Guidelines for the appointment of professors within the Faculty of Humanities and Social Sciences

– qualifications, assessment criteria and external expert assessment
Guidelines for the appointment of professors within the Faculty of Humanities and Social Sciences
ORU 1.2.1 - 01043/2019
Approved: 2020-09-10

Introduction
These guidelines are intended as a supplement to Örebro University’s Procedures for Academic Appointments 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) apply together with the university’s appointment procedures. A person who has demonstrated both research/artistic and teaching expertise shall be qualified for employment as a professor. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor. At Örebro University, the specific assessment criteria are decided by each faculty board and clarified in this document.

Applicants for appointment as a professor within the disciplinary research domain in question are assessed based on the criteria research/artistic expertise and teaching expertise, as well as the additional criteria collaboration and public engagement skills, suitability and leadership skills. The weighting of each assessment criteria is established in the requirements profile for each appointment. If the weighting of the assessment criteria is not provided in the requirements profile, scientific/artistic expertise should be prioritised over teaching expertise, followed by the other assessment criteria.

Each assessment criterion is specified in detail from a number of aspects and constitutes the faculty board’s supplement 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
Assessment of research expertise is based on the applicant’s independent research activities, which should significantly exceed the qualifications required for appointment as a docent, in terms of both quality and quantity. In contrast to a docentship, a professorship demands not only an ability to independently conduct research but also a proven ability to manage research, including leading research groups and research projects. Scientific publications shall be at a

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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)
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5 Procedures for Academic Appointments at Örebro University (ORU 05102/2016)
6 Procedures for Academic Appointments at Örebro University (ORU 05102/2016)
7 Procedures for Academic Appointments at Örebro University (ORU 05102/2016)
high continuous level and published in quality-assured channels of relevance to the subject in question. Research expertise includes the ability to obtain funding in competition, experience of serving in academic positions of trust and experience of doctoral supervision.

In assessing leadership and administrative skills, qualifications in research management should be given special consideration, such as proven ability to initiate, organise and lead research projects or research groups. Experience of roles and assignments, such as at faculty level or at research councils, and contributions to the national and international research community should be given special consideration. In assessing collaboration and public engagement skills, the ability to communicate research should be considered, as well as the ability to conduct research in collaboration with the surrounding community and to utilise research results for the benefit of society.

Assessment of research expertise
External experts shall assess the research expertise of applicants based on their scientific production and completed projects, the scientific and societal impact of the projects and the role played by the applicant. This assessment should be made in relation to the requirements profile.

The following aspects should be assessed:

- Quality, independence and topicality of scientific production.
- The significance of scientific production for the development of the field of research.
- The relevance of publication channels.
- The ability to plan, initiate, lead and develop research, research groups and research projects.
- Experience of doctoral supervision.
- Ability to obtain research grants in competition.
- Participation in the national and international scientific community (e.g. conference participation, editorship, membership of expert panels).
- Experience of positions of trust (review assignments, external reviewer at theses defences, external expert or assessment groups).
- Ability to collaborate with the surrounding community.
- Leadership and administrative skills, especially in relation to academic leadership, and how administrative roles have been performed.

Artistic expertise – professor
The artistic expertise of applicants is assessed based on their national and international standing and recognition as an artist. Artistic expertise is demonstrated through independent and current artistic production of the highest quality in channels of most relevance to the artistic field in question. Additional proof of recognition is provided by the ability to lead and develop artistic activities, education and research and through experience of doctoral supervision. Artistic expertise also includes the ability to obtain research grants and awards in competition, as well as artistic expert assignments and positions of trust within academia, such as serving as external reviewer or external expert.

In assessing leadership and administrative skills, qualifications in the management of research and artistic activities should be given special consideration, such as proven ability to initiate, organise and lead research projects, research groups or artistic projects. Experience of roles and assignments, such as at the faculty level or at research councils, and contributions to the
national and international research community should be given special consideration. In assessing collaboration and public engagement skills, the ability to communicate research and artistic activities should be considered, as well as the ability to conduct research and artistic activities in collaboration with the surrounding community and to utilise research results and artistic activities for the benefit of society.

Assessment of artistic expertise

In assessing the artistic expertise of applicants, external experts should consider artistic qualifications in relation to the requirements profile for the appointment. External experts should also assess expertise based on the applicant’s artistic production and completed projects, the scientific and societal impact of the projects and the role played by the applicant.

