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# Appointment procedures for academic appointments

## **Policy document Örebro University**

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## Introduction

### ***Higher Education Ordinance, Chapter 2, Section 2, item 9***

*/.../ In addition the board of governors shall itself decide /.../ on an appointment procedure.*

These appointment procedures are a local supplement to the Higher Education Act, Higher Education Ordinance, other regulations, and local agreements governing the appointment of teaching staff at Örebro University.

The appointment procedures lay down the rules applied by the university with regard to categories of teaching staff, other academic appointments, qualifications and assessment criteria, as well as promotion.

## Categories of teaching staff at Örebro University

### ***Higher Education Ordinance, Chapter 4, Section 1***

*Teachers are employed by the higher education institution.*

### ***Higher Education Act, Chapter 3, Section 2***

*Higher education institutions shall employ professors and senior lecturers to undertake teaching and research.*

*A professorship is the most senior teaching appointment.*

*The Government issues regulations on the qualifications and assessment criteria that will apply to the employment of professors and senior lecturers.*

### ***Higher Education Act, Chapter 3, Section 6***

*Unless otherwise provided by regulations issued by the Government, each higher education institution shall itself decide which categories of teachers, apart from professors and senior lecturers, it shall employ and the qualifications and assessment criteria to apply to such appointments.*

The following categories of teaching staff exist at Örebro University:

- Professors
- Adjunct professors
- Visiting professors
- Post-retirement professors
- Senior lecturers
- Adjunct senior lecturers
- Associate senior lecturers
- Lecturers
- Adjunct lecturers
- Postdoctoral researchers

- Researchers

Teaching staff shall as a norm be employed until further notice. Provisions on grounds for fixed-term appointments can be found in:

- the Higher Education Ordinance ([Chapter 4, Section 10-12a](#)) for adjunct professors, visiting professors, teachers in disciplines in the fine, applied or performing arts, and associate senior lecturers,
- the Employment Protection Act ([1982:80](#)),
- the [central agreement](#) on fixed-term appointments of adjunct teaching staff (in Swedish),
- the central collective agreement on fixed-term postdoc employment ([2022-02-01](#)), and
- the Employment Protection Act ([1982:80](#)).

## Other academic appointments

At Örebro University, there are a number of other academic appointments that tie in with teaching appointments, but where duties and responsibilities are largely related to other activities than teaching. These are:

- Doctoral students
- Teaching assistants

These categories of staff are principally offered fixed-term employment. Provisions on grounds for fixed-term appointments can be found in:

- the Higher Education Ordinance ([Chapter 5, Sections 1 and 8](#)).

## Principles for recruitment

For Örebro University to be able to fulfil its commitments and meet the short and long-term goals set for its operations, the ability to recruit and retain academic staff with a high degree of research, artistic and teaching expertise must be ensured. The university endeavours to offer high-quality teaching and research environments, attractive employment terms, and clear career paths. Continuous efforts must be made to ensure and maintain processes for sophisticated talent management.

A teacher at Örebro University shall have the skills and competence required to participate in education and research, as well as in collaboration and public engagement linked to education and research. They shall also in other respects contribute to the development of the university. The duties and responsibilities for a teaching position may vary over time. The allocation of duties and responsibilities shall be managed based on the needs of the operations and in accordance with the regulations in force at the university. For teaching appointments, recruitment of staff with qualifications within research/artistic work and teaching shall be a priority to the university.

Örebro University's recruitment processes are to be characterised by openness, transparency and merit-based assessment (OTM-R). These principles are central components of the European Charter & Code for Researchers and essential to the implementation process Human Resources Strategy for Researchers (HRS4R). In 2018, Örebro University received the [HR Excellence in Research](#) award – a testament to our institution complying with the principles laid out in the EU Charter & Code.

Örebro University shall be a study and workplace where equality and gender equality prevail. It is the university's view that increased diversity is significant for recruiting and retaining the most competent members of staff and a way of promoting quality in education and research.

The goal is for all organisational units to achieve gender balance<sup>1</sup>, which is defined as at least 40 per cent of each sex within the respective appointment category. On appointment, a person of the underrepresented sex with comparable qualifications may be put forward for appointment in preference to a person of another sex<sup>2</sup>. The qualitative overall assessment of the qualifications of the person put forward for appointment, including a consideration in terms of gender equality, shall be prepared, including the grounds for the recommendation.

The starting point for any recruitment shall be the strategic talent management plan in place within the organisation. For any recruitment matters, a requirements profile shall be prepared outlining qualifications and assessment criteria<sup>3</sup>. All positions shall be duly announced and advertised in compliance with the provisions in Section 6 of the Employment Ordinance<sup>4</sup>.

Information shall be posted on the university's official notice board, published on the university website, and listed with the Swedish Public Employment Service<sup>5</sup>. In addition, information about the vacancy should be disseminated with the aim of attracting the best qualified candidates. To promote mobility, positions shall also be advertised internationally unless there are special grounds to the contrary.

Information concerning decisions on appointment and promotion to other positions shall be posted on the university's notice board.

Teaching appointments requiring research/artistic expertise shall as a rule be assessed by external experts. Exemptions may be made, the details of which are outlined under the respective appointment category below. In cases where more than one external expert is to be appointed, the gender equality aspect<sup>6</sup> shall be considered. The position shall be offered to the candidate who, following an overall assessment of competence, skills, expertise and suitability, is most favourably equipped to perform and develop the duties

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<sup>1</sup> [Discrimination Act, Chapter 3, Section 7](#)

<sup>2</sup> [Discrimination Act, Chapter 2, Section 2](#)

<sup>3</sup> [Higher Education Ordinance, Chapter 4, Section 3 and Chapter 4, Section 4, item 2](#)

<sup>4</sup> ORU 1.2.1-03571/2020 Interpretation of special grounds for exemptions from the obligation to provide information under the Employment Ordinance, Section 6

<sup>5</sup> [SFS 1984:819](#) (in Swedish)

<sup>6</sup> [Higher Education Ordinance, Chapter 4, Sections 5-6](#)

and responsibilities listed in the requirements profile<sup>7</sup>. As additional selection tools, Örebro University also employs trial lectures/seminars and the taking of references. The administrative procedures in the teacher recruitment process are described in a separate procedures document.

