



This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.

Guidelines for the appointment of professors at the Faculty of Business, Science and Engineering

– qualifications, assessment criteria and external expert assessment

Introduction

These guidelines are intended as a supplement to Örebro University's [Procedures for Academic Appointments](#)¹ and should always be used together with that document. To facilitate the reading of the appointment procedures, reference is made here to the relevant paragraphs of that document:

- General qualifications and assessment criteria for teaching appointments
- Teaching staff categories: duties, qualifications and assessment criteria
 - Professor
 - Post-retirement professor
 - Adjunct professor
 - Visiting professor
- External expert assessment
- Principles for recruitment

Qualifications and assessment criteria for professors

For the appointment of professors at Örebro University, the qualifications and assessment criteria stated in the Swedish Higher Education Ordinance (SFS 1993:100)² apply together with the university's appointment procedures for existing categories of employment.³ A person who has demonstrated both research/artistic and teaching expertise shall be qualified for employment as a professor.⁴ Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor.⁵ At Örebro University, the specific assessment criteria are decided by each faculty board⁶ and clarified in this document, with the relative weighting for each criteria provided in the requirements profile for each appointment. Applicants for appointment as a professor in the disciplinary research domain in question are assessed based on the following criteria:

- Research expertise
- Teaching expertise
- Collaboration and public engagement skills
- Leadership skills

Each assessment criterion is described in more detail in Appendix 1, Assessment Criteria, and constitutes the faculty board's supplements to the university's *Procedures for Academic Appointments*, with the purpose of adapting assessment to the demands of each disciplinary research domain.

Research expertise – professor

The applicant's research expertise is assessed based on national and international standing and recognition in the scientific community. Research expertise is demonstrated through independent research initiatives that significantly exceed the requirements for appointment as a docent in terms of both quality and total number of publications. Further evidence of recognition is provided by the ability to lead and develop research and as well as through

¹ *Procedures for Academic Appointments at Örebro University* (ORU 05102/2016)

² Chapter 4 Section 3 first paragraph Swedish Higher Education Ordinance (SFS 1993:100)

³ *Procedures for Academic Appointments at Örebro University* (ORU 05102/2016)

⁴ Chapter 4 Section 3 first paragraph Swedish Higher Education Ordinance (SFS 1993:100)

⁵ SFS 2010:1064

⁶ *Procedures for Academic Appointments at Örebro University* (ORU 05102/2016)

supervision of doctoral students. It is desirable that an applicant has been principal supervisor to at least two doctoral students who have successfully defended their theses (see checklist).

Research expertise also encompasses being/having been the principal researcher of projects with grants awarded in competition and appointments to positions of trust within academia.

Teaching expertise – professor

Teaching expertise is important when working as a teacher, which is why the completion of courses equivalent to 10 weeks of study in teaching and learning in higher education is a general qualification requirement for permanent employment as a teacher at Örebro University. Örebro University does however offer the opportunity to complete this training during the first two years of employment. Örebro University may also assess whether other experience of teaching in higher education meets this assessment criterion. Appointment as a professor also requires that the applicant has completed training in supervising doctoral students. A professor who on appointment lacks training in teaching and learning in higher education (or equivalent expertise) or supervisor training, undertakes to complete the requisite training course(s) within two years of their appointment.

At Örebro University, teaching expertise is assessed in the categories: teaching approach, teaching approach in practice, and professional development as a teacher. Applicants' teaching qualifications shall be documented in accordance with Örebro University's [template for teaching portfolios](#) and clearly relate to the values set out in Örebro University's [educational philosophy](#).

The teaching expertise of applicants is assessed based on the breadth and scope of various forms of working and teaching at the bachelor's, master's and/or doctoral levels, including experience of individual supervision at various levels in addition to doctoral supervision.

The ability to develop, plan, implement and evaluate teaching and examination forms is also assessed, as is the ability to contribute to pedagogical development through preparing teaching materials, learning aids and/or governance documents related to teaching. The ability to link teaching to research is also assessed.

Collaboration and public engagement skills – professor

The collaboration and public engagement skills of applicants are assessed based on the breadth and scope of engagement and/or collaboration nationally and internationally, both with academia and with society at large.

Leadership skills – professor

In assessing leadership and administrative skills, consideration is given to the scope and breadth of leadership and/or academic duties in research and education. Depending on the specialisation and duties of the appointment, qualifications obtained outside the higher education sector may also be considered.

External expert assessment

The external expert assignment

Expert opinions are part of the selection process and are intended to aid Örebro University in reaching the right decision when making appointments. When assessing the competence and expertise of applicants for professorships at the Faculty of Business, Science and Engineering, the opinions of three external experts are obtained. Exceptions may be made and decisions reached in accordance with the university's order of delegation. The task of external experts is to prepare the matter for the Academic Appointments Committee and through their assessment provide Örebro University with an adequate basis for reaching a decision on an appointment or promotion.

For the appointment, the applicant shall be selected who, based on an overall assessment of expertise, skills and suitability, is best placed to carry out and develop the duties described in the requirements profile. As complementary selection instruments, Örebro University may require a teaching task to be performed, such as a trial lecture or seminar, and take up references. The university is tasked with assessing suitability based on criteria such as the applicant's collaborative skills, the personal attributes required to perform the duties in question and the ability to contribute to the development of university operations.

In undertaking the assignment of external expert, equal care shall be taken in assessing teaching expertise as research expertise. Qualifications in the form of collaboration with the community of which the university is a part should also be assessed when appointing professors, as should leadership ability. An assessment of each applicant's teaching and research expertise shall be based on all available material in the case and consider all assessment criteria pertaining to the appointment in question and the duties it involves.

The design of expert opinions

Expert opinions shall include an account of the assessment of research expertise, teaching expertise, collaboration and public engagement skills, and leadership skills, as well as any specific assessment criteria that may be included in the requirements profile. In determining whether an applicant has the requisite research and teaching expertise for qualification, an overall assessment shall be made of all criteria. Qualification is not dependent on meeting all of the assessment criteria in each area. Deficiencies in one regard may be balanced by merits in another, so that on weighing up all assessment criteria the applicant may be deemed qualified. Deficiencies in research expertise cannot however be offset by teaching merits, nor vice versa.

In addition to describing and assessing the qualifications of applicants, a comparison should be made between them. This comparison should result in a group of leading candidates ranked in order of qualifications. The grounds for the ranking order shall be provided in the opinion based on:

- research expertise;
- teaching expertise;
- collaboration and public engagement skills; and
- leadership skills.

The leading group may consist of between three and five candidates, depending on the total number of applicants.

Also when dealing with matters of promotion, external experts are expected to give an opinion on research expertise, teaching expertise and other assessment criteria.

Assessment and ranking shall be made individually by each expert.

Summary of content of external expert reports:

- Appointment reference number.
- Name and date of birth of applicant.
- The applicant's degree.
- Whether the applicant meets the criteria stated in the requirements profile.
- Additional qualifications stated in the requirements profile and job advert that the applicant fulfils.
- Assessment of current/previous employment and its relevance to the appointment applied for.
- Assessment of research expertise:
 - Assessment of the applicant's qualitative and quantitative research expertise in relation to the appointment applied for.
 - Assessment of the applicant's research expertise based on completed research projects, its scientific and social impact and the applicant's role.
- Assessment of teaching expertise:
 - Completed qualifying courses on teaching and learning in higher education and supervision.
 - Completed courses on doctoral supervision.
 - Assessment of the applicant's teaching qualifications and expertise based on their presentation in the [teaching portfolio](#).
- Assessment of collaboration and public engagement skills:
 - Assessment of the applicant's experience of collaboration with society at large.
- Assessment of leadership skills:
 - Assessment of the applicant's leadership within education and research.
- A conclusion and overall assessment of whether the applicant is deemed to have the requisite competence and skills given the announced appointment and its specialisation and whether the applicant can be expected to satisfactorily perform the duties involved.
- Assessment of which of the qualified candidates are deemed most competent to go forward to the final list for appointment, and their rankings.
- Completed checklist (Appendix 1)