The following aspects should be assessed:

- Quality, independence and topicality of artistic production.
- The relevance of production channels.
- Ability to lead and develop artistic activities.
- Ability to lead and develop artistic education and research.
- Experience of leading research groups and research projects.
- Experience of doctoral supervision.
- Ability to obtain research grants in competition.
- Ability to obtain prestigious and significant scholarships or awards in the field.
- Experience of artistic expert assignments.
- Participation in the national and international scientific community (e.g. conference participation, editorship, membership of expert panels).
- Experience of positions of trust (review assignments, external reviewer at theses defences, external expert or assessment groups).
- Ability to collaborate with the surrounding community.
- Leadership and administrative skills, especially in relation to academic leadership, and how administrative roles have been performed.

Teaching expertise – professor

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 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.

In addition to a well-developed approach to their own teaching role, educational philosophy and pedagogical practice, teaching expertise also covers the ability to teach and supervise at the bachelor’s, master’s and doctoral levels. Teaching expertise also includes considerable ability to independently take responsibility for planning, implementing, examining and evaluating
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Courses and study programmes, as well as the ability to contribute to and lead the pedagogical development of teaching. It also includes the ability to link teaching to research, as well as to develop students’ self-learning and interest in the subject.

Leadership skills are assessed based on experience of assignments within education, including the ability to lead organisations and individuals, organise and lead study programmes or other educational activities. The ability to collaborate with society at large is assessed based on the ability to develop and implement educational assignments for organisations outside the higher education sector, to communicate courses and study programmes and develop teaching materials for external use.

Assessment of teaching expertise
In assessing teaching expertise, external experts should perform a qualitative and quantitative assessment of the applicant’s teaching qualifications and skills, taking as a point of departure the presentation in their teaching portfolio, based on the following aspects:

- The breadth and scope of various forms of working and teaching at the bachelor’s, master’s and doctoral levels,
- Experience of individual supervision at various levels, including doctoral supervision.
- The ability to critically reflect on their own teaching role, educational philosophy and pedagogical practice.
- The ability to create engagement and interest in their subject among students.
- The ability to stimulate their students’ self-learning.
- Independent responsibility for planning, implementing, examining and evaluating courses and study programmes.
- The ability to link teaching to current research in the field of study.
- Participation in pedagogical development work and/or the development of teaching materials.
- Management and leadership responsibilities on courses and study programmes.

Assessment
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 the operations.

The external expert assignment
In undertaking the assignment of external expert, equal care shall be taken in assessing teaching expertise as research/artistic expertise. Unless otherwise stated in the requirements profile, research/artistic expertise shall be weighted higher than teaching expertise, followed by any other assessment criteria. An assessment of each applicant’s teaching and research/artistic 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.

Qualification is not dependent on meeting all of the assessment criteria for research/artistic expertise or teaching expertise. 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/artistic expertise cannot however be offset by teaching merits, nor vice versa.

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 a professorship, Örebro University will obtain the opinions of at least two external experts.

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.

The design of expert opinions

Expert opinions shall include an account of the assessment of the various aspects of research/artistic expertise and teaching expertise. These assessments shall be made with due consideration for any specific assessment criteria that may be included in the requirements profile. In determining whether an applicant has the requisite research/artistic and teaching expertise for qualification, an overall assessment shall be made of all aspects of each criteria.

In addition to describing and assessing the qualifications of applicants, a comparison should be made between them. This comparison shall result in a ranking of the top candidates for the appointment in question based on the individual assessment criteria. The grounds for the ranking order shall be provided in the opinion.

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

When more than one external expert opinion is commissioned, each expert shall submit individual assessments of applicants. Experts are, however, permitted to collaborate on describing the candidate’s qualifications.

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/artistic expertise:
  - Assessment of the applicant’s qualitative and quantitative research/artistic expertise in relation to the appointment applied for.
  - Assessment of the applicant’s research/artistic expertise based on completed research projects, their scientific/artistic and societal impact and the applicant’s role in those projects.
- Assessment of teaching expertise:
  - Completed qualifying courses on teaching and learning in higher education.
  - Completed doctoral supervisor training.
  - Assessment of the applicant’s teaching qualifications and expertise based on their presentation in the teaching portfolio.
• A conclusion and overall assessment of whether the applicant is deemed to have the requisite competence and expertise according to the requirements profile 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.

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 1 October 2020.