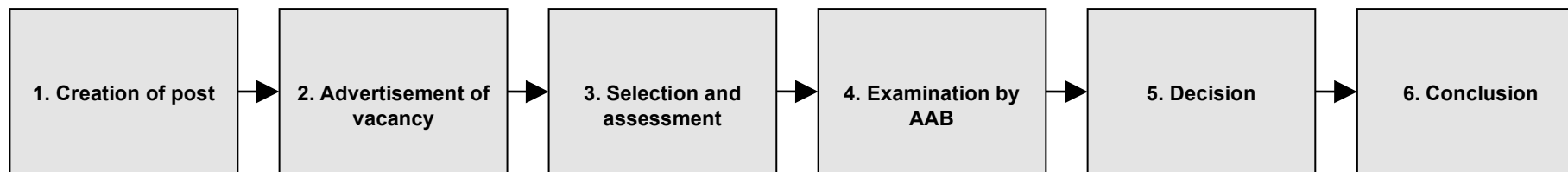


Description of academic recruitment process through the Academic Appointments Board



<ul style="list-style-type: none"> • Documentation from department <ul style="list-style-type: none"> - Needs analysis - Person specification • Drafting of decision on the creation of the post <ul style="list-style-type: none"> - Presiding Committee - Management Council - Faculty Board (PROF) - Vice-Chancellor (PROF) 	<ul style="list-style-type: none"> • Added to agenda • Processing by AAB <ul style="list-style-type: none"> - Proposed text of vacancy notice - Presentation by the department - Decision on text of vacancy notice - Advertisement of vacancy • Application period <ul style="list-style-type: none"> - Questions from applicants - Applications and any supplementary documents • List of applicants compiled by Faculty Office 	<ul style="list-style-type: none"> • 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 capsulam decision taken by AAB • Documents sent out to experts • Expert opinions submitted • Department or recruitment committee offered the opportunity to make representations 	<ul style="list-style-type: none"> • AAB processes applications <ul style="list-style-type: none"> - Documents to members - Assessment and selection • Decision after assessment <ul style="list-style-type: none"> - Proposal for interview/ appointment/ rejection/ discontinuation • Minutes written 	<ul style="list-style-type: none"> • Contact with applicant • Appointment decision <ul style="list-style-type: none"> - Faculty Office/Dean - Presiding Committee/Vice-Chancellor (PROF) • Salary decision <ul style="list-style-type: none"> - Faculty Office/Dean - Vice-Chancellor (PROF) • Execution and announcement <ul style="list-style-type: none"> - In acc. with list • Announcement posted <ul style="list-style-type: none"> - Byrålogen • Poss. appeals 	<ul style="list-style-type: none"> • Entry into force • Official documentation drawn up • Lists and systems updated • Documentation filed • Close the matter in the systems
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