends the bulk of their working hours on research. A professor is also expected to work actively to bring in external research grants to the subject area, take an overall responsibility for its research activities, and monitor developments within the subject field internationally. A professor is expected to be involved at all three levels of higher education and to disseminate information on and collaborate around their own and the department's research activities.

A professors is moreover expected, within the scope of their employment, to make themselves available for executive and administrative assignments at the university.

Qualifications and assessment criteria for appointment as a professor

Higher Education Act, Chapter 3, Section 3

A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.

A professor may be employed for a fixed term, if the appointment concerns

1. a creative or artistic subject,
2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or
3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor). Ordinance (2010:701).

The respective faculty board decides on the specific assessment criteria to be met for the appointment of a professor, as well as their relative weighting.

Research expertise

Research expertise shall be demonstrated through independent research contributions, quantitatively as well as qualitatively; continuous high-level research output; significant external research grants secured in competition with others; and through the planning, leading, and administration of research.

Artistic expertise

Artistic expertise shall be demonstrated through work that exhibits very high artistic quality and through the display of a high degree of originality and independence. The work shall be of considerable proportions and of great significance to the subject field in question. The artistic expertise shall furthermore be demonstrated through the fact that the candidate is well-established in an artistic context and thereby also widely recognised in the wider community outside the university, that is, by colleagues and organisations at a national as well as international level. This expertise shall moreover be demonstrated through productions that have gained a wider audience, where the candidate has been the originator of or significantly contributed to the artistic process and its ultimate outcome.

Teaching expertise

Teaching expertise shall be considerable and shall have been demonstrated through teaching qualifications and experience as well as contributions to varying degrees on first, second and third-cycle courses and study programmes. Applicants shall be able to account for their teaching outlook and approach and have the ability to reflect on their own pedagogical development as well as on the teacher's role. The applicant shall also have contributed to the development of educational activities.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of a requirements profile. There shall, however, be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

External expert assessments

Higher Education Ordinance, Chapter 4, Section 6

For the appointment of a professor (including an adjunct professor) opinions on the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for appraisal of their expertise.

When the opinions of two or more persons are obtained, both men and women should be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

At Örebro University, at least two external experts shall be appointed for assessment of the applicants' expertise.

Exemptions from the external expert assessment procedure may be made in cases when there is only one applicant for the position and the applicant submits reports from previous assessments. An external expert assessment may, however, be made of one or several fields where an up-to-date assessment is missing. Exemptions may also be made if the applicant for a number of years has held a position as professor of a relevant subject area at another higher education institution. Decisions on exemptions from the external expert assessment procedure shall be taken in accordance with the university's regulations on the delegation of authority.

Post retirement professors

Continued active involvement by a professor employed for an indefinite period at Örebro University, retiring with retirement pension and thus withdrawing from their responsibility for the research/artistic development within their field, may well be consistent with the university's needs in retaining competence and experience. Professors at Örebro University retire from their posts no later than when they reach 67 years of age. If there is an evident need within the organisation to make use of this member of staff's competence, the university may decide to create a position with the title of post retirement professor in accordance with the Employment Protection Act (1982:80)¹¹.

Adjunct professors

Higher Education Act, Chapter 3, Section 3

A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.

A professor may be employed for a fixed term, if the appointment concerns

1. a creative or artistic subject,
2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or
3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).

Higher Education Ordinance, Chapter 4, Section 11

An adjunct professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed twelve years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

¹¹ Further provisions can be found in Örebro University's guidelines on professors' continued activities following retirement from their regular posts due to retirement pension, ORU 1.2.1–3625/2014.

One way of enhancing competency within the university and strengthening the links to the world around us, is to engage research competent persons in university activities as adjunct professors for involvement in research and/or education. An adjunct professor at ORU shall have their main employment (at least 51 per cent of a full-time post) outside the higher education sector.

Main duties and responsibilities

The exact allocation of duties and responsibilities within the areas of scientific/artistic research and teaching shall be determined based on the needs of the school. The subject area for the position may, however, be more limited as an adjunct professor shall be a leading specialist within the field in question.

