Appointment of professors at the Faculty of Business, Science and Engineering, Örebro University – Eligibility requirements and assessment criteria with instructions for the external experts’ report

When assessing eligibility for appointment as a professor, the provisions laid down in the Higher Education Ordinance (HEO) (1993:100) and the Appointment Procedures at Örebro University shall apply.

Eligibility
A person who has demonstrated both research and educational expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts\(^1\).

A general eligibility requirement for the appointment as a teacher at Örebro University is that the candidate has completed courses on teaching and learning in higher education. The university has specified this requirement to the equivalent of ten weeks of training. If applicable, assessments will be made of equivalent knowledge and experience that have been obtained in any other way. If the duties involved give cause for, or if special grounds otherwise exist, a candidate who has not completed courses on teaching and learning in higher education may still be considered eligible for appointment at Örebro University\(^2\).

Further eligibility requirements may be added in connection with the approval of an appointment profile if grounds for doing so exist with regard to the duties involved and with respect to the needs within the organisation\(^3\).

Assessment criteria
The assessment criteria for the appointment of a professor shall be the degree of the expertise required to qualify for employment. As much attention shall be given to the assessment of educational expertise as to the assessment of research or artistic expertise. Each higher education institution determines what additional assessment criteria are to apply to the appointment of a professor\(^4\).

In addition to the assessment criteria research and educational expertise, the provisions in the appointment procedures lay down what otherwise applies for the assessment:

“When assessing administrative qualifications, special attention should be paid to any leadership experience within academia as well as to how the duties of this administrative role have been performed.

In addition, attention should be paid to any experience from

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\(^1\) Chapter 4, Section 3, first paragraph, HEO
\(^2\) Appointment Procedures at Örebro University, ORU 1.2.1-02327/2015
\(^3\) Appointment Procedures at Örebro University, ORU 1.2.1-02327/2015
\(^4\) Chapter 4, Section 3, second paragraph, HEO
interaction with the wider community of which the university is a part.

A general assessment criterion for appointment is the possession of interpersonal and cooperative skills as well as such ability and suitability that are otherwise required to carry out the duties well.

Depending on the description of the duties and responsibilities involved, another assessment criterion for the appointment as a teacher at Örebro University may be the ability to teach in Swedish and/or English.

Further assessment criteria may be added in connection with the approval of an appointment profile if grounds for doing so exist with regard to the duties involved and with respect to the needs within the organisation.

The specific assessment criteria to be met on the appointment of a professor and their relative weighting shall be approved by the faculty board in question. It is the duties defined for the position in question that shall provide the basis for the faculty board’s decision.”

**Assessment of research expertise**
The research expertise shall moreover be demonstrated by means of a continuous high level of research output. Great importance shall be attached to candidates being able to show significant external research grants, as well as to their experience of planning and leading research.

Unless otherwise specified for a specific professor’s appointment, the following guidelines shall apply for the assessment of research expertise at the Faculty of Business, Science and Engineering.

Research expertise shall be considered based on the following criteria:

- independent research output in the publication channels most relevant to the subject field (priority is however always given to publication in international peer-reviewed journals)
- substantial, in terms of quantity, research output
- that the applicant’s research is of high international quality
- active and current own research
- proven ability to secure considerable external research grants
- proven ability to lead and initiate research
- documented experience from supervision at the doctoral level
– At the School of Science and Technology this means that the applicant must have supervised, in the capacity of principal supervisor, at least two research students to the award of the Degree of Doctor (PhD), alternatively supervised one research student to the award of the Degree of Doctor and in addition at least three further research students to the award of the Degree of Licentiate\(^{5}\). The applicant shall have been the supervisor of these research students essentially for the whole duration of the research study programme.

– At Örebro University School of Business this means that the applicant shall have documented experience of successful research supervision through active supervision of at least one research student. Active supervision is defined as having contributed constructively, materially and prominently to the supervision, either over a longer period or at a crucial point of the programme. This must be documented, e.g. by means of testimonials from fellow supervisors, directors of studies or head of school.

• ability to interact and engage within academia as well as with other stakeholders in society

Assessment of educational expertise and qualifications
As provided in Örebro University’s appointment procedures, candidates’ educational expertise and qualifications shall be well-documented and accounted for in accordance with Örebro University’s Template for preparing a teaching portfolio\(^{6}\), approved by the university board. The teaching portfolio shall contain accounts of what the candidate has done and is doing as a teacher, why this is being done, the outcome that has been achieved, and how the candidate has improved their work as a teacher. The account of why the candidate has chosen certain methods and strategies in their teaching role in effect becomes an account of the candidate’s outlook on teaching and education.