## **General eligibility and assessment criteria for teaching appointments**

When appointing teaching staff, their research/artistic expertise as well as their teaching expertise shall be assessed. In the assessment, experience and qualifications in terms of collaboration with the wider community, of which the university is a part, will also be evaluated, as will national and international experience and mobility. In addition, applicants' suitability for the position will be evaluated, as will, for certain positions, their leadership skills. Candidates' research, artistic and teaching qualifications shall independently of the other qualifications be at an adequate level. Inadequate competence within one area cannot be compensated by stronger qualifications within another area.

With the requirements profile and the description of duties and responsibilities as a starting point, the ability to communicate and teach in Swedish and/or English may also constitute a criterion for appointment. Further eligibility requirements, for example a professional qualification, may be added on the approval of the requirements profile for the position in question. There must, however, be objective grounds for any such additional requirements with respect to the duties and responsibilities involved and the needs of the organisation.

## **Qualifications and assessment criteria for research/artistic expertise**

Örebro University applies the qualification requirements for appointment outlined in the Higher Education Ordinance provisions for the respective appointment category. In addition, the respective faculty board decides on any specific assessment criteria to be met in cases of professor and senior lecturer appointments, as well as their relative weighting.

## **Qualifications and assessment criteria for teaching expertise**

At Örebro University, learning rests upon scientific and well-tried experience and stems from research and reflection on higher education pedagogy and didactics.

Teaching at Örebro University offers students opportunities to take responsibility for their own learning<sup>8</sup>.

A general qualification requirement for teaching staff employed until further notice is that the candidate has completed courses in higher education pedagogy corresponding to 10 weeks. Knowledge and skills equivalent to such courses may also be assessed to establish

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<sup>7</sup> [Employment Ordinance, Section 4](#) (in Swedish)

<sup>8</sup> Educational philosophy ORU 2019/00606

whether these provide eligibility. Such an assessment shall be documented<sup>9</sup>. A teacher who at the time of appointment lacks the training specified above or the equivalent, shall no later than within two years of taking up the position have completed the required courses<sup>10</sup>. The teacher shall be allowed scope in their employment for this.

Teaching expertise shall be assessed based on the candidates' teaching qualifications, which shall be well-documented and accounted for in accordance with the teaching portfolio template for Örebro University. In the teaching portfolio, the applicant shall describe their teaching approach in relation to research on and best practice in higher education pedagogy, how their teaching approach is put into practice, as well as the outcome of their teaching practices. The account shall explicitly relate to Örebro University's educational philosophy and other criteria laid down for the appointment in question.

## **Other assessment criteria**

### **Collaboration and public engagement**

There are three aspects to collaboration and public engagement, in terms of the mandate given to universities by the Government: disseminating information; collaborating with the wider community; and promoting utilisation of the university's research. The ability to interact with other stakeholders in society is an important part of the university teacher's role and it requires good understanding of various processes in society and the impact that university activities have on these.

### **Suitability**

Suitability refers to the applicant having the personal qualities required to successfully perform the duties and responsibilities at hand, to cooperate with other members of staff, and to contribute to the development of Örebro University's operations.

### **Leadership skills**

In the assessment of leadership and administrative skills, particular attention should be paid to qualifications from leadership within education and research, such as a demonstrated ability to lead operations and staff and an ability to organise and lead research projects, research teams and/or coordinate degree programmes. Depending on the specialisation of the position and the duties involved, qualifications from activities outside of higher education may be taken into consideration.

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<sup>9</sup> An equivalence assessment of previous qualifying courses in higher education pedagogy can be made by the [Centre for Academic Development](#) at Örebro University. Other acquired competence, skills and qualifications can also be assessed against the recommendations on learning outcomes for the teaching qualifications required for employment as an academic teacher, issued by the Association of Swedish Higher Education Institutions (SUHF).

<sup>10</sup> For fixed-term teaching appointments of at least two years, a plan shall be in place for the completion of such qualifying courses.

## Combined appointments

### ***Higher Education Ordinance, Chapter 4, Section 2***

*A higher education institution may, with the consent of an accountable authority for healthcare as stated in Section 8 of Chapter 3 of the Higher Education Act (1992:1434), decide that a post as professor or senior lecturer at the institution must be combined with employment at a healthcare facility that provides medical training and research. Training and research at such a facility includes training and research in dental science.*

### ***Higher Education Ordinance, Chapter 4, Section 8***

*Before a teacher is offered combined employment as stated in Section 2, the higher education institution must offer the accountable authority for healthcare an opportunity to make a statement on the matter.*

### ***Higher Education Act, Chapter 3, Sections 3 and 8***

*Section 8 The Government or the agency nominated by the Government may stipulate that a teaching post at a higher education institution shall be combined with employment as a physician or dentist with specialist training, or with employment other than as a physician at a designated healthcare facility for medical training and research. A combined post may only be held by someone eligible for both appointments.*

*The regulations that apply to teaching appointments shall also apply to appointments to be combined with teaching posts.*

*Before appointment to a teaching post the accountable authority for healthcare shall be enabled to make representations, if the position is to be combined with a post in a healthcare facility.*

*Ordinance (1997:797)*

For combined appointments, the qualification requirements and assessment criteria are basically the same as for professors and senior lecturers respectively with respect to research and teaching expertise. For employment as professor and senior lecturer in combination with practice as a specialist/consultant at a healthcare facility designated for medical training and research, specialist qualifications for the position of consultant is also required. Which clinical position that is to apply within the framework of a combined appointment shall be determined through an agreement between Örebro University and the designated healthcare facility following a proposal from the healthcare department (or equivalent) in question.

