



**LUND**  
UNIVERSITY

MEMORANDUM

1

17 October 2013

Reg. No A 10 S 2013/266

Board of the Faculty of Social Sciences

## **Appointment rules and general instructions for the appointment of academic staff at the Faculty of Social Sciences**

*These instructions replace previous instructions dated 9 February 2012, reg. No A 10 S 2011/63.*

*General instructions can be found in Chapter 4 of the Higher Education Ordinance (HEO) and in the Lund University appointment rules (AR), 15 June 2013, reg. No LS 2013/352.*

### **Faculty working bodies for appointment matters**

#### **1.1 Role and composition of the academic appointments board**

The academic appointments board processes and presents recommendations for the appointment of professors, adjunct professors, senior lecturers and associate senior lecturers, and promotion to professor and senior lecturer.

The board is to have a chair, three academic staff representatives and two student representatives. In addition, at least two academic staff substitutes and at least one student substitute are to be appointed. One of the academic staff representatives is to be appointed vice-chair. The academic appointments board is to have an even gender balance (see Chapter 4 Section 5 HEO). The board is quorate when the chair/vice-chair and at least half of the other members are present. (AR Section 12, 2nd paragraph)

#### **1.2 Working group**

The dean can decide to appoint a working group at department level to process appointments and submit recommendations for appointments of adjunct senior lecturers, lecturers (including adjunct lecturers) and postdoctoral fellows. The working group is to include at least one student representative.

#### **1.3 Recruitment committee**

The chair of the academic appointments board may decide that all or part of the appointment process is to be dealt with by a recruitment committee (AR Section 12).

## 2. Job specification and subject

The chair of the academic appointments board has been delegated responsibility (AR Section 9) to decide on a person specification in consultation with the department concerned (AR Section 9).

The person specification is to indicate the requirements and grounds for assessment laid down in the appointment rules together with additional requirements based on the strategic considerations and needs of the department or equivalent. There is also to be an exhortation to the under-represented gender to apply for the post.

For the appointment of an associate senior lecturer with the right to apply for promotion, the requirements and assessment criteria for promotion must also be included in the person specification. As with recruitment, the requirements for promotion can be supplemented with others based on the strategic considerations and needs of the department or equivalent.

The subject of the appointment is normally to be given as “*subject*”. If there are valid reasons, the subject of the post can be given in the form “*subject, specialising in sub-specialisation*” (AR Section 6).

## 3. Experts

For the appointment of professors (including adjunct professors) and senior lecturers, opinions on the skill of the applicants shall be obtained from at least one external expert. The expert opinion does not need to be obtained if it is manifestly unnecessary for appraisal of the applicant’s expertise (cf Ch. 4 Sec. 6 HEO).

For the appointment of associate senior lecturers, an external expert opinion on the applicant’s research and teaching expertise is to be obtained, unless it is manifestly unnecessary for appraisal of his or her expertise.

The Board of the Faculty of Social Sciences has delegated responsibility for appointing experts to the dean, in consultation with the department(s) concerned.

Unless there are exceptional reasons, men and women shall be equally represented if an opinion is to be obtained from more than one person. (cf Ch. 4 Sec. 6 HEO).

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 opinion. 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 expertise 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.

Depending on individual circumstances, the board may decide that the expert opinion is to propose only one recommended candidate.

The faculty recommends that less qualified applicants are dealt with briefly, but with a clear justification of the opinion.

For an application for promotion, the opinion is to concern whether or not the applicant should be promoted, and whether or not the applicant meets the requirements for promotion.

### 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 the applications are passed on to the expert(s). 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 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 post in question.

## **4. Requirements and assessment criteria**

### **Requirements and assessment criteria for professors**

To be qualified for employment as a professor, visiting professor or adjunct professor, an individual shall have:

- demonstrated research expertise
- demonstrated teaching expertise
- completed at least five weeks of training in higher education teaching and learning or acquired equivalent knowledge by other means

An individual who does not have the qualifications indicated in the third point shall still be considered qualified if there are valid reasons.

For professors, expertise shall be understood as a very high level of teaching and research skill (AR Section 20).

### **Guidelines for research and teaching expertise**

Research expertise shall have been demonstrated through independent research work that exceeds what is required for qualification as a reader to a significant degree, both in terms of quality and quantity. The assessment should take into account the publishing traditions of the subject concerned. One key requirement, however, is that the applicant has demonstrated a good capacity for international publication, in well-renowned international journals or in edited volumes from renowned international publishers or in monograph form with such publishers.

Exceptions from the requirement for a good capacity for international publication may, however, be granted if the applicant has published individual works of particular academic weight in Swedish, for example in the form of monographs. Monographs and articles, as well as edited volumes, carry considerably greater weight than reports and inquiries. However, it is always the academic quality of the applicant's work that is decisive.

An important measure of academic leadership is documented external funding (as main or co-applicant) that was obtained competitively and is of merit.

For promotion to professor, the applicant must have supervised at least one doctoral student up to the completion of his or her PhD, either as principal supervisor or supervisor.

### **Other assessment criteria**

A very good ability to work as a leader, developing, managing and carrying out high-quality education, research, or other activities (AR Section 20)

A very good ability to cooperate, innovate and renew, and other personal qualities required to perform the duties of the post well (AR Section 20)

### **Requirements and assessment criteria for senior lecturers**

Except in disciplines in the fine, applied or performing arts, a person shall be qualified for appointment as senior lecturer if he or she has:

- been awarded a doctorate 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 involves
- demonstrated teaching expertise
- completed at least five weeks of training in higher education teaching and learning or acquired equivalent knowledge by other means

An individual who does not have the qualifications indicated in the third point above shall still be considered qualified if there are valid reasons.

Expertise shall be understood as research ability demonstrated through a doctorate or other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve. Teaching expertise shall be understