



**LUND**  
UNIVERSITY

University Board

DECISION

19 September 2014

Reg. no STYR 2014/676

## **Lund University Appointment Rules**

With the support of Chapter 2 Section 2 first paragraph point 9 of the Higher Education Ordinance (1993:100) Lund University decides on the following appointment rules for academic staff.

The appointment rules comprise the regulations governing appointments of academic staff at Lund University. The rules presuppose that all faculties and units appointing teaching staff have clear delegation rules and information on the recruitment process. Given the different traditions and circumstances of the faculties, further specification of qualification requirements and assessment criteria will be required at faculty level. However, faculties are not allowed to lower the qualification requirements.

### **1. Introduction**

Good teaching staff are a condition for Lund University to achieve success in teaching, research and interaction with wider society. Recruitment and encouragement of staff development are therefore important components in efforts to meet the University's overall goals. Among these goals are that Lund University shall be an attractive workplace and a workplace where personal and professional development are promoted. Systematic attention to gender equality is an essential instrument for achieving an even gender balance among University staff.

The following regulatory framework for academic appointments and promotions of teaching staff is based on the principle that the University is to offer a clear and transparent path to appointment and development within teaching and research and that the level of skill required may vary within teaching and research/artistic activities, depending on the duties of the post. The point of departure is that all appointments related to teaching and research shall be permanent teaching posts. Fixed-term teaching posts, such as postdoctoral fellowships, research fellowships and posts as associate senior lecturer, are intended to provide career development in both research and teaching and an opportunity for individuals to develop their skills in preparation for a continued academic career.

Teaching staff at Lund University and their professional and personal development are extremely important to the University's excellence in teaching and research and for the management and development of different areas of university activities.

In order to facilitate mobility and international recruitments, vacancies should be advertised abroad and with broadly defined subject specialisations.

## **Training in teaching and learning in higher education**

A part of the requirements for appointment to positions as lecturer, senior lecturer and professor at Lund University is that the applicant has completed at least 5 weeks of training in teaching and learning in higher education and has developed the knowledge, skills and approaches required for professional teaching in higher education, in accordance with the national targets of the Association of Swedish Higher Education (SUHF). In the absence of such training, an assessment will be carried out to ascertain whether the applicant documents equivalent knowledge and skills in the application. If there are valid reasons, for example that the applicant has lacked opportunities to acquire the requisite knowledge in his or her former positions, an appointment can still be made. In such cases, the appointee is to complete the required training within the first two years of employment.

Employed teaching staff with the required qualification of 5 weeks of training in teaching and learning in higher education should be offered the opportunity to undertake further teacher training of at least 5 weeks as part of their duties.

## **2. General regulations for recruitment**

### **2.1 General principles for recruitment**

The aim in recruiting academic staff shall be to find those with the best possible skills and potential for the duties of the post.

Lund University shall strive in its recruitment to achieve an even gender balance within the different types of positions and in consideration of the context in which the individual will work. In the documentation produced for decisions to provide information about a vacancy, potential candidates are to be described with reference to the gender equality targets.

#### *Direct appointment*

The Vice-Chancellor may appoint a professor without a call for applications to the post. Such direct appointments are to take place in accordance with the current regulations decided by the University Board.

### **2.2 Types of position, recruitment and special forms of employment**

Academic staff refers to

- professors
- visiting professors
- adjunct professors
- senior professors
- senior lecturers
- adjunct senior lecturers
- associate senior lecturers (as of 1 July 2013)
- associate senior lecturers /research fellows<sup>1</sup>
- postdoctoral fellows

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<sup>1</sup> Appointments to associate senior lecturer and research fellow on fixed-term contracts are no longer regulated by the Higher Education Ordinance. A new fixed-term career development post has been introduced in Chapter 4 Section 12a of the Higher Education Ordinance. In accordance with a local collective agreement on career development positions (reg. no PE 2013/365), this post is referred to as associate senior lecturer and entitles the holder to apply for employment until further notice.

- lecturers, and
- adjunct lecturers.

A professor, senior lecturer or lecturer shall preferably be offered an indefinite-term appointment. A fixed-term appointment as a senior lecturer or lecturer may be offered in accordance with the Employment Protection Act (1982:80). In addition, Chapter 4 Sections 10–12 of the Higher Education Ordinance apply for fixed-term appointments. In connection with retirement, a professor can be employed with the title senior professor in accordance with the Employment Protection Act.

