Appointment as a professor within the faculty of humanities and social sciences at Örebro University – Guidelines for eligibility and assessment criteria and instructions for the external expert’s report

When appointing professors within the faculty of humanities and social sciences at Örebro University, three external experts are assigned to assess the applicants’ competence and skills. This procedure applies to new appointments as well as to promotions to the post of professor. The duty of the external experts is, in both cases, to prepare the appointment for the appointment committee and by means of their assessment enable the Faculty Board of Humanities and Social Sciences to make a properly substantiated decision on appointment/promotion.

**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. A person who has demonstrated both artistic and educational expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts (Higher Education Ordinance, Chapter 4, Section 3).

**Assessment criteria**
The assessment criteria for appointment as 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. 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. A general eligibility requirement for appointment as a professor at Örebro University is that the candidate has completed courses on teaching and learning in higher education or that they have the corresponding competence and skills, and that they have completed courses on research supervision. If there are special grounds, these courses may be completed during the first two years of employment.

Further general assessment criteria for appointment at Örebro University are **administrative experience** and **third-stream activities/public engagement** (Appointment Procedures, Reg. no. ORU 1.2.1.-4488/2013). In addition, specific criteria may be added in the profile for each specific appointment.

In addition, it is the school’s responsibility to assess, for instance by means of interviews, references and/or trial lectures, the candidates’ **ability to cooperate**, and **such ability and suitability** that are otherwise required to carry out the duties well (Appointment Procedures, Reg. no. ORU 1.2.1.-4488/2013).

**Educational expertise**
Educational expertise and qualifications shall be well-documented and accounted for in a teaching portfolio as instructed in Örebro University’s guidelines for teaching portfolios (CF 10-68/2006). In the teaching portfolio, the applicant shall describe their educational qualifications and experience, perspectives on teaching and education, results and achievements as well as development activities.

*The external experts shall make a quantitative and qualitative assessment of the candidate’s educational qualifications, experience and skills based on the account provided in his/her teaching portfolio, paying particular attention to the following aspects:*
· the breadth and scope of different working modes and teaching formats on the first and second cycle, including experience from providing individual supervision at various levels
· experience from supervision at the research level
· demonstration of a critical and reflective approach to their own teaching role, their outlook on teaching and education, and to teaching practices
· ability to communicate and negotiate student involvement and interest in the subject
· ability to develop students’ own learning
· independent responsibility for planning, executing, examining and evaluating courses and study programmes
· ability to connect his/her teaching and its content to the research pursued in the subject in question
· educational development work and/or teaching material/resource contributions shall be viewed an additional qualification
· documented leadership role within education shall be viewed an additional qualification

In addition, the candidates shall have completed the required courses on teaching and learning in higher education, or be deemed to have equivalent knowledge, and have completed courses on supervision at the doctoral level.

**Research/artistic expertise**
Candidates’ research expertise shall be demonstrated through their independent research contributions which to a significant extent, in quantity as well as in quality, exceed the competence and skills required for appointment as an associate professor/promotion to docent. 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.

Candidates’ artistic expertise shall be demonstrated through work that exhibits very high artistic quality and the display of a high degree of originality and independence. The work shall further 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 an 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. In addition, the candidate shall autonomously have been conducting artistic development work.

If required by the nature of the position, which if applicable will be listed in the profile for the position, an assessment of the candidate’s professional skills shall also be made.

*The external experts shall make a qualitative and quantitative assessment of the candidate’s research/artistic qualifications and experience in relation to the position applied for. They shall also assess the candidate’s research/artistic expertise based on the candidate’s research/artistic production, completed projects and their significance from a research/artistic and societal point of view, as well as the role played by the candidate in this process. The following aspects shall be considered:*

**when assessing research expertise**
- independent and up-to-date high-quality research output, in the publication channels most relevant to the subject field
• sound ability to plan, initiate, lead and develop research
  • documented experience of leading research teams and research projects
  • documented experience from supervision at the doctoral level
• ability to secure, in competition with others, research grants
• active involvement in the national and international research community, e.g. participation in conferences, expert and peer-review assignments, external expert assignments
• ability to interact and engage with industry, commerce and other stakeholders in society
• good research development potential

**when assessing artistic expertise**

• independent and up-to-date high-quality artistic production in the channels most relevant to the subject field
• sound ability to plan, initiate, lead and develop artistic research
  • documented experience of leading research teams and research projects
  • documented experience from supervision at the doctoral level
• sound ability to develop and supervise high-quality artistic development work
• ability to secure, in competition with others, research grants as well as scholarships and/or awards
• active involvement in the national and international research community, e.g. participation in conferences, expert and peer-review assignments, external expert assignments
• ability to interact and engage with industry, commerce and other stakeholders in society
• good research development potential

**Other assessment criteria**
The external experts shall assess the candidate’s *administrative experience* (especially with regard to leadership within academia and the way in which such administrative roles were carried out), and any *other qualifications of relevance for the post*, as listed in the profile for the position.

**Format of the external expert’s report**
The external expert’s report shall account for the external expert’s assessments of the candidates’ research/artistic expertise, educational expertise, and other general and, if applicable, specific assessment criteria. In determining whether an applicant possesses the research and educational skills required to qualify for the post, an overall assessment of the criteria shall be made. To qualify, not all criteria need to be met within each field. Failure to meet the criteria in one respect may be balanced out by merits in another so that the applicant, following an overall assessment, is deemed eligible. However, shortcomings in terms of an applicant’s research expertise cannot be balanced out by merits in terms of educational expertise and vice versa.

In addition to the assessment of each candidate’s qualifications, a comparison between the candidates shall also be made. 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/artistic expertise, as well as (iii) other assessment criteria. The leading group may consist of 3-5 candidates depending on the total number of applicants.
When the external expert’s report refers to matters of promotion, the external expert shall provide their assessment based on educational expertise, research/artistic expertise, as well as other assessment criteria.

In addition, the report shall contain the following information:

- The reference number provided for the post
- 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 post
- Completed research supervision courses
- Whether the applicant meets the eligibility criteria as outlined in the profile for the post.
- An assessment of the applicant’s current position/previous positions and their relevance to the position applied for.
- A concluding statement whether the applicant is deemed to have the expertise and skills required for the position and if the applicant can be expected to perform the duties involved.

The external expert’s report shall be signed and posted, together with the fee payment form, to registrar@oru.se, or Records Office, Örebro University, 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.