The main principle for combined appointments is that a third of their scope shall be linked to clinical practice. Certain deviations from the above may be made with the support of both parties and following the decision of the vice-chancellor.

## Nomination

### ***Higher Education Ordinance, Chapter 4, Section 7***

*A higher education institution may nominate someone for appointment as a professor if this is of exceptional importance for a specific activity at the institution. If a higher*



*education institution nominates an individual for a post, the reason why the appointment is of exceptional importance for the institution must be documented.*

*Only someone qualified for appointment under Section 3 may be appointed through nomination.*

*The decision to nominate an individual for a post is made by the vice-chancellor and cannot be delegated.*

*For an appointment through nomination, there is no need to submit information of the kind stated in the first paragraph of Section 6 of the Employment Ordinance (1994:373). The provisions on expert assessment in Section 6 must be applied.*

At Örebro University, an appointment through nomination may be used as a tool for strategic recruitments with regard to professors. The procedure shall, however, be applied with great restraint.

## Teaching staff categories – duties and responsibilities, qualifications and assessment criteria

### ***Higher Education Act, Chapter 3, Section 1***

*The duties assigned to teaching staff may comprise educational responsibilities or research and also administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.*

For all teaching staff categories at Örebro University, the **general eligibility and other qualifications and assessment criteria** described on pages 6–7 in these appointment procedures are to apply.

## Professors

### ***Higher Education Ordinance, Chapter 4, Section 3***

*Qualification requirements for employment as a professor, except in disciplines in the fine, applied or performing arts, are fulfilled by someone who has demonstrated both research and teaching expertise. Qualification requirements for employment as a professor in disciplines in the fine, applied or performing arts are fulfilled by someone who has demonstrated both artistic and teaching expertise.*

*The assessment criteria for appointment as a professor must be the degree of the expertise required as a qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a professor.*

*Ordinance (2010:1064)*

## Main duties and responsibilities

As a rule, a professor spends the bulk of their working hours on research. A professor is also expected to work actively to bring in external research grants to the subject area, take

an overall responsibility for its research activities, and monitor developments within the subject field internationally. A professor is expected to be involved at all three levels of higher education and to disseminate information on and collaborate around their own and the department's research activities.

A professor is moreover expected, within the scope of their employment, to make themselves available for executive and administrative assignments at the university.

### **Qualifications and assessment criteria for appointment as a professor** ***Higher Education Act, Chapter 3, Section 3***

*A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.*

*A professor may be employed for a fixed term, if the appointment concerns:*

- 1. a creative or artistic subject,*
- 2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or*
- 3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor). Act (2010:701)*

The respective faculty board decides on the specific assessment criteria to be met for the appointment of a professor, as well as their relative weighting.

#### **Research expertise**

Research expertise shall be demonstrated through independent research contributions, quantitatively as well as qualitatively; continuous high-level research output; significant external research grants; and through the planning, leading, and administration of research.

#### **Artistic expertise**

Artistic expertise shall be demonstrated through work that exhibits very high artistic quality and through the display of a high degree of originality and independence. The work shall 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.

#### **Teaching expertise**

Teaching expertise shall be considerable and shall have been demonstrated through teaching qualifications and experience as well as contributions to varying degrees on first, second and third-cycle courses and study programmes. Applicants shall be able to account for their teaching outlook and approach and have the ability to reflect on their

own pedagogical development as well as on the teacher's role. The applicant shall also have contributed to the development of educational activities.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of the requirements profile. There shall be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

### **External expert assessments**

#### ***Higher Education Ordinance, Chapter 4, Section 6***

*When appointing a professor (including an adjunct professor) an expert assessment must be obtained regarding the applicant's expertise, unless this is obviously unnecessary for the appraisal of their expertise.*

*If an assessment is obtained from two or more people, men and women must be represented equally. However, this does not apply if there are special grounds.*

At Örebro University, at least two external experts shall be appointed for appraisal of the applicants' expertise.

Exemptions from the external expert assessment procedure may be made in cases when there is only one applicant for the position and the applicant submits reports from previous assessments.

An external expert assessment may, however, be made of one or several fields where an up-to-date assessment is missing. Exemptions may also be made if the applicant for a number of years has held a position as professor of a relevant subject area at another higher education institution. Decisions on exemptions from the external expert assessment procedure shall be taken in accordance with the university's delegations of authority.

### **Post-retirement professors**

Continued active involvement by a professor employed until further notice at Örebro University and retiring with retirement pension and thus withdrawing from their responsibility for the research/artistic development within their field, may well be consistent with the university's needs in retaining competence and experience. Professors at Örebro University retire from their posts no later than when they reach 69 years of age. If there is an evident need within the organisation to make use of this member of staff's competence, the university may decide to create a position with the title of post-retirement professor in accordance with the Employment Protection Act (1982:80)<sup>11</sup>.

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<sup>11</sup> Further provisions can be found in Örebro University's guidelines on professors' continued activities following retirement from their regular posts due to retirement pension, ORU 1.2.1–3625/2014.

