*ORU 1.2.1-03480/2015*

Appointment of senior lecturers 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 senior lecturer, the provisions laid down in the Higher Education Ordinance (HEO) (1993:100) and the Appointment Procedures at Örebro University shall apply.

**Eligibility**

Those qualified for appointment as a senior lecturer are, except in disciplines in the fine, applied or performing arts, a person who has been awarded a doctoral degree or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the position and the duties that it will involve, and who has demonstrated educational expertise[[1]](#footnote-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]](#footnote-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]](#footnote-3).

**Assessment criteria**
The assessment criteria for the appointment of a senior lecturer 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 other qualifying criteria in accordance with the first paragraph under the heading Eligibility above. Each higher education institution determines what additional assessment criteria are to apply to the appointment of a senior lecturer[[4]](#footnote-4).

In addition to the assessment criteria research and educational expertise, the provisions in the appointment procedures lays 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 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.”

**Assessment of research expertise**

Candidates’ research expertise shall be demonstrated through independent research contributions. Importance shall also be attached to candidates’ experience of planning and leading research. The external experts shall make a qualitative and quantitative assessment of the candidate’s research qualifications and experience in relation to the position applied for. They shall also assess the candidate’s research expertise based on the candidate’s research production, completed projects and their significance from a research and social point of view, as well as the role played by the candidate in this process.

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.

**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[[5]](#footnote-5)*, 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* his/her 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 senior lecturer 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[[6]](#footnote-6) 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 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

**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. The duty of the external experts is to prepare the appointment for the appointment committee at Örebro University and, by means of their assessment, enable the faculty board to make a properly substantiated decision on appointment.

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/artistic 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
* 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
* a comparison of those applicants assessed by the external expert 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/artistic expertise, and (iii) other assessment criteria. The 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.

1. Chapter 4, Section 4, HEO [↑](#footnote-ref-1)
2. Appointment Procedures at Örebro University, ORU 1.2.1-02327/2015 [↑](#footnote-ref-2)
3. Appointment Procedures at Örebro University, ORU 1.2.1-02327/2015 [↑](#footnote-ref-3)
4. Chapter 4, Section 4, second paragraph, HEO [↑](#footnote-ref-4)
5. Reg. no. CF 10-68/2006 [↑](#footnote-ref-5)
6. Template for preparing a teaching portfolio can be found at: www.oru.se [↑](#footnote-ref-6)