Supplementation of opinions may be requested. Your signed opinion should be sent together with a fee form to:

Human Resources
Örebro University
SE-701 82 Örebro

Once an expert opinion is received at the university it is covered by the principle of public access to official documents. This means that anyone has the right to read it.

Enters into force

These guidelines enter into force on 11 February 2020.

Appendix 1

Checklist for external expert assessments: assessment criteria

Research expertise				
Assessment criteria	Yes	Doubtful	No	Insufficient basis for assessment
The applicant is a nationally established researcher.				
The applicant is an internationally recognised researcher.				
The applicant can present their own active, ongoing research.				
The applicant can present scientific publications of significant scope and high quality (exceeding the requirements for appointment as docent).				
The applicant is deemed to have a good ability to lead and develop research, e.g. of their own research group.				
The applicant has experience of academic/scientific positions of trust such as acting as an external expert, external reviewer, member of a scientific council, etc.				
The applicant has presented current doctoral supervision.				
The applicant has been principal supervisor to two doctoral students who have successfully defended their theses, or has acquired equivalent expertise by some other means.				
The applicant has presented documented doctoral instruction experience in addition to doctoral supervision.				
The applicant is/has been the principal researcher of projects with grants awarded in national or international competition.				

Teaching expertise				
Assessment criteria	Yes	Doubtful	No	Insufficient basis for assessment
The applicant has undergone a minimum of 10 weeks training in teaching and learning in higher education. ¹				
The applicant has undergone doctoral supervisor training. ¹				
The applicant has presented documented experience of various forms of working and teaching at bachelor's, master's and/or doctoral levels.				
The applicant has presented documented experience of individual supervision at various levels in addition to doctoral supervision.				
The applicant has presented documented responsibility for courses and/or study programmes.				
The applicant has presented documented independent responsibility for planning, implementing and evaluating their own courses and for examination or equivalent.				
The applicant has demonstrated the ability to develop teaching materials, learning aids or governance documents related to teaching.				
The applicant is deemed to be a good educator.				
The applicant has a demonstrated ability to link teaching to research.				
The applicant has performed a significant part of their pedagogical work during the previous 5 to 10 years.				
¹ If necessary, an equivalence assessment will be made by Örebro University. If/when appointed, the applicant lacks training, the requisite courses may be taken within two years of taking up the position.				

The completed checklist should be attached to and submitted with the opinion.

Collaboration and public engagement skills				
Assessment criteria	Yes	Doubtful	No	Insufficient basis for assessment
The applicant has demonstrated national/international contacts relevant to the nature of the appointment (e.g. networks).				
The applicant has experience of collaboration with external stakeholders (e.g. interdisciplinary collaborations, industrial/business contacts, public-sector collaborations, etc.).				
The applicant has presented popular science production aimed at stakeholders outside academia (e.g. informational and educational material, media work, etc.).				

Leadership skills				
Assessment criteria	Yes	Doubtful	No	Insufficient basis for assessment
The applicant has formal management/leadership training.				
The applicant has experience of academic leadership (of a division/department/university or equivalent).				
The applicant has experience of leadership in scholarly networks and associations.				
The applicant has participated in academic development work.				
The applicant has been appointed as a member of boards, committees, working groups or assignments in other relevant areas.				
The applicant has experience of assignments/working with systematic work environment management, research ethics, equal opportunities, gender equality, environment, diversity and/or accessibility, etc. (e.g. within projects and/or inquiries).				

The completed checklist should be attached to and submitted with the opinion.