



# Mittuniversitetet

MID SWEDEN UNIVERSITY

## Appointments procedure for teachers at Mid Sweden University

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## GENERAL INFORMATION

*Appointing  
teachers and researchers  
is crucial for success*

The core activities of Mid Sweden University are performed by the categories of teachers mentioned in this Appointment procedure. The recruitment of teachers is the single most important factor for a successful university in terms of reaching the goals for education and research set by the University Board. This Appointment procedure determines the aims of the recruitment of teachers for Mid Sweden University on an overall level, the authorization to make decisions as an administrative authority, as well as the routines for the appointment procedure, which are also defined in the processing register.

*The responsibility is  
shared between the  
hierarchical  
organization and  
subject teaching staff  
meetings*

Like all other academic activities, the recruitment of teachers, in general terms competence maintenance, can be found in a management hierarchy as well as in collegial committees, to ensure participation in decision-making. The Appointment procedure focuses mainly on formal decision-making. However, to ensure a successful appointment procedure, it must have its starting-point in a collegial context where education and research belong.

*Managers ensure the  
motivation of the  
colleagues*

The academic managers have a special responsibility to ensure that the collegial committees maintain a focus on appointment issues, by means of the annual activity plans of the University Board and in dialogue within the organization, between the Vice-Chancellor and Deans and faculties, between the Deans and Heads of departments and departments and also during the meetings between the Heads of departments and the subject committees. The starting point of the discussions is the University Board's plan for competence maintenance for the university.

*Decisions on appointments*

*are made by the managers  
after preparation in the  
collegial committees*

It is the responsibility of the decision-maker in an appointment procedure to aim at appointing the best possible employees , both when appointing professors, senior lecturers and when recruiting temporary lecturers and doctoral students.

*All appointments should  
be planned well ahead*

This means that the issue of competence maintenance should always be on the agenda at the university.

*Appointment decisions  
are strategic*

All appointment decisions must be based on strategic competence maintenance needs expressed in the local competence maintenance plans. Direct references to the university's principals of appointments should also be available in the documents on which the decisions on appointments or other competence-building measurements are based.

## **APPOINTMENT PROCEDURE**

*Higher Education  
Ordinance*

The appointment procedure of the higher education institution must be available at the higher education institution. The appointment procedure constitutes the regulations applied by the higher education institute in connection with the recruitment of teachers in accordance with the Higher Education Ordinance (HF) Chapter 2 Sect § 9 p, as well as the categories of teachers at Mid Sweden University.

*Extent*

The appointment procedure of the university constitutes the appointment of teachers – professors, senior lecturers, lecturers, adjunct teachers, visiting teachers, assistant senior lecturers, postdoctoral research fellows - as well as the possibility of being promoted a professor or senior lecturer respectively.

*Aim*

The aim of the appointment procedure of the university is to create and maintain a common approach towards the goals of the appointment policy and the procedure in connection with the recruitment of teachers. It is also important to cause the appointment policy to become known among the staff and the applicants.

*Additional instructions*

The appointment procedure has a complement with detailed information that can be found in our regulations. The Faculty Board may add more detailed guidelines.

### **GOALS OF THE APPOINTMENT POLICY**

*Goal*

The goal of the appointment policy of the university is that all positions shall be held by qualified teachers. In addition to the formal qualification requests, these employees must be skilled in teaching, have the potential to develop and feel responsibility and commitment for their work.

Equality and an active diversity work must always be aimed at in the recruitment processes of the university.

The recruitment of the university shall be characterized by openness, objectivity and law and order. As a Government authority, this is a special responsibility the university has. Challenge situations must be avoided.

The applicant is entitled to an impartial assessment of his or her qualifications.

### **STRATEGY FOR THE APPOINTMENT OF TEACHERS**

*Recruitment strategy*

The overall goal of the university in terms of supply of competence is to have a sufficient supply of skilled personnel within different academic fields, so that the university can complete its tasks and be an attractive university to students, employees, financiers and the surrounding society.

The university's starting points to realize the overall goals for supply of competence are:

- To recruit academically and pedagogically skilled teachers, both nationally and internationally
- To increase the part of teachers who have publicly defended a doctoral thesis to guarantee a high quality within both education and research
- To make sure that there are both female and male teachers in all subjects and on different levels

- The Faculty Board appoints recruitment groups when appointing professors
- To work for the number of female professors to increase
- That both professors and senior lecturers are committed to the first and second level courses and study programmes of the university
- To take the equal opportunities into consideration in the recruitment process

## ESTABLISHING OF NEW POSITIONS

### *Recommendations for establishment*

The departments must send recommendations for the establishment of new positions for professors, senior lecturers, assistant senior lecturers, postdoctoral research fellows or lecturers to the Faculty Board.