### **2.2.1 Definitions**

#### **Adjunct positions**

An adjunct professor is appointed for a fixed term and has his or her main professional activities outside academia. The individual shall meet the qualification requirements for appointment as a professor. Exceptions can be made to the qualification requirements if the individual is able to bring unique skills of particular importance to the area of activity or to strengthen the area's links to wider society.

Adjunct senior lecturers and adjunct lecturers are appointed for a fixed term of two years in accordance with a central agreement.<sup>2</sup>

#### **Visiting professor**

A visiting professor is appointed for a fixed term and shall meet the qualification requirements for appointment as a professor at the time of application (see Chapter 3 Section 3 of the Higher Education Act (HEA)). The individual shall have specific skills of value to the area of activity.

#### **Joint appointment**

An appointment as a professor or senior lecturer may be combined with appointment at a health care unit that hosts medical education and research (see Chapter 3 Section 8 of the HEA). A joint appointment is intended to bring clinical skills to teaching and research.

## **3 Basic appointment procedures**

Once a need for recruitment has been identified, a decision has to be taken on the subject specialisation, qualification requirements and assessment criteria for the post (i.e. the person specification) and on the advertising of the vacancy.

### **3.1 Subject of appointment**

The subject of appointments to professor, adjunct professor, visiting professor, senior lecturer, adjunct senior lecturer, associate senior lecturer, postdoctoral fellow, lecturer and adjunct lecturer shall be stated. The subject of the appointment shall be clearly stated and defined, based on the University's recruitment targets and equal opportunities plans. In order to achieve an even gender balance and increased diversity, the subject of the appointment should be broadly and sufficiently generally defined. If there are valid reasons, a subject specialisation can be indicated.

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<sup>2</sup> Collective agreement between the Swedish Agency for Government Employers and OFR/S, Saco-S and SEKO, 14 December 2011, on fixed-term appointments of adjunct academic teaching staff ("Avtal om tidsbegränsad anställning av adjungerad lärare").

If the specialisation of the post changes over time, the subject title can also be changed. This can take place during an appointment if the title has become misleading or obsolete or in the context of an application for promotion.

### **3.2 Qualification requirements and assessment criteria**

The general qualification requirements for academic staff are being suited to and having the general ability required to complete the duties of the post well. A person specification shall be drawn up for every vacancy and shall form a basis for information about the position. In addition to the qualification requirements for each type of appointment stated below, further requirements shall be given in the person specification, where relevant. The assessment of candidates' qualifications shall be carried out on the basis of the appointment rules and the person specification drawn up for the appointment.

In the assessment of applicants with equal qualifications in terms of skills and development, consideration shall be given to any special circumstances that have affected the individual's professional development. Special circumstances could be absences due to illness, parental leave, professional activities, military service, trade union positions or similar circumstances.

#### **3.2.1 Qualification requirements and assessment criteria for the different positions**

##### **Professor**

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.

The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor (see Chapter 4 Section 3 of the Higher Education Ordinance).

To be qualified for employment as a professor, an individual shall have completed at least five weeks of training in higher education teaching and learning or acquired equivalent knowledge by other means, unless there are valid reasons (see Introduction).

*For appointments to professor, the following shall form the assessment criteria:*

- A very good national and international standing as a researcher/artist. The requirement for international experience shall be assessed with consideration to the character and traditions of the subject.
- A very high level of teaching skill, including a very good ability to conduct, develop and lead educational activities on different levels and using a variety of teaching methods.

- A good ability to supervise doctoral students to achieve a PhD or students on arts programmes to achieve artistic independence.
- A good ability to cooperate with wider society and communicate his or her activities.
- A good general ability to lead and develop activities.

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### **Adjunct professor**

A person who meets the qualification requirements stated above shall be qualified for employment as an adjunct professor.

In the general assessment of skills, skills other than research and teaching expertise may be taken into account, in accordance with section 2.2.1.

The requirement for teaching expertise may be viewed in the light of the individual's professional background.

For short-term appointments (not more than a year) or appointments of limited scope (not more than 20 per cent), there is no need to apply the requirement of five weeks of training in teaching and learning in higher education. In these cases, the appointee is to undertake teacher training adapted to the requirements of the duties of the post.