## **Adjunct professors**

### ***Higher Education Act, Chapter 3, Section 3***

*A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.*

*A professor may be employed for a fixed term, if the appointment concerns:*

- 1. a creative or artistic subject,*
- 2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or*
- 3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).*

### ***Higher Education Ordinance, Chapter 4, Section 11***

*An adjunct professor must be employed until further notice, but for no longer than until a specified date. These appointments may be extended. The total period of employment may be no longer than twelve years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.*

One way of enhancing competency within the university and strengthening the links to the world around us, is to engage research competent persons in university activities as adjunct professors for involvement in research and/or education. An adjunct professor at ORU shall have their main employment (at least 51 per cent of a full-time post) outside the higher education sector.

## **Main duties and responsibilities**

The exact allocation of duties and responsibilities within the areas of scientific/artistic research and teaching shall be determined based on the needs of the school. The subject area for the position may, however, be more limited as an adjunct professor shall be a leading specialist within the field in question.

## **Qualifications and assessment criteria for appointment as an adjunct professor**

The qualification requirements and assessment criteria are basically the same for an adjunct professor as for a professor with respect to research/artistic and teaching expertise. The respective faculty board decides on the specific assessment criteria to be met for the appointment of an adjunct professor, as well as their relative weighting.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of the requirements profile. There shall be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

## **External expert assessments**

For the appointment of an adjunct professor, at least two external experts shall be appointed for assessment of the applicants' expertise, provided that this is not manifestly unnecessary for the appraisal. Exemptions from the external expert assessment procedure

may be made in cases when there is only one applicant for the position and the applicant submits reports from previous assessments, or if the applicant already holds an adjunct position as professor in a relevant subject area at another higher education institution. Decisions on exemptions shall be taken in accordance with the university's delegations of authority.

## **Visiting professors**

### ***Higher Education Act, Chapter 3, Section 3***

*A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.*

*A professor may be employed for a fixed term, if the appointment concerns:*

- 1. a creative or artistic subject,*
- 2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or*
- 3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).*

### ***Higher Education Ordinance, Chapter 4, Section 12***

*A visiting professor must be employed until further notice, but for no longer than until a specified date. These appointments may be extended. The total period of employment may be no longer than five years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.*

One way of enhancing competency within the university and strengthening the links to the world around us, is to engage research/artistically competent persons in university activities as visiting professors for involvement in education and research. A visiting professor shall be employed at another higher education institution, in Sweden or abroad.

## **Main duties and responsibilities**

The duties and responsibilities of a visiting professor are similar to those of a regular professor's. The subject area for the position may, however, be more limited as a visiting professor shall be a leading specialist within the field in question.

## **Qualifications and assessment criteria for appointment as a visiting professor**

The qualification requirements and assessment criteria are basically the same for a visiting professor as for a professor with respect to research/artistic and teaching expertise, as well as to other assessment criteria. The respective faculty board decides on the specific assessment criteria to be met for the appointment of a professor, as well as their relative weighting.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of the requirements profile. There shall be

objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

### External expert assessments

For the appointment of a visiting professor, at least two external experts shall be appointed for assessment of the applicants' expertise, provided that this is not manifestly unnecessary for the appraisal. Exemptions from the external expert assessment procedure may be made in cases when there is only one applicant for the position and the applicant submits reports from previous assessments, or if the applicant already holds a position as professor in a relevant subject area at another higher education institution. Decisions on exemptions shall be taken in accordance with the university's delegations of authority.

## Senior lecturers

### *Higher Education Ordinance, Chapter 4, Section 9*

*A teaching post may be limited to a fixed term under the Employment Protection Act (1982:80), unless it is an appointment as a professor, including adjunct and visiting professor, or if nothing else is stipulated in Section 12b. In addition, the provisions in Sections 10-12a apply to fixed-term appointments. Ordinance (2012:523)*

### *Higher Education Ordinance, Chapter 4, Section 10*

*A teacher in disciplines in the fine, applied or performing arts may be employed until further notice, but for no longer than five years. These appointments may be extended. The total period of employment may be no longer than ten years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.*

### Main duties and responsibilities

A senior lecturer is expected to spend their working hours on education at all levels and research, and any associated collaboration and public engagement activities. Duties and responsibilities also include supervision, assessment and examination, development work, administration and continuing professional development. A senior lecturer shall also contribute to the university's development.

### Qualifications and assessment criteria for appointment as a senior lecturer

#### *Higher Education Ordinance, Chapter 4, Section 4*

*A person qualified for appointment as a senior lecturer is*

- 1. except in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate or has the corresponding research competence or other professional expertise that is valuable for the post's subject matter and duties, and*
- 2. in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate in fine, applied or performing arts, has demonstrated artistic expertise or has some other professional expertise that is valuable for the post's subject matter and duties.*

*The assessment criteria for appointment as a senior lecturer must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of other qualifying criteria stated in the first paragraph. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a senior lecturer.*

The respective faculty board decides on the specific assessment criteria to be met for the appointment of a senior lecturer, as well as their relative weighting.

### Research expertise

Research expertise shall be demonstrated through independent research contributions and continued scientific production following the award of the doctoral degree. Importance shall also be attached to candidates' establishment in the research community as well as to candidates' experience of planning, administrating and leading their own research.

If special grounds exist, exceptions from these criteria may be made following a special decision by the vice-chancellor.

### Artistic expertise

Artistic expertise shall be demonstrated through work that exhibits high artistic quality and through the display of originality and independence. The work shall be of great proportions 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 should also have been a part of and actively contributed to artistic research within their subject field.

### Teaching expertise

Teaching expertise shall be demonstrated through varying degrees of contributions within teaching, such as planning, execution, evaluation and supervision. Applicants shall be able to account for their teaching outlook and approach and have the ability to reflect on their own pedagogical development as well as on the teacher's role. The applicant shall also have contributed to the development of educational activities.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of the requirements profile. There shall be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

### External expert assessments

At Örebro University, two external experts shall normally be appointed for appraisal of the applicants' expertise.