*Decision on establishment* Before a new position is established and can be applied for, the Faculty Board must decide on the establishment of the new position.

### *Subject area*

The subject area for a new position is determined by the Faculty Board. When making this decision, it is important to define the subject as clear as possible.

### *Appointment description*

The Faculty Board decides on the appointment description, requirements and assessment grounds. The appointment description shall specify the duties. The Faculty Board may add the quality criteria and instructions for applications decided by the different faculties.

The appointment description is the basis for the entire recruitment process and shall be written in a way that attracts competent applicants.

### *Duration of employment*

The duration of the employment as assistant senior lecturer or postdoctoral research fellow is limited. The duration of employment must not exceed four years of full-time employment and six years of employment in total, in accordance with the Higher Education Ordinance, Chapter 4 Sect § 12 p. The employment as assistant senior lecturer or postdoctoral research fellow should be advertised as an employment for two years

with an optional additional two years. Before the employment is prolonged, it should be evaluated and be interrupted, if the goals of the employment were not achieved. The subject representative of the subject is responsible for the evaluation and reports to the Appointment Council. In the case of the assistant senior lecturer, the evaluation should be clear on teaching skills.

*Vacancy announcement* Before the decision on establishment, the appointment description and the vacancy announcement shall be determined. Vacancies at the university must be announced in at least one nationwide Swedish newspaper (or equivalent) and the appointment description must be available on the university website. In the process of each recruitment, the need for international advertisements shall be considered, according to the Employment Ordinance 6 §.

*Offering the chair of professor* If special grounds exist, a higher education institution may offer a certain person the chair of professor. This is normally the case when the recruitment of the person is of major importance to a certain activity at the higher education institution. If a higher education institution offers a certain person the chair of professor, the reasons why the recruitment of the person is of major importance must be specified. Higher Education Ordinance (HF) chapter 4, paragraph 7. Only persons qualified for the appointment in accordance with the Higher Education Ordinance (HF) chapter 4, paragraph 3 may be offered the chair of professor. The decision to offer a person the chair of professor is made by the Vice-Chancellor and may not be delegated. In the case of this form of employment, the information mentioned in paragraph 6, first section of the Employment Ordinance (1994:373), need not be enclosed.

## **QUALIFICATION REQUIREMENTS**

*Professor* A person who has demonstrated both academic/ artistic and teaching skills shall be qualified for appointment as a professor. As much attention shall be given to the assessment of teaching skills as to the assessment of academic/ artistic skills. Higher Education Ordinance (HF) Chapter 4 Section 3.

Furthermore, the quality criteria and appointment instructions established by the respective faculty must be considered.

*Senior lecturer*

A person shall be qualified for appointment as a senior lecturer if he or she has completed a doctorate or has corresponding academic or artistic qualifications or some other professional skill that is of value with regard to the subject matter and the duties the position will involve, has taken a course in teaching and learning in higher education or acquired corresponding knowledge in some other way, and has demonstrated teaching skills. As much attention shall be given to the assessment of teaching skills as to the assessment of other circumstances forming the basis for qualification. Higher Education Ordinance (HF) Chapter 4 Section 4.

*Assistant senior lecturer*

A person shall be qualified for appointment as an assistant senior lecturer if he or she has completed a doctorate or has corresponding academic qualifications. A person who has completed a doctorate or has a corresponding qualification no more than seven years before the application deadline should be prioritized.

If the seven years are exceeded, it can be motivated by illness, parental leave, commission of trust within a union etc. Higher Education Ordinance (HF) Chapter 4 Section 12.

*Postdoctoral research fellow*

A person shall be qualified for appointment as an assistant senior lecturer if he or she has completed a doctorate or has corresponding academic qualifications. A person who has completed a doctorate or has a corresponding qualification no more than seven years before the application deadline should be prioritized.

If the seven years are exceeded, it can be motivated by illness, parental leave, commission of trust within a union etc. Higher Education Ordinance (HF) Chapter 4 Section 12.

*Lecturer*

A person shall be qualified for appointment as a lecturer if he or she has completed a higher education qualification or has the corresponding skills.



To qualify for appointment as a lecturer at Mid Sweden University, the completion of a higher education qualification of a minimum of 180 credits, of which a minimum of 90 credits within the subject or corresponding within the subject area of the appointment, completed a higher education qualification or has the corresponding skills and has demonstrated teaching skills.