### **Visiting professor**

A person who is a professor or deemed to have the qualifications of a professor is qualified for appointment as a visiting professor (see Chapter 3 Section 3 HEA).

### **Senior lecturer**

Those qualified for appointment as a senior lecturer are

1. except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a PhD or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve, and
2. in disciplines in the fine, applied or performing arts, a person 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 of value in view of the subject matter of the post and the duties it will involve.

The assessment criteria for appointment as a senior lecturer shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of other qualifying criteria laid down in the first paragraph above. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a senior lecturer (see Chapter 4 Section 4 HEO ).

To be qualified for employment as a senior lecturer, an individual shall have completed at least five weeks of training in higher education teaching and learning or acquired equivalent knowledge by other means, unless there are valid reasons (see Introduction).

*For appointments to senior lecturer, the following shall form the assessment criteria:*

- A good national and international standing as a researcher or artist. The requirement for international experience shall be assessed with consideration to the character and traditions of the subject.
- Good teaching ability, including a good ability to conduct, develop and lead educational activities on different levels and using a variety of teaching methods.
- An ability to supervise doctoral students to achieve a PhD or students on arts programmes to achieve artistic independence.
- An ability to cooperate with wider society and communicate his or her activities.
- A good general ability to lead and develop activities.

### **Adjunct senior lecturer**

A person who meets the qualification requirements for employment as a senior lecturer is qualified to be appointed as an adjunct senior lecturer except in disciplines in the fine, applied or performing arts.

However, no exceptions are allowed from the requirement of five weeks of training in teaching and learning in higher education or equivalent knowledge acquired by other means.

*For appointments to adjunct senior lecturer*

The assessment criteria may vary in relation to the desired expertise. The criteria shall be clearly stated in the person specification.

In the general assessment of skills, skills other than research and teaching expertise may be taken into account.

### **Career development positions**

Associate senior lecturer (appointed before or after 1 July 2013) and postdoctoral fellow are fixed-term positions that are to offer an opportunity to gain research/artistic and

teaching qualifications. The positions shall first and foremost provide scope for developing research qualifications. However, opportunities for undertaking training in teaching and learning in higher education shall be offered as part of the duties, amounting to five weeks for associate senior lecturers and three weeks for postdoctoral fellows.

Appointments as associate senior lecturer after 1 July 2013 should be reviewed at mid-term. The employee is to receive instructions on his or her needs for improvement to be qualified for appointment to a permanent post as a senior lecturer.

#### ***Associate senior lecturer***

A person who holds a PhD or has the corresponding research expertise shall be qualified for appointment as an associate senior lecturer. Priority should be given to candidates who have completed their degree no more than seven years before the last date for applications (Chapter 4 Section 12a of the Higher Education Ordinance and local collective agreement on career development positions, reg. no PE 2013/365).

*For appointments to associate senior lecturer, the following shall form the assessment criteria:*

A good ability to develop and carry out high-quality research or artistic activities, and teaching skill.

For appointments to associate senior lecturer, the focus of the assessment shall be on both research/artistic expertise and teaching skill. Otherwise, the assessment shall be made based on the person specification for the position.

#### ***Postdoctoral fellow***<sup>3</sup>

A person who has taken a doctor's degree or who has a foreign qualification deemed equivalent to a doctorate and who has completed the degree no more than three years prior to the last date for applications shall be qualified for appointment as a postdoctoral fellow. Candidates who have completed their degree earlier than this can be considered if special grounds exist. Special grounds include leave of absence because of illness, parental leave, clinical work, positions as elected representative in trade union organisations and other similar circumstances.

*For appointments to postdoctoral fellow, the following shall form the assessment criteria:*

A good ability to develop and carry out high-quality research or artistic activities, and teaching skill.

For appointments to postdoctoral fellow, the primary focus of the assessment shall be on research/artistic expertise. Otherwise, the assessment shall be made based on the person specification for the position.

#### **Lecturer**

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<sup>3</sup> Agreement on fixed-term employment as a postdoctoral fellow signed between the Swedish Agency for Government Employers and OFR/S, Saco-S and SEKO, 4 September 2008 (*Avtal om tidsbegränsad anställning som postdoktor*).

A person shall be qualified for appointment as a lecturer if he or she has

- completed a second-cycle degree or acquired corresponding knowledge and has other skills of value in view of the subject matter of the post and the duties that it will involve
- demonstrated teaching expertise.

To be qualified for employment as a lecturer, an individual shall have completed at least five weeks of training in higher education teaching and learning or acquired equivalent knowledge by other means, unless there are valid reasons (see Introduction).

The assessment criteria for appointment as a lecturer shall be the degree of the expertise required as a qualification for employment.

*For appointments to lecturer, the following shall form the assessment criteria:*

- Good subject knowledge of relevance to the post and the duties that it will involve.
- Good teaching ability including a good ability to develop and pursue educational activities on different levels and using a variety of teaching methods.
- Very good professional experience or other experience of relevance to the post.

### **Adjunct lecturer**

A person who meets the qualification requirements for employment as a lecturer is qualified to be appointed as an adjunct lecturer except in disciplines in the fine, applied or performing arts. However, no exceptions are allowed to the requirement of five weeks of training in teaching and learning in higher education or equivalent knowledge acquired by other means.

*For appointments to adjunct senior lecturer*

The assessment criteria may vary in relation to the desired expertise. The criteria shall be clearly stated in the person specification.

In the general assessment of skills, skills other than research and teaching expertise may be taken into account.

### **3.2.2 Establishing person specifications and advertising vacancies**

A decision to announce a vacancy shall be based on strategic and comprehensive planning of skills requirements.

The announcement of a vacancy shall include the person specification established for the post.

The person specification shall clearly state the qualification requirements and assessment criteria stipulated in the appointment rules together with the additional requirements based on the strategic considerations and needs of the organisation.

The person specification for a post as associate senior lecturer shall also include the qualification requirements and assessment criteria for promotion. As in the case of recruitment, the requirements for promotion may be supplemented with further requirements related to the strategic considerations and needs of the organisation.

### **3.3 General remarks on different preparatory bodies**

The applications for an advertised post shall be processed in such a way that the most suitable applicant is appointed.

If a group of individuals are to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men shall be equally represented in the group. This does not apply, however, if there are extraordinary reasons to the contrary (see Chapter 4 Section 5 of the Higher Education Ordinance)

Each faculty is to have at least one academic appointments board. Where necessary, the vice-chancellor can make a decision to establish a temporary academic appointments board. The academic appointments board is to submit proposals for appointments of professors (including adjunct and visiting professors). All or parts of the recruitment process for an appointment can be carried out by a recruitment committee. It is also possible to appoint a recruitment committee for the appointment to other positions (see Definitions below).

The academic appointments board shall comprise one chair, three academic staff representatives and two student representatives. In addition, at least two substitute academic staff representatives and at least one substitute student representatives shall be appointed. One of the academic staff representatives shall be appointed vice-chair. Men and women shall be equally represented on the academic appointments board (see Chapter 4 Section 5 of the Higher Education Ordinance). If the entire process is to be undertaken by a recruitment committee, the committee shall comprise at least one student representative.

An academic appointments board is quorate when the chair and at least half of the other members are present. A representative of the department concerned may participate in the board's activities and has the right to attend, speak and make proposals.

A recruitment committee consists of members of the academic appointments board deemed suitable to manage parts or all of the appointment process in quicker and simpler fashion. If the recruitment committee is to manage the whole appointment process it must include one student representative, one representative of the department and one member of the academic appointments board.

A working group is a small preparatory body at department level which is to include at least one student representative.

Appointment of a professor whose qualifications have already been assessed does not require processing by a preparatory body. This also applies to renewed appointments of adjunct professors, visiting professors or professors with artistic qualifications. The dean can propose appointments in these cases.

### **3.4 Sifting of applications, expert assessment and proposal**

#### **3.4.1 Sifting of applications**

After consultation with the department concerned, the academic appointments board/working group or recruitment committee can sift out applicants who clearly cannot be considered for the appointment before passing the applications on to an expert/experts. The reasons why the individuals cannot be considered for the post shall be documented. The applicants who have been sifted out shall be informed that they will not be considered for the appointment. Applicants who only lack training in higher education teaching and learning and who have not acquired equivalent knowledge by other means may not be sifted out only on these grounds unless the person specification expressly states that such training is a requirement for the position in question.

#### **3.4.2 Expert assessment**

For appointments to professor (including adjunct professor) or senior lecturer, at least one external expert shall assess the applicants' skill. An expert assessment does not need to be obtained if it is clear that this is not necessary for the assessment of the applicant's skills (cf Chapter 4 Section 6 HEO). Unless there are exceptional reasons, men and women shall be equally represented if an assessment is to be obtained from more than one person (cf Chapter 4 Section 6 HEO).

For appointments to associate senior lecturer, an external expert shall assess the applicants' research/artistic and teaching expertise, unless it is unnecessary for assessing the expertise.

If there is more than one expert, a joint description and/or assessment of the applicants' skill may be submitted. If there is disagreement, this shall be made clear in the statement. The expert(s) may be asked only to propose a shortlist without indicating any order of preference. The expert(s) shall always assess the applicants' teaching and academic/artistic skill on the basis of the person specification and the appointment rules, but may also be asked to assess other requirements or assessment criteria listed in the person specification.

#### **3.4.3 Proposal**

A decision on appointment must be based on a proposal.

### **3.5 Information about decisions on appointment**

Information about decisions on appointment shall be given in accordance with Section 7 of the Employment Ordinance (1994:373).

### **3.6 Appeals**

If an appeal is entered against a decision on an appointment a statement shall be submitted to the Higher Education Appeals Board.

## **4. General regulations for promotion**

Decisions on promotion to a position requiring higher qualifications are to be based on strategic considerations. The considerations are to include an assessment whether the applicant has submitted documented contributions to the development of the organisation and is deemed to be suitable for promotion.

A decision on promotion of an associate senior lecturer is to be taken within three months of the application, provided that the application has been submitted in accordance with the faculty's instructions.

### **Promotion to professor**

A senior lecturer who is employed on a permanent basis at Lund University may apply for promotion to professor if he or she has the qualifications required for the post of professor.

The employee shall also demonstrate professional development in teaching or research/artistic expertise, from a general and long-term perspective.

### **Promotion to senior lecturer**

A lecturer who is employed on a permanent basis at Lund University may apply for promotion to senior lecturer if he or she has the qualifications required for the post of senior lecturer.

The employee shall demonstrate development in teaching or research/artistic expertise, from a general and long-term perspective.

### **Promotion from employment as associate senior lecturer to employment as senior lecturer<sup>4</sup>**

An associate senior lecturer (as of 1 July 2013) is to be appointed on application to a permanent position as senior lecturer if he or she has the required qualifications and is deemed to be suitable with reference to the qualification requirements and assessment criteria included on the person specification. An associate senior lecturer can only apply for promotion once.

The application for promotion is to be submitted to the relevant faculty 3 years and 6 months into the appointment. A decision on promotion or rejection of the application is to be made within three months of the application. In cases of extension due to special circumstances, the application is to be submitted at the latest after 3 years and 6 months of actual service, taking into account that the period of employment must not exceed 6 years and that the application must be submitted 6 months prior to the end of the appointment.

#### **4.1 Processing of applications for promotion to professor and senior lecturer**

The processing of applications for promotion shall correspond to the processing of applications for appointment. The old regulations in Chapter 4 Sections 13a, 20–22 and 24a of the Higher Education Ordinance in its wording prior to 1 January 2011 shall apply to promotions from associate senior lecturer to senior lecturer for applicants appointed within the previous system.

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<sup>4</sup> Local collective agreement on career development positions (reg. no PE 2013/365)

**5. Entry into force**

With the support of Chapter 2 Section 2 point 9 of the Higher Education Ordinance (1993:100), it is decided that the above appointment rules shall apply from 1 October 2014 and replace the University Board decision of 17 June 2011, amended 14 December 2012 and 15 June 2013 (LS 2013/352), and the guidelines for applying the requirement of training in teaching and learning in higher education in the appointment rules (PE 2012/94).

**6. Transitional provisions**

Renewed appointments as associate senior lecturer or research fellow (fixed-term) made prior to 1 October 2011 are to be processed in accordance with the Higher Education Ordinance in its wording prior to 1 January 2011, see the transitional provisions (SFS 2010:1064).