Exemptions may be made for fixed-term appointments of less than two years.

Exemptions from the external expert assessment procedure may also be made in cases when there is only one applicant for the position and the applicant submits reports from previous assessments, or if the applicant for a number of years has held a position as



senior lecturer in a relevant subject area at another higher education institution. An external expert assessment may, however, be made of one or several areas where an up-to-date assessment is missing. Decisions on exemptions from the external expert assessment procedure and the number of external experts shall be taken in accordance with the university's delegations of authority.

### **Promotion from senior lecturer to professor**

As a rule, all vacancies are to be announced. A condition for promotion is that there is a need within the organisation in the subject area in question and that a separate assessment of the candidate is made.

A senior lecturer who has been employed until further notice and has held their position for at least a year, can apply for assessment for the promotion to professor. An application for promotion shall refer to the subject within which the applicant holds their appointment. A condition for promotion is that the senior lecturer meets the qualification requirements and assessment criteria specified for the post of professor.

At least one external expert shall be appointed for appraisal of the applicant's expertise. Decisions on exemptions from the external expert assessment procedure shall be taken in accordance with the university's delegations of authority.

### **Associate senior lecturers**

#### ***Higher Education Ordinance, Chapter 4, Section 12a***

*An associate senior lecturer may be employed until further notice, but for no less than four years and no longer than six years, which is decided by the higher education institution prior to employment. The purpose of the appointment is for the teacher to have the opportunity to develop research autonomy and acquire the scholarly and teaching qualifications required for eligibility for appointment as a senior lecturer.*

*An appointment under the first paragraph may be extended for a maximum of two years, if the associate senior lecturer's sick leave, parental leave or other special grounds means that additional time is needed to achieve the purpose of this appointment.*

*An appointment under the first and second paragraphs is otherwise subject to the provisions of the Employment Protection Act (1982:80).*

*Exceptions may be made to the first and second paragraphs through a collective agreement that is made or approved by a central employees' organisation. Ordinance (2017:844)*

#### ***Higher Education Ordinance, Chapter 4, Section 12b***

*If a teacher has been employed under Section 12a on a fixed-term appointment at a higher education institution, no agreement may be drawn up between the higher education institution and the teacher regarding a fixed-term appointment as specified in Section 5 of the Employment Protection Act (1982:80) within six months of the date on which the employment under Section 12a came to an end.*

*Exceptions may be made to the first paragraph through a collective agreement that is made or approved by a central employees' organisation.*



## **Main duties and responsibilities**

An associate senior lecturer is expected to spend their working hours on research and on education at all levels, and on any associated collaboration and public engagement activities. An associate senior lecturer shall also contribute to the university's development. The duties and responsibilities of an associate senior lecturer include acquiring such research/artistic and teaching qualifications that enable them to meet the eligibility criteria for appointment as a senior lecturer.

## **Qualifications and assessment criteria for appointment as an associate senior lecturer**

### ***Higher Education Ordinance, Chapter 4, Section 4a***

*Qualification requirements for employment as an associate senior lecturer are fulfilled by someone who has been awarded a doctorate or has the corresponding research competence. Primary consideration should be given to someone who has been awarded a doctorate or achieved the equivalent competence no more than either five or seven years prior to the deadline for application for employment as an associate senior lecturer. However, someone who has been awarded a doctorate or achieved the equivalent expertise at an earlier date may also be considered if there are special grounds. Special grounds are sick leave, parental leave or other similar circumstances.*

*Each higher education institution decides which of the time frames specified in paragraph one will apply within different disciplines and the assessment criteria that must be applied to the appointment of an associate senior lecturer. Prior to such an appointment, the higher education institution must also establish the assessment criteria that will be applied to an application for promotion to senior lecturer under Section 12c. Ordinance (2017:844)*

At Örebro University, the time frame to apply in accordance with the above is no more than seven years, for a doctorate or the corresponding research competence, prior to the deadline for application for employment as an associate senior lecturer.

The respective faculty board decides on the specific assessment criteria to be met for the appointment of an associate senior lecturer, as well as their relative weighting.

In addition to the general assessment criteria, additional assessment criteria shall be determined in the requirements profile. There shall be objective grounds for applying such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation. Particular importance shall be attached to the qualities enabling the candidate to contribute to the future development of both research and education. A demonstrated ability and desire to pursue an academic career is also of importance.

## **External expert assessments**

For the appointment of an associate senior lecturer, two external experts shall normally be appointed for appraisal of the applicants' expertise. Decisions on exemptions from the external expert assessment procedure and the number of external experts shall be taken in accordance with the university's delegations of authority.

## **Promotion from associate senior lecturer to senior lecturer**

### ***Higher Education Ordinance, Chapter 4, Section 12c***

*An associate senior lecturer who is employed at a higher education institution under Section 12a must, on application, be promoted to senior lecturer at the higher education institution, provided they are*

- 1. eligible for employment as a senior lecturer, and*
- 2. assessed as suitable for such an appointment in accordance with the assessment criteria that the higher education institution decided, under the second paragraph of Section 4a, must be applied to an application for promotion to senior lecturer.*

*Such a promotion entails employment until further notice as a senior lecturer. Ordinance (2017:844)*

As a rule, all vacancies are to be announced. A condition for promotion is that there is a need within the organisation in the subject area in question and that a separate assessment of the candidate is made.

The application for promotion to a position as senior lecturer employed until further notice shall be submitted no later than six months before the employment as an associate senior lecturer comes to an end.