At the university, the qualification "corresponding skills" shall mainly apply to a foreign academic general degree. In exceptional cases, within areas that demand artistic skills, post-secondary, vocational qualifications together with several years of qualified and relevant professional experience may be considered to fulfil the requirements.

## **PROMOTION**

### *Promotion, professor*

A senior lecturer permanently employed at the university shall on application be promoted to a permanent position as professor at the university, if the senior lecturer is qualified for such a position. The subject area for the position of professor shall be the same as or close to the position of senior lecturer.

An application for a promotion to professor shall be prepared with the same quality criteria as when recruiting a professor.

### *Promotion, senior lecturer*

A lecturer permanently employed at the university shall on application be promoted to a permanent position as senior lecturer at the university, if the lecturer is qualified for such a position. The subject area for the position of senior lecturer shall be the same as or close to the position of lecturer.

An application for a promotion to senior lecturer shall be prepared with the same quality criteria as when recruiting a senior lecturer.

### **ADJUNCT PROFESSOR**

When appointing an adjunct professor, the qualification requirements and assessment grounds are basically the same as when appointing other professors. The main reason to appoint an adjunct professor is to strengthen the competence at the university within a certain, prioritized, subject area. Often, appointing an adjunct professor also leads to a better cooperation between the university and the surrounding society. Nominations for the appointment of an adjunct professor can be made after a proposal by the department and subject representative concerned.

The proposal, which shall be signed by the Head of Department and the subject representative, shall contain the purpose of the appointment, its duration, the extent of work and planned funding. The proposal shall also contain a confirmation from the current employer including a certificate of financing for the appointment and the application papers of the proposed professor.

The main part of an adjunct professor's work shall be outside the university, which means that the extent of an appointment of an adjunct professor cannot exceed 50 % or a total of 12 years. HF Chapter 4 Section 11.

A written agreement on the co-option between the university, the current employer and the proposed professor shall be a part of the decision basis.

The Appointment Council prepares the matter and gives the Dean a proposal for the appointment.

### **ADJUNCT LECTURER**

An adjunct lecturer (however not an adjunct professor), is a part-time employee who has his or her main occupation outside of the university. The main reason to appoint an adjunct lecturer is to add competence that is not normally found in the regular activities and that is important for the quality of the course or programme. The reason to employ an adjunct lecturer is to strengthen the competence at the university within a certain, prioritized, subject area.

The qualification requirements and assessment grounds are basically the same as when appointing other lecturers. The main part of an adjunct senior lecturer's work shall be outside the university, which means that the extent of an appointment of an adjunct senior lecturer cannot exceed 50 %. The appointment is limited to a fixed time of a maximum of 2 years under the Employment Protection Act.

The employment as an adjunct lecturer should be in written and signed by the university, the employer and the employee. This document is a part of the documents on which the decisions are based.

The Appointment Council prepares the matter and gives the Dean a proposal for the appointment.

### **VISITING PROFESSOR**

When appointing a visiting professor, the qualification requirements and assessment grounds are basically the same as when appointing other professors. The total fixed time may not exceed five years, Higher Education Ordinance (HF) Chapter 4 Section 12. Only individuals whose main work is outside of Mid Sweden University can be appointed as guest professor. A visiting professor shall be employed on an open-ended basis, however for a period not exceeding five years. Nominations for the appointment of a visiting professor can be made after a proposal by the department just like when appointing a

professor. Nominations from the department shall be sent in to the Faculty Board.

The appointment documents from the department shall contain suggestions on interesting candidates for the appointment to visiting professor. The position as visiting professor need not be advertised however, the proposed person shall apply the same way as other professors. The committee prepares the matter and nominates one or more visiting professors to the Vice-Chancellor.

A visiting professor who has undergone an expert examination within the same subject field as the proposed professorship of the faculty and who was found to be qualified for a corresponding position at another education provider may be appointed without an expert examination.

## **ASSESSMENT GROUNDS**

Before each appointment procedure begins, it must be decided which assessment grounds are to be used and how they are to be weighted. The assessment grounds can be found in the appointment description decided by the respective board.

Factual grounds conforming to general labour market, equality, social and employment policy goals shall also be taken into account in connection with appointments of teachers.

## **ACADEMIC/ARTISTIC SKILLS**

There is an established academic tradition and experience in both accounting for and assessing academic skills and comparing different applicants. However, as means of assistance when accounting for and assessing qualifications, a standard model for academic qualifications is to be used. This helps the recruitment groups and subject specialists to assess the academic skills objectively and in terms of competence only.