Unless otherwise specified for a specific professor appointment, the following guidelines shall apply for the assessment of educational expertise at the Faculty of Business, Science and Engineering.

The educational expertise shall have been documented in a teaching portfolio in accordance with the university’s instructions\(^{7}\) and be considered based on the following criteria:

• ability to plan, initiate, lead and develop teaching at different levels, using varying teaching methods
• ability to structure and organise large volumes of knowledge in courses and one’s own teaching
• ability to impart enthusiasm for and interest in the subject
• ability to activate students and their own learning
• ability to connect one’s teaching and its content to the research pursued in

\(^{5}\) The person who has been supervised to the award of the Degree of Doctor may not be the same person as one of those who has been supervised to the award of the Degree of Licentiate.

\(^{6}\) Reg. no. CF 10-68/2006

\(^{7}\) The template for preparing a teaching portfolio can be found at www.oru.se
the subject in question

- ability to communicate with the students
- ability to take a reflective approach to one’s own teaching role
- educational development work and/or contributions to teaching material/resources shall be considered an additional qualification

In addition, the applicant shall have completed courses on research supervision. If an applicant does not meet this criteria but is otherwise eligible for appointment, they may still be appointed under the provision that the corresponding courses be completed within the first two years of employment.

**Adjunct professor and visiting professor**

This form of appointment makes it possible to link qualified individuals of considerable academic competence and great practical experience, whose employment may primarily be outside of the higher education sector, to the university as faculty staff.

**Eligibility**

The eligibility requirements are basically the same for a visiting professor and an adjunct professor as for a professor with respect to research and educational expertise. It is in the nature of these appointments, however, that the area of expertise in question may be more limited, but a visiting professor and an adjunct professor respectively should be a leading specialist within the subject field in question.

**Assessment**

Given the nature of the appointment, it is not always possible to apply the same criteria in terms of research publication volumes, teaching experience or specialised skills with respect to teaching and learning in higher education. If exceptions are made, these must be compensated by substantial and advanced practical experience within the subject field in question. Should that be the case, it must also be evident from the profile for the position.

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8 Appointment Procedures at Örebro University, ORU 1.2.1-02327/2015
Format of the external expert’s report

When undertaking the role of an external expert, as much attention shall be given to the assessment of the candidates’ educational expertise as to their research expertise. The assessment of each candidate’s educational and research expertise shall be based on all documents available in the candidate’s file and all assessment criteria shall be observed. Note that each external expert is to make their own assessment. This is of particular importance as the assessment is to generate a proposed “leading group” rather than a strict ranking of applicants.

The report shall contain the following information:

- the reference number provided for the position
- the applicant’s name and year of birth
- the higher education qualification awarded to the applicant
- completed courses on teaching and learning in higher education making the applicant eligible for the position
- completed research supervision courses
- whether the applicant meets the eligibility criteria as outlined in the profile for the position
- other qualifications as outlined in the profile and advert for the position met by the applicant
- an assessment of the applicant’s current position/previous positions and their relevance to the position applied for
- an assessment of the candidate’s research qualifications and experience, qualitatively and quantitatively, in relation to the position applied for
- an assessment of the applicant’s research expertise. Completed research projects and their scientific and social impact as well as the applicant’s role in the project
- an assessment of the applicant’s educational qualifications, experience and skills based on the candidate’s account in their teaching portfolio
- an assessment of the applicant’s experience of third-stream activities
- a concluding statement whether the applicant is deemed to have the expertise and skills required for the position and whether the applicant can be expected to perform the duties involved
- the external expert then compares those applicants that were deemed eligible. This comparison should generate a “leading group”, in which those candidates that are the most highly qualified are placed, without, however, any particular order of preference. The reasons for the selection of candidates to this group shall be given in the report based on (i) educational expertise, (ii) research expertise, and (iii) other assessment criteria. Note that the leading group, in accordance with the instructions under “Eligibility” above may include applicants who do not have 10 weeks of training in teaching and learning in higher education or training in research supervision (if that is the case, do make a note of this in the report).
leading group may consist of 3-5 candidates depending on the total number of applicants.

Sign and post your report, together with the fee payment form, addressed to: Örebro University, Records Office, SE-701 82 Örebro. Once the report is received by the university, its status is that of a public document and it is therefore subject to the Swedish principle of public access to official records. This means that anyone has the right to read it.