Qualifications and assessment criteria for appointment as an adjunct professor

The eligibility and assessment criteria are basically the same for an adjunct professor as for a professor with respect to research/artistic and teaching expertise. The respective faculty board decides on the specific assessment criteria to be met for the appointment of an adjunct professor, as well as their relative weighting.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of a requirements profile. There shall, however, be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

External expert assessments

In the appointment of an adjunct professor, at least two external experts shall be appointed for assessment of the applicants' expertise, provided that this is not manifestly unnecessary for the assessment. External expert assessments are not needed in cases where there is only one applicant for the position and the applicant is submitting reports from previous assessments, or if the applicant already has an adjunct position as professor, in a relevant subject area, at another higher education institution. Decisions on exemptions from the external expert assessment procedure are taken in accordance with the university's regulations on the delegation of authority.

Visiting professors

Higher Education Act, Chapter 3, Section 3

A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.

A professor may be employed for a fixed term, if the appointment concerns

1. a creative or artistic subject,
2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or
3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).

Higher Education Ordinance, Chapter 4, Section 12

A visiting professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

One way of enhancing competency at the university and strengthening the links to the world around us, is to engage research/artistic competent persons in university activities as visiting professors for involvement in education and research. A visiting professor shall be employed at another higher education institution, in Sweden or abroad.

Main duties and responsibilities

The duties and responsibilities of a visiting professor are similar to those of a regular professor's. The subject area for the position may, however, be more limited as a visiting professor shall be a leading specialist within the field in question.

Qualifications and assessment criteria for appointment as a visiting professor

The eligibility and assessment criteria are basically the same for a visiting professor as for a professor with respect to research/artistic and teaching expertise, as well as to other assessment criteria. The respective faculty board decides on the specific assessment criteria to be met for the appointment of a professor, as well as their relative weighting.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of a requirements profile. There shall, however, be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

External expert assessments

In the appointment of a visiting professor, at least two external experts shall be appointed for assessment of the applicants' expertise, provided that this is not manifestly unnecessary for the assessment. External expert assessments are not needed in cases where there is only one applicant for the position and the applicant is submitting reports from previous assessments, or if the applicant already holds a position as professor, in a relevant subject area, at another higher education institution. Decisions on exemptions from the external expert assessment procedure are taken in accordance with the university's regulations on the delegation of authority.

Senior lecturers

Higher Education Ordinance, Chapter 4, Section 9

A teaching post may be limited to a fixed term pursuant to the Employment Protection Act (1982:80), if this does not involve appointment as a professor (including adjunct and visiting professor), or provided that nothing else is stipulated in Section 12b. In addition the provisions of Sections 10—12a shall apply to fixed-term appointments. Ordinance (2012:523).

Higher Education Ordinance, Chapter 4, Section 10

A teacher in disciplines in the fine, applied or performing arts may be employed for an indefinite period, however for no longer than five years. Such an appointment may be extended. The total period of employment may not, however, exceed ten years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

Main duties and responsibilities

A senior lecturer is expected to spend their working hours on education at all levels and research, and any associated collaboration activities. Duties and responsibilities also include supervision, examinations, development work, administration and continuing professional development. A senior lecturer shall also contribute to the university's development.

Qualifications and assessment criteria for appointment as a senior lecturer

Higher Education Ordinance, Chapter 4, Section 4

Those qualified for appointment as a senior lecturer are

1. except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and 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 that it will involve, and
2. in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a doctorate in fine, applied or performing arts, 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.

The assessment criteria for appointment as a senior lecturer shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of other qualifying criteria laid down in the first paragraph above. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a senior lecturer.

The respective faculty board decides on the specific assessment criteria to be met for the appointment of a senior lecturer, as well as their relative weighting.

Research expertise

Research expertise shall be demonstrated through independent research contributions and continued scientific publishing following the award of the doctoral degree. Importance shall also be attached to candidates' establishment in the research community as well as to candidates' experience of planning, administrating and leading their own research.

Artistic expertise

Artistic expertise shall be demonstrated through work that exhibits high artistic quality and through the display of originality and independence. The work shall be of considerable proportions and of great significance to the subject field in question.

