### Description of academic recruitment process through the Academic Appointments Board

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<tr>
<td>- Documentation from department&lt;br&gt;  - Needs analysis&lt;br&gt;  - Person specification</td>
<td>- Added to agenda&lt;br&gt;  - Processing by AAB&lt;br&gt;  - Proposed text of vacancy notice&lt;br&gt;  - Presentation by the department&lt;br&gt;  - Decision on text of vacancy notice&lt;br&gt;  - Advertisement of vacancy</td>
<td>- Poss. recruitment committee appointed&lt;br&gt;  - Sift of applications before proposal for expert(s) from department or recruitment committee&lt;br&gt;  - Proposal for experts submitted&lt;br&gt;  - Selection of experts&lt;br&gt;  - Per capsum decision taken by AAB&lt;br&gt;  - Documents sent out to experts&lt;br&gt;  - Expert opinions submitted&lt;br&gt;  - Department or recruitment committee offered the opportunity to make representations</td>
<td>- AAB processes applications&lt;br&gt;  - Documents to members&lt;br&gt;  - Assessment and selection&lt;br&gt;  - Decision after assessment&lt;br&gt;  - Proposal for interview/appointment/rejection/discontinuation&lt;br&gt;  - Minutes written</td>
<td>- Contact with applicant&lt;br&gt;  - Appointment decision&lt;br&gt;  - Faculty Office/Dean&lt;br&gt;  - Presiding Committee/Vice-Chancellor (PROF)</td>
<td>- Entry into force&lt;br&gt;  - Official documentation drawn up&lt;br&gt;  - Lists and systems updated&lt;br&gt;  - Documentation filed&lt;br&gt;  - Close the matter in the systems</td>
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### Process Steps

1. **Creation of post**
   - Needs analysis
   - Person specification

2. **Advertisement of vacancy**
   - Added to agenda
   - Processing by AAB
     - Proposed text of vacancy notice
     - Presentation by the department
     - Decision on text of vacancy notice
     - Advertisement of vacancy

3. **Selection and assessment**
   - Poss. recruitment committee appointed
   - Sift of applications before proposal for expert(s) from department or recruitment committee
   - Proposal for experts submitted
   - Selection of experts
   - Per capsum decision taken by AAB
   - Documents sent out to experts
   - Expert opinions submitted
   - Department or recruitment committee offered the opportunity to make representations

4. **Examination by AAB**
   - AAB processes applications
     - Documents to members
     - Assessment and selection
     - Decision after assessment
     - Proposal for interview/appointment/rejection/discontinuation
     - Minutes written

5. **Decision**
   - Contact with applicant
   - Appointment decision
     - Faculty Office/Dean
     - Presiding Committee/Vice-Chancellor (PROF)
   - Salary decision
     - Faculty Office/Dean
     - Vice-Chancellor (PROF)
   - Execution and announcement
     - In acc. with list
   - Announcement posted
     - Byrålogen
   - Poss. appeals

6. **Conclusion**
   - Entry into force
   - Official documentation drawn up
   - Lists and systems updated
   - Documentation filed
   - Close the matter in the systems

### Notes
- Faculty Board (PROF)
- Vice-Chancellor (PROF)