Appointment as a senior lecturer 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 senior lecturers within the faculty of humanities and social sciences at Örebro University, 2-3 external experts are assigned to assess the applicants’ competence and skills. This procedure applies to new appointments as well as to promotions to senior lecturer positions. 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
Those qualified for appointment as a senior lecturer are· except in disciplines in the fine, applied or performing arts, a person who has demonstrated educational expertise and 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 post and the duties that it will involve, and· in disciplines in the fine, applied or performing arts, a person who has demonstrated educational expertise and who has been awarded a doctoral degree in a 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 (Higher Education Ordinance, Chapter 4, Section 4).

Assessment criteria
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. A general eligibility requirement for teaching staff appointments 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. If there are special grounds, these courses may be completed during the first year 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 educational expertise shall have been demonstrated through teaching qualifications and experience on first and preferably also on second-cycle courses and study programmes.

The external experts shall make their assessment of the candidate’s educational qualifications, experience and skills based on the account provided in his/her teaching portfolio.

**Research/artistic expertise**
Candidates’ research expertise shall be demonstrated through independent research contributions. Importance shall also be attached to candidates’ experience of planning and leading research.

Candidates’ artistic expertise shall be demonstrated through work that exhibits high artistic quality and through the display of originality and independence. In addition, the work shall be on a not insignificant scale and of 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 may also have been a part of and actively contributed to artistic development work within his/her subject field.

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.

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.

**Other assessment criteria**
The external experts shall assess the candidate’s experience from third-stream activities/public engagement, 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 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 sent, 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.