This expertise may moreover be demonstrated through productions that have gained a wider audience, where the candidate has been the originator of or clearly contributed to the artistic process and its ultimate outcome. The candidate should also have been a part of and actively contributed to artistic research within their subject field.

Teaching expertise

Teaching expertise shall be demonstrated through varying degrees of contributions within teaching, such as planning, execution, evaluation and supervision. Applicants shall be able to account for their teaching outlook and approach and have the ability to reflect on their own pedagogical development as well as on the teacher's role. The applicant shall also have contributed to the development of educational activities.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of a requirements profile. There shall, however, be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

External expert assessments

At Örebro University, at least two external experts shall normally be appointed for the assessment of the applicants' expertise.

Exemptions may be made for fixed-term appointments of less than two years. Nor are external expert assessments needed in cases where there is only one applicant for the position and the applicant is submitting reports from previous assessments, or if the applicant already holds a position, and has done for a number of years, as a senior lecturer in a relevant subject area at another higher education institution. An external expert assessment may, however, be made of one or several fields where an up-to-date assessment is missing. Decisions on exemptions from the external expert assessment procedure and the number of external experts are taken in accordance with the university's regulations on the delegation of authority.

Promotion from senior lecturer to professor

As a rule, all vacancies are to be announced. A condition for promotion is therefore that there is a need within the organisation in the subject area in question and that a separate assessment of the candidate is made.

A senior lecturer who has been employed for an indefinite period for at least a year, can apply for assessment for the promotion to professor. An application for promotion shall refer to the subject within which the applicant holds their appointment. A condition for promotion is that the senior lecturer meets the eligibility and assessment criteria specified for the post of professor.

At least one external expert shall be appointed for assessment of the applicant's expertise. Decisions on exemptions from the external expert assessment procedure are taken in accordance with the university's regulations on the delegation of authority.

Associate senior lecturers

Higher Education Ordinance, Chapter 4, Section 12a

An associate senior lecturer may be employed for an indefinite period but for no less than four years and no longer than six years which is decided by the higher education institution prior to employment. The purpose of the appointment is for the teacher to have the opportunity to develop research autonomy and acquire the scholarly and teaching qualifications required for eligibility for appointment as a senior lecturer.

An appointment pursuant to the first paragraph may be extended for a maximum of two years, if because of the associate senior lecturer's sick leave, parental leave or other special grounds additional time is needed to attain the purpose of the appointment.

An appointment pursuant to the first and second paragraphs is in other respects subject to the provisions of the Employment Protection Act (1982:80).

Exceptions may be made to the first and second paragraph above through a collective agreement concluded or approved by a central employees' organisation. Ordinance (2017:844).

Higher Education Ordinance, Chapter 4, Section 12b

If a teacher has been employed pursuant to Section 12a on a fixed-term appointment at a higher education institution, no agreement may be reached on a fixed-term appointment as laid down in Section 5 of the Employment Protection Act (1982:80) between the higher education institution and the teacher within six months of the date on which the employment pursuant to 12a came to an end.

Exceptions may be made to the first paragraph above through a collective agreement concluded or approved by a central employees' organisation.

Main duties and responsibilities

An associate senior lecturer is expected to spend their working hours on research and on education at all levels, and any associated collaboration activities. An associate senior lecturer shall also contribute to the university's development. The duties and responsibilities of an associate senior lecturer include acquiring such research/artistic and teaching qualifications that enable them to meet the eligibility criteria for appointment as a senior lecturer.

Qualifications and assessment criteria for appointment as an associate senior lecturer

Higher Education Ordinance, Chapter 4, Section 4a

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 of the deadline for application for employment as an associate senior lecturer. 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

Each higher education institution individually decides the assessment criteria that must be applied when appointing an associate senior lecturer. Prior to such an appointment, the higher education institution must also establish the assessment criteria that will be applied to an application for promotion to senior lecturer pursuant to Section 12c. Ordinance (2017:844).