In addition to the provisions with regard to the appointment of senior lecturers, on promotion, the qualifying courses in higher education pedagogy shall be completed. On the examination of applications for promotion to senior lecturer, teaching and research/artistic expertise will be given equal attention. Other criteria for promotion shall be laid out in the requirements profile for the position of associate senior lecturer.

At least one external expert shall be appointed for appraisal of the applicant's qualifications and suitability. Decisions on exemptions from the external expert assessment procedure shall be taken in accordance with the university's delegations of authority.

## **Adjunct senior lecturers**

### ***Agreement on fixed-term appointments of adjunct teaching staff***

*Section 1 Pursuant to Section 2 of the Employment Protection Act (1982:80), the parties conclude an agreement on fixed-term employment of adjunct teaching staff. On appointment in accordance with this agreement, the Employment Protection Act shall apply with the exception of the deviations below.*

*Section 2 A post as an adjunct teacher (with the exception of adjunct professor) refers to a part-time post held by an employee whose main employment is outside higher education. The purpose of an adjunct position is to add such competency normally not found within the organisation and which is necessary for the provision of high-quality education.*

#### *Joint-party comment*

*The scope of an adjunct post shall be determined based on the needs of the organisation. Currently, the scope of such a post is normally 20 per cent of a full-time post. The parties are, however, aware that certain cases may warrant a larger scope.*

*Section 3 An adjunct teacher may be employed for an indefinite period, but for no more than two years. Such an appointment may be extended.*

*Agreement between the Swedish Agency for Government Employers and OFR's trade union sections within the Government sector, Saco-S, and SEKO, 2011-12-11*

### **Main duties and responsibilities**

An adjunct senior lecturer is a specialist/expert with research/artistic qualifications who agree to work part-time at the university for a limited period of time. The subject area for the position may, however, be more limited than for a position as a regular senior lecturer, as an adjunct senior lecturer shall be a leading specialist within the field in question.

The exact allocation of duties and responsibilities within the areas of education and research/artistic development work shall be determined with respect to the needs of the school and the conditions for the individual senior lecturer's role and availability.

### **Qualifications and assessment criteria for appointment as an adjunct senior lecturer**

The qualification requirements and assessment criteria for an adjunct senior lecturer are basically the same as for a senior lecturer with respect to research, artistic and teaching expertise.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of the requirements profile. There shall be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

### **External expert assessments**

External expert assessments are not necessary for this kind of appointment. An assessment will be made internally at the university in accordance with its delegation of authority.

## **Lecturers**

### ***Higher Education Ordinance, Chapter 4, Section 9***

*A teaching post may be limited to a fixed term under the Employment Protection Act (1982:80), unless it is an appointment as a professor, including adjunct and visiting professor, or if nothing else is stipulated in Section 12b. In addition, the provisions in Sections 10-12a apply to fixed-term appointments. Ordinance (2012:523)*

### ***Higher Education Ordinance, Chapter 4, Section 10***

*A teacher in disciplines in the fine, applied or performing arts may be employed until further notice, but for no longer than five years. These appointments may be extended. The total period of employment may be no longer than ten years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.*

### **Main duties and responsibilities**

A lecturer is expected to mainly spend their working hours on teaching, primarily on first-cycle courses and study programmes, and on any associated collaboration and public engagement activities. A lecturer should also contribute to the university's development.

### **Qualifications and assessment criteria for appointment as a lecturer**

Qualification requirements for employment as a lecturer are fulfilled by someone who has demonstrated teaching expertise and has been awarded a relevant academic qualification at least at the one-year master's level (or equivalent). Other theoretical knowledge and skills in combination with the relevant experience from the field in question may be assessed to establish whether these correspond to a one-year master's degree. Qualifications from within the field of fine, applied or performing arts also include demonstrated artistic expertise.

### **Teaching expertise**

Teaching expertise shall be demonstrated through previous qualifications and experience of teaching or similar learning situations. The applicant shall be able to account for the application of a scientific approach in teaching.

### **Artistic expertise**

Artistic expertise shall be demonstrated through the fact that the candidate is well-established in an artistic context within their subject field.

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of the requirements profile. There shall be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

### **External expert assessments**

External expert assessments are not necessary for this kind of appointment. An assessment will be made internally at the university in accordance with its delegation of authority.

### **Promotion from lecturer to senior lecturer**

As a rule, all vacancies are to be announced. A condition for promotion is that there is a need within the organisation in the subject area in question and that a separate assessment of the candidate is made.

A lecturer who has been employed until further notice and has held their position for at least a year, can apply for assessment for the promotion to senior lecturer. An application for promotion shall refer to the subject within which the applicant holds their appointment. A condition for promotion to senior lecturer is that the lecturer meets the qualification requirements and assessment criteria specified for the post of senior lecturer applicable at the time of promotion. In addition to these, the qualifying courses in higher education pedagogy shall be completed at the time of promotion.

On the examination of applications for promotion to senior lecturer, teaching and research/artistic expertise will be given equal attention.

At least one external expert shall be appointed for appraisal of the applicant's expertise. Decisions on exemptions from the external expert assessment procedure shall be taken in accordance with the university's delegations of authority.