The Faculty Board develops quality criteria for the accounting for and assessment of academic skills.

The applicant must present his or her academic activities such as:

- CV with a complete list of publications
- Account for completed and planned research projects
- Reflection of his or her own research and future research project

- Account for documents for the assessment of the applicant's contributions in projects resulting in joint publications
- Account for the possibilities of receiving external funding
- References accounted for in i.e. national scientific evaluations

## **TEACHING SKILLS**

The main criteria in the case of teaching skills are teaching experience, the ability to deliver the teaching part as well as the ability to renew the education. Taking these criteria as a starting point, applicants may use documents, references etc. from their activities as documentation for the assessment of their teaching skills.

## **1. Pedagogical experience**

- Teaching in different areas and on different levels at university colleges and universities (first, second and third cycle courses)
- Teaching experience from trade and industry, administration and other organisations
- Supervision of students
- Supervision of doctoral students
- Experience of different examination forms
- Responsibility for leading, developing, planning and evaluating courses
- Development of study resources and other study material
- International experience and international teacher exchange experiences

## **2. Ability to meet the pedagogical requirements**

The applicant should exemplify in what way the teaching part is delivered by means of a personal report. The teaching part can be described by means of e.g.

- Teaching and learning in higher education
- Pedagogical awards and certificates, such as course evaluations and examples of work with different pedagogical methods
- Ability to spread research information and education and outreach to students and the public, e.g. through the organisation of seminars and conferences
- Participation in teacher exchange and/or participation as visiting teacher at a Swedish or a foreign university
- Teaching of foreign students at a Swedish university or university college

## **3. Ability to renew the education**

The applicant should describe his or her ability to renew the education by means of a personal report about what he or she has achieved regarding

- Renewal of pedagogical methods, course syllabus and examination forms
- Development of new courses

- Applications and grant of funding for pedagogical development work in the education and examination forms
- Participation in work to renew the education

### **OTHER PROFESSIONAL SKILLS THAN ACADEMIC, ARTISTIC OR TEACHING SKILLS**

Apart from the teaching skills and the academic/ artistic skills, the level of skills in other areas shall also be assessed, primarily the leadership skills and the ability to collaborate with the surrounding community, nationally and internationally. Just like in the case of teaching skills and the academic/artistic skills, these skills need to be documented and accounted for in such a way that the committee and the subject specialists can assess them.

### **HIGHER EDUCATION TEACHING SKILLS**

To meet the requirements of a senior lecturer or lecturer, the candidate must have done a minimum of 15 credits of higher education teaching skills or have acquired the equivalent knowledge in some other way. A person who does not have these qualifications shall nevertheless be considered qualified, if the nature of the position occasions it or if special grounds exist. In this case, it should be stipulated in the contract of employment that a degree in teaching and learning in higher education must be acquired as soon as possible.

### **PREPARATION OF APPOINTMENT MATTERS**

*Professors, Senior lecturers,  
Assistant senior lecturers,  
Postdoctoral research  
fellows*

Preparation of matters regarding the appointment of professors, senior lecturers, assistant senior lecturers and postdoctoral research fellows, as well as promotion to professor and senior lecturer, is part of the field of responsibility of the Faculty Board.

The Faculty Board appoints an appointment committee or a preparation group for the preparation work.

When appointing professors, the Faculty Board shall appoint an appointment group.

*Lecturers*

When appointing lecturers, the department prepares the appointment matter. The department presents the matter to the Dean who makes the decision.

*Subject specialist*

The Faculty Board shall consult two or more subject specialists when appointing a professor (and also an adjunct professor) and two persons in the case of a senior lecturer or a postdoctoral research fellow. When appointing a group of subject specialists, it is important that this group has the competence to assess the teaching skills of the professor.

Subject specialists should be from outside of the university. Both men and women should be represented unless there are special grounds.

For further information about preparation of appointment matters, see separate Rules and Regulations.

## **APPOINTMENT DECISIONS**

The Vice-Chancellor makes the appointment decisions for teachers. In accordance with the Mid Sweden University rules and regulations, appointment decisions for senior lecturers and lecturers are made by the Dean.

## **APPEALS**

When an appointment decision is sent out to the applicants, information about how to appeal the decision should be enclosed.

## **FURTHER INFORMATION**

For further information on the appointments procedure, please contact Human Resources or the coordinator concerned at the Faculty office.