The respective faculty board decides on the specific assessment criteria to be met for the appointment of an associate senior lecturer, as well as their relative weighting.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of a requirements profile. There shall, however, be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation. Particular importance shall be attached to the qualities enabling the candidate to contribute to the future development of both research and education. A demonstrated ability and desire to pursue an academic career is also of importance.

External expert assessments

In the appointment of an associate lecturer, two external experts shall normally be appointed for assessment of the applicants' expertise. Decisions on exemptions from the external expert assessment procedure shall be taken in accordance with the university's regulations on the delegation of authority.

Promotion from associate senior lecturer to senior lecturer

Higher Education Ordinance, Chapter 4, Section 12c

An associate senior lecturer who is employed at a higher education institution pursuant to Section 12a must, on application, be promoted to senior lecturer at that higher education institution, if he or she

1. is eligible for employment as a senior lecturer, and
2. is assessed as suitable for such an appointment in accordance with the assessment criteria that the higher education institution has decided, pursuant to the second paragraph of Section 4a, must be applied to an application for promotion to senior lecturer.

Such a promotion entails indefinite employment as a senior lecturer. Ordinance (2017:844).

As a rule, all vacancies are to be announced. A condition for promotion is therefore that there is a need within the organisation in the subject area in question and that a separate assessment of the candidate is made.

The application for promotion to a position as senior lecturer employed for an indefinite period shall be submitted no later than six months before the employment as an associate senior lecturer comes to an end.

In addition to the provisions with regard to the appointment of senior lecturers, on promotion, the qualifying courses on teaching and learning in higher education shall be completed. On the examination of applications for promotion to senior lecturer, teaching and research/artistic expertise will be given equal attention. Other criteria for promotion shall be laid out in the requirements profile for the position as associate senior lecturer.

At least one external expert shall be appointed for assessment of the applicant's eligibility and suitability.

Adjunct senior lecturers

Agreement on fixed-term employment of adjunct teaching staff

Section 1 Pursuant to Section 2 of the Employment Protection Act (1982:80), the parties conclude an agreement on fixed-term employment of adjunct teaching staff. On appointment in accordance with this agreement, the Employment Protection Act shall apply with the exception of the deviations below.

Section 2 A post as an adjunct teacher (with the exception of adjunct professor) refers to a part-time post held by an employee whose main employment is outside higher education. The purpose of an adjunct position is to add such competency normally not found within the organisation and which is necessary for the provision of high-quality education.

Joint-party comment

The scope of an adjunct post shall be determined based on the needs of the organisation. Currently, the scope of such a post is normally 20 per cent of a full-time post. The parties are, however, aware that certain cases may warrant a larger scope.

Section 3 An adjunct teacher may be employed for an indefinite period, but for no more than two years. Such an appointment may be extended.

Agreement between the Swedish Agency for Government Employers and OFR:s trade union sections within the Government sector, Saco-S, and SEKO, 2011-12-11.

Main duties and responsibilities

An adjunct senior lecturer is a specialist/expert with research/artistic qualifications who agree to work part-time at the university for a limited period of time. The subject area for the position may, however, be more limited than for a position as a regular senior lecturer, as an adjunct senior lecturer shall be a leading specialist within the field in question.

The exact allocation of duties within the fields of education and research/artistic development work shall be determined with respect to the needs of the school and the conditions governing the individual senior lecturer's role and availability.

Qualifications and assessment criteria for appointment as an adjunct senior lecturer

The eligibility and assessment criteria for an adjunct senior lecturer are basically the same as for a senior lecturer with respect to research, artistic and teaching expertise.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of a requirements profile. There shall, however, be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

External expert assessments

An external expert assessment procedure is not necessary for this kind of appointment. An assessment will be made internally at the university in accordance with its regulations on the delegation of authority.

Lecturers

Higher Education Ordinance, Chapter 4, Section 9

A teaching post may be limited to a fixed term pursuant to the Employment Protection Act (1982:80), if this does not involve appointment as a professor (including adjunct and visiting professor), or provided that nothing else is stipulated in Section 12b. In addition the provisions of Sections 10—12a shall apply to fixed-term appointments. Ordinance (2012:523).