## **Adjunct lecturers**

### ***Agreement on fixed-term appointments of adjunct teaching staff***

*Section 1 Pursuant to Section 2 of the Employment Protection Act (1982:80), the parties conclude an agreement on fixed-term employment of adjunct teaching staff. On appointment in accordance with this agreement, the Employment Protection Act shall apply with the exception of the deviations below.*

*Section 2 A post as an adjunct teacher (with the exception of adjunct professor) refers to a part-time post held by an employee whose main employment is outside higher education. The purpose of an adjunct position is to add such competency normally not found within the organisation and which is necessary for the provision of high-quality education.*

### ***Joint-party comment***

*The scope of an adjunct post shall be determined based on the needs of the organisation. Currently, the scope of such a post is normally 20 per cent of a full-time post. The parties are, however, aware that certain cases may warrant a larger scope.*

*Section 3 An adjunct teacher may be employed for an indefinite period, but for no more than two years. Such an appointment may be extended.*

*Agreement between the Swedish Agency for Government Employers and OFR's trade union sections within the Government sector, Saco-S, and SEKO, 2011-12-11*

## **Main duties and responsibilities**

An adjunct lecturer is expected to mainly teach on first-cycle courses and study programmes. The subject area for the position may, however, be more limited than for a regular lecturer, as an adjunct lecturer shall contribute a considerable degree of practical skills and competence (for example via their profession), thereby linking the courses and study programmes in question with relevant professional fields for a fixed period of time.

The forms for the cooperation shall normally be determined through an agreement between Örebro University, the adjunct lecturer and their main employer.

## **Qualifications and assessment criteria for appointment as an adjunct lecturer**

The qualification requirements and assessment criteria for an adjunct lecturer are basically the same as for a lecturer with respect to teaching expertise, artistic expertise and a one-year master's degree (or equivalent).

In addition to the general assessment criteria, additional assessment criteria may come into question in connection with the approval of the requirements profile. There shall be objective grounds for applying any such further assessment criteria on the basis of the duties involved and with respect to the needs within the organisation.

## **External expert assessments**

External expert assessments are not necessary for this kind of appointment. An assessment will be made internally at the university in accordance with its delegation of authority.

## **Postdoctoral researchers**

### ***Article 1***

*The agreement applies to higher education institutions or other employers within the government contractual area that conduct research. The agreement applies to employees who are employed as postdocs and who will mainly conduct research. Teaching may also be included in the duties, but up to a maximum of one-fifth of the working time.*

*The purpose of the position is to give the employee an early opportunity to develop his or her independence as a researcher and to create the conditions for further acquisition of qualifications after completing the doctoral degree. The position is part of efforts to underpin the future supply of skills. The application of this agreement is subject to the condition that the employee has not previously been employed as a postdoc researcher under this agreement for more than one year in the same or a related subject area with the same employer.*

### ***Article 2***

*To be eligible for employment under this agreement, a doctoral degree or a foreign degree deemed to be equivalent to a doctoral degree is required. This eligibility requirement must be fulfilled at the latest at the time of the employment decision.*

*To be eligible for employment under this agreement, candidates to be primarily considered are those that have obtained a doctoral degree as referred to in the first paragraph of this article not more than three years previously. For the purpose of calculating the three-year framework period, the starting point is the deadline for applications.*

*If there are special reasons, such a doctoral degree may have been received earlier than as referred to in the second paragraph. Special reasons include leave due to illness, parental leave, trade union duties, military service, or other similar circumstances, as well as clinical service or service/assignments relevant to the subject area.*



### **Article 3**

*Beyond the provisions of the Employment Protection Act (1982:80), a postdoc may be employed for an indefinite period, but not for less than two or more than three years.*

*The employment referred to in the first paragraph may be extended if this is necessary to achieve the purpose of the employment. However, the total period of employment may not exceed three years.*

*The parties' starting point is that employment as a postdoc refers to full-time work.*

### **Article 4**

*In addition to the provisions of Article 3, the employment may be extended if there are special reasons. Special reasons include leave due to illness, trade union duties, military service, or other similar circumstances, as well as clinical service or service/assignments relevant to the subject area.*

*Special reasons also include parental leave during employment. In the case of such parental leave, the employee shall be offered the possibility of an extension at least equivalent to the duration of the leave.*

*Agreement between the Swedish Agency for Government Employers and OFR's trade union sections within the Government sector, Saco-S, and SEKO, 2021-11-19.*

## **Main duties and responsibilities**

The appointment as a postdoctoral researcher is intended to enable persons who have recently been awarded their doctoral degree, to consolidate and develop primarily their research/artistic skills.

## **Qualifications and assessment criteria for appointment as a postdoctoral researcher**

*A doctoral degree or a foreign degree deemed to be equivalent to a doctoral degree is required. This eligibility requirement must be fulfilled at the latest at the time of the employment decision. To be eligible for employment under the agreement, candidates to be primarily considered are those who have obtained a doctoral degree as referred to in the first paragraph of Article 2 not more than three years previously. For the purpose of calculating the three-year framework period, the starting point is the deadline for applications. If there are special reasons, such a doctoral degree may have been received earlier than as referred to in the second paragraph. Special reasons include leave due to illness, parental leave, trade union duties, military service, or other similar circumstances, as well as clinical service or service/assignments relevant to the subject area.*

*Beyond the provisions of the Employment Protection Act (1982:80), a postdoc may be employed for an indefinite period, but not for less than two or more than three years. The employment must be full time.*

Particular importance shall be attached to the qualities enabling the candidate to contribute to the future development of both research and education. A demonstrated ability and desire to pursue an academic career is also of importance.

In addition to the other assessment criteria collaboration and public engagement and suitability, the qualification requirements and assessment criteria shall be specified in the requirements profile. For these, there must be objective grounds based on the duties and responsibilities involved and the needs of the organisation.

### **External expert assessments**

External expert assessments are not necessary for this kind of appointment. An assessment will be made internally at the university in accordance with its delegation of authority.

## **Researchers**

The researcher category is used for appointments that are mainly funded by external research grants. A person may be employed as a researcher in cases where there are no grounds for a teaching position.

For a researcher who is appointed for a fixed term, the term is fixed in accordance with the Employment Protection Act (1982:80), which corresponds to a maximum of one year.

For employment of researchers until further notice, funding from one or several funding bodies shall, at the time of the vacancy being announced, be guaranteed for a period of at least two years.

### **Main duties and responsibilities**

A researcher shall spend their working hours mainly on research. The appointment may also include teaching, when there is a need within the organisation, to facilitate the researcher to acquire qualifications for a teaching appointment at the university. The share of teaching may not exceed 20 per cent of a full-time post.

### **Qualifications and assessment criteria for appointment as a researcher**

Qualification requirements for employment as a researcher are fulfilled by someone who has been awarded a doctoral degree or a degree from abroad deemed to correspond to a doctoral degree. In addition to the other assessment criteria collaboration and public engagement and suitability, further assessment criteria shall apply. For these, there must be objective grounds based on the duties and responsibilities involved and the needs of the organisation.

### **External expert assessments**

External expert assessments are not necessary for this kind of appointment. Decisions on exemptions shall be taken in accordance with the university's delegations of authority.

## **Other academic appointments**

At Örebro University, there are a number of other academic appointments that tie in with teaching appointments, but where duties and responsibilities are largely related to other activities than teaching. For these academic appointments, the same starting points apply



as for the recruitment of other categories of teaching staff, as do the other **assessment criteria** specified on pages 6–7 in these appointment procedures.

## **Doctoral students**

### ***Higher Education Ordinance, Chapter 5***

*Section 3 Only a person who is or has been admitted to third-cycle education may be employed on a doctoral studentship.*

*Section 3a A doctoral studentship must be a full-time position. If a third-cycle student requests it, the position may be part-time but at no less than 50 per cent of a full-time position.*

*Section 5 When appointing a person to a doctoral studentship, their ability to assimilate third-cycle education must be taken into account.*

*If appointment to a doctoral studentship is associated with admission to a study programme, the provisions in the second and third paragraphs of Section 41 of Chapter 7 on determining assessment criteria and the prohibition of preferential treatment must be applied.*

*The higher education institution must provide information about vacant positions in the form of advertising or some equivalent procedure, so someone interested in the position can notify the higher education institution within the stipulated period. However, information only needs to be provided if appointment to a doctoral studentship will take place in association with admission to a study programme and if information must be provided in connection with admission under Section 37 of Chapter 7.*

*Section 6 Appointment to a doctoral studentship must be decided by the vice-chancellor.*

*Section 7 Employment on a doctoral studentship must be until further notice, but no longer than a given date and never longer than one year after the award of a doctorate or doctorate in the fine, applied and performing arts.*

*The initial appointment may apply for no longer than one year. An appointment may be extended by no more than two years at a time.*

*A person may be employed on a doctoral studentship for a total of no more than eight years. However, the total period of employment may be no longer than that equivalent to full-time third-cycle studies of four years. For studies that conclude with the award of a licentiate degree or a licentiate degree in the fine, applied and performing arts the total employment period may not exceed the time corresponding to full-time third-cycle study for two years. The time spent studying by the third-cycle student while not appointed to a doctoral studentship must be deducted from these periods.*

*The total period of employment may, however, exceed that stated in the third paragraph if there are special grounds. Such grounds may comprise leave of absence because of illness, leave of absence for service in the Swedish defence forces or an elected position in a trade union or student organisation, or parental leave.*

## **Main duties and responsibilities**

### ***Higher Education Ordinance, Chapter 5***

*Section 2 A person appointed to a doctoral studentship must primarily dedicate time to their own studies.*

*However, an employee may work to a limited extent with education, research, artistic research and administration. Before a doctorate or a doctorate in the fine, applied and performing arts has been awarded, however, duties of this kind may not comprise more than 20 per cent of a full-time post.*

## **Qualifications and assessment criteria for appointment as a doctoral student**

Only a person who is or has been admitted to third-cycle education at a higher education institution may be employed on a doctoral studentship. For admission to a third-cycle study programme, applicants are required to meet both general entry requirements and specific entry requirements. In addition, applicants must be considered in other respects to have the ability and suitability required to benefit from the programme. For a full account of the entry requirements, refer to the admissions regulations<sup>12</sup> as well as to annex 2 to the general syllabus for the subject in question.

## **External expert assessments**

External expert assessments are not necessary for this kind of appointment.

## **Teaching assistants**

### ***Higher Education Ordinance, Chapter 5***

*Section 8 Higher education institutions may employ teaching assistants and clinical assistants.*

#### *Form of employment*

*Section 12 Teaching assistants and clinical assistants must be employed until further notice, but for no longer than one year. These appointments may be extended. The total employment period as a teaching assistant or a clinical assistant may not, however, exceed three years.*

## **Main duties and responsibilities**

### ***Higher Education Ordinance, Chapter 5***

*Section 9 Employment as a teaching assistant may not correspond to more than 50 per cent of a full-time post. Duties must comprise educational tasks, administration or participation in research or artistic research.*

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<sup>12</sup> Admissions Regulations for Örebro University, ORU 2020/06907

The total employment period as a teaching assistant may not exceed three years. Teaching assistants must be employed until further notice, but for no longer than one year at a time.

### **Qualifications and assessment criteria for appointment as a teaching assistant**

#### ***Higher Education Ordinance, Chapter 5***

*Section 10 Only a person admitted to first or second-cycle education may be employed as a teaching assistant.*

In addition to the other assessment criteria collaboration and public engagement and suitability, further assessment criteria may apply. For these, there must be objective grounds based on the duties and responsibilities involved and the needs of the organisation.

### **External expert assessments**

External expert assessments are not necessary for this kind of appointment. Decisions on exemptions shall be taken in accordance with the university's delegations of authority.