Higher Education Ordinance, Chapter 4, Section 10

A teacher in disciplines in the fine, applied or performing arts may be employed for an indefinite period, however for no longer than five years. Such an appointment may be extended. The total period of employment may not, however, exceed ten years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

Main duties and responsibilities

A lecturer is mainly expected to spend their working hours on teaching, primarily on first-cycle courses and study programmes, and on any associated collaboration activities. A lecturer should also contribute to the university's development.

Qualifications and assessment criteria for appointment as a lecturer

Those qualified for the appointment as a lecturer are applicants who have demonstrated teaching expertise and have been awarded a relevant academic qualification at least at the one-year master's level (or equivalent). Other theoretical competence in combination with the relevant experience from the field in question may be assessed as to whether they correspond to a one-year master's degree. For eligibility within the artistic field, applicants shall also demonstrate artistic expertise.

Teaching expertise

Teaching expertise shall be demonstrated through previous qualifications and experience of teaching or similar learning situations. The applicant shall be able to account for the application of a scientific approach in teaching.

Artistic expertise

Artistic expertise shall be demonstrated through the fact that the candidate is well-established in an artistic context within their subject field.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of a requirements profile. There shall, however, be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

External expert assessments

An external expert assessment procedure is not necessary for this kind of appointment. An assessment will be made internally at the university in accordance with its regulations on the delegation of authority.

Promotion from lecturer to senior lecturer

As a rule, all vacancies are to be announced. A condition for promotion is therefore that there is a need within the organisation in the subject area in question and that a separate assessment of the candidate is made.

A lecturer who has been employed for an indefinite period for at least a year can apply for assessment for the promotion to senior lecturer. An application for promotion shall refer to the subject within which the applicant holds their appointment. A condition for promotion to senior lecturer is that the lecturer meets the eligibility and assessment criteria for senior lecturers applicable at the time of promotion. In addition to these, the qualifying courses on teaching and learning in higher education shall be completed at the time of promotion. On the examination of applications for promotion to senior lecturer, teaching and research/artistic expertise will be given equal attention.

At least one external expert shall be appointed for assessment of the applicant's expertise. Decisions on exemptions from the external expert assessment procedure are taken in accordance with the university's regulations on the delegation of authority.

Adjunct lecturers

Agreement on fixed-term employment of adjunct teaching staff

Section 1 Pursuant to Section 2 of the Employment Protection Act (1982:80), the parties conclude an agreement on fixed-term employment of adjunct teaching staff. On appointment in accordance with this agreement, the Employment Protection Act shall apply with the exception of the deviations below.

Section 2 A post as an adjunct teacher (with the exception of adjunct professor) refers to a part-time post held by an employee whose main employment is outside higher education. The purpose of an adjunct position is to add such competency normally not found within the organisation and which is necessary for the provision of high-quality education.

Joint-party comment

The scope of an adjunct post shall be determined based on the needs of the organisation. Currently, the scope of such a post is normally 20 per cent of a full-time post. The parties are, however, aware that certain cases may warrant a larger scope.

Section 3 An adjunct teacher may be employed for an indefinite period, but for no more than two years. Such an appointment may be extended.

Agreement between the Swedish Agency for Government Employers and OFR:s trade union sections within the Government sector, Saco-S, and SEKO, 2011-12-11.

Main duties and responsibilities

The main duty of an adjunct lecturer is to teach primarily on first-cycle courses and study programmes. The subject area for the position may, however, be more limited than for a regular lecturer, as an adjunct lecturer shall contribute with a considerable degree of practical skills and competence (for example via their profession), thereby linking the courses and study programmes in question with relevant professional fields for a fixed period of time.

The forms for the cooperation shall normally be determined through an agreement between Örebro University, the adjunct lecturer and their main employer. Qualifications and assessment criteria for appointment as an adjunct lecturer

The eligibility and assessment criteria for an adjunct lecturer is basically the same as for a lecturer with respect to teaching expertise, artistic expertise and a one-year master's degrees (or equivalent).

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of a requirements profile. There shall, however, be objective grounds for applying any such further

assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

External expert assessments

An external expert assessment procedure is not necessary for this kind of appointment. An assessment will be made internally at the university in accordance with its regulations on the delegation of authority.

Other academic appointments

At Örebro University, there are a number of other academic appointments that tie in with teaching appointments, but where duties and responsibilities are largely related to other activities than teaching. For these academic appointments, the same starting points apply as for the recruitment of other categories of teaching staff as well as the **other assessment criteria** specified on pages 6-8 in these appointment procedures.

Postdoctoral researchers

Agreement on fixed-term employment of postdoctoral researchers

Section 1 This agreement applies to employees employed as postdoctoral researchers and who will mainly conduct research. Duties may also include teaching, however, with no more than 20 per cent of a full-time post.

A condition for this agreement to apply is that the employee has not previously been employed as a postdoctoral researcher pursuant to this agreement for more than one year within the same or a closely related subject area at the same higher education institution/authority.

Section 2 In addition to that which is provided by the Employment Protection Act (1982:80), a postdoctoral researcher may be employed for an indefinite period, however, for no more than two years. The appointment may be extended if there are special grounds. Such grounds comprise leave of absence because of illness, parental leave, clinical duties, an elected position in a trade union, or other similar circumstances.

Central collective agreement for postdoctoral researchers ([2008-09-04](#))

Main duties and responsibilities

The appointment as a postdoctoral researcher is intended to enable persons who have recently been awarded their doctoral degree, to consolidate and develop primarily their research/artistic skills.

Qualifications and assessment criteria for appointment as a postdoctoral researcher

Extract from supplementary documents: negotiation minutes

Section 2 A postdoctoral researcher refers to an employee who is primarily employed to engage in research and who has been awarded a PhD or has a degree from abroad deemed equivalent to a PhD and who was awarded this PhD no more than three years prior to the expiry of the application period. If special grounds exist, a person who has been awarded their PhD prior to that may also be considered. Such grounds comprise leave of absence due to illness, parental leave, clinical duties, an elected position in a trade union, or other similar circumstances.

Particular importance shall be attached to the qualities enabling the candidate to contribute to the future development of both research and education. A demonstrated ability and desire to pursue an academic career is also of importance.

In addition to the other assessment criteria collaboration and suitability, the eligibility and assessment criteria shall be specified in the requirements profile. For these, there must be objective grounds based on the duties and responsibilities involved and the needs of the organisation.

External expert assessments

An external expert assessment procedure is not necessary for this kind of appointment. An assessment will be made internally at the university in accordance with its regulations on the delegation of authority.

Doctoral students

Higher Education Ordinance, Chapter 5

Section 3 Only those who are or have been admitted to third-cycle courses and study programmes at a higher education institution may be appointed to doctoral studentships.

Section 3 a A doctoral studentship shall be a full-time post. If a third-cycle student so requests, the appointment may be a part-time post but for no less than 50 per cent of a full-time post.

Section 5 When an appointment to a doctoral studentship is to be made, the ability of the student to benefit from third-cycle courses and study programmes must be taken into account.

If an appointment to a doctoral studentship is to be made in connection with admission to a study programme, the provisions of the second and third paragraphs of Section 41 of Chapter 7 on determination of the assessment criteria and the prohibition of preferential treatment shall apply.

The higher education institution shall provide information about vacant positions in the form of advertising or some equivalent procedure so that those who are interested in appointment to a doctoral studentship may notify the higher education institution of their interest within a stipulated period. Information need only be provided, however, if appointment to a doctoral studentship is to be made in connection with admission to a study programme and if, pursuant to Section 37 of Chapter 7, information shall be provided in connection with admission.

Section 6 Appointment to a doctoral studentship shall be decided by the vice-chancellor.

Section 7 Appointment to a doctoral studentship shall apply for an indefinite period, however for no longer than until a specified date and never for a period extending more than one year after the award of a PhD or a doctorate in the fine, applied and performing arts.

The initial appointment may apply for no longer than one year. An appointment may be renewed for no more than two years at a time.

A person may be appointed to a doctoral studentship for a total of eight years. The total employment period may, however, not exceed the time corresponding to full-time third-cycle study for four years. For courses or study programmes to be concluded with the award of a licentiate degree or a licentiate degree in the fine, applied and performing arts the total employment period may not exceed the time corresponding to full-time third-cycle study for two years. The time spent studying by the third-cycle student while not appointed to a doctoral studentship shall be deducted from these periods.

The total period of employment may, however, exceed that stated in the third paragraph if special grounds exist. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave.

Main duties and responsibilities

Higher Education Ordinance, Chapter 5

Section 2 Those appointed to doctoral studentships shall primarily devote themselves to their studies.

Those appointed to doctoral studentships may, however, work to a limited extent with educational tasks, research, artistic research and administration. Before a PhD or a doctorate in the fine, applied and performing arts has been awarded, however, duties of this kind may not comprise more than 20 per cent of a full-time post.

Qualifications and assessment criteria for appointment as a doctoral student

Only those who are or have been admitted to third-cycle courses and study programmes at a higher education institution may be appointed to doctoral studentships. For admission to third-cycle courses and study programmes, applicants are required to meet general and specific entry requirements. In addition, they shall be considered to have such ability and suitability that in other respects are required to benefit from the programme. For a full account of the entry requirements, refer to the admissions regulations¹² as well as to annex 2 to the general syllabus for the subject in question.

External expert assessments

An external expert assessment procedure is not necessary for this kind of appointment.

Researchers

The researcher category is used for appointments that are mainly funded by external research grants. A person may be employed as a researcher in cases where there are no grounds for a teaching position.

For a researcher who is appointed for a fixed term, the term is fixed in accordance with the Employment Protection Act (1982:80), which corresponds to a maximum of two years.

For employment of researchers for an indefinite period, funding from one or several funding bodies shall, at the time of the vacancy being announced, be verified for a period of at least two years.

¹² Admissions Regulations for Örebro University – third-cycle courses and study programmes

Main duties and responsibilities

A researcher shall spend their working hours mainly on research. The appointment may also include teaching, when there is a need within the organisation, to facilitate the researcher to acquire qualifications for a teaching appointment at the university. The share of teaching may not exceed 20 per cent of a full-time post.

Qualifications and assessment criteria for appointment as a researcher

Those qualified for the appointment as a researcher are applicants who have obtained a doctoral degree or have a degree from abroad deemed to correspond to a doctoral degree. In addition to the other assessment criteria collaboration and suitability, further assessment criteria shall also apply. For these, there must be objective grounds based on the duties and responsibilities involved and the needs of the organisation.

External expert assessments

An external expert assessment procedure is not necessary for this kind of appointment. Decisions on exemptions from the external expert assessment procedure are taken in accordance with the university's regulations on the delegation of authority.

Teaching assistants

Higher Education Ordinance, Chapter 5

Section 8 Higher education institutions may employ teaching assistants and clinical assistants.

Terms of employment

Section 12 Teaching assistants and clinical assistants shall be employed for an indefinite period, however, for no longer than one year. These appointments may be extended. The total employment period as a teaching assistant or a clinical assistant may not, however, exceed three years.

Main duties and responsibilities

Higher Education Ordinance, Chapter 5

Section 9 Employment as a teaching assistant may not correspond to more than 50 per cent of a full-time post. Duties must comprise educational tasks, administration or participation in research or artistic research.

The total employment period as a teaching assistant may not exceed three years. A teaching assistant shall be employed for an indefinite period, however for no more than one year at a time.

Qualifications and assessment criteria for appointment as a teaching assistant

Higher Education Ordinance, Chapter 5

Section 10 Only those admitted to first or second-cycle courses and study programmes may be employed as teaching assistants.

In addition to the other assessment criteria collaboration and suitability, further assessment criteria may also apply. For these, there must be objective grounds based on the duties and responsibilities involved and the needs of the organisation.

External expert assessments

An external expert assessment procedure is not necessary for this kind of appointment. Decisions on exemptions from the external expert assessment procedure are taken in accordance with the university's regulations on the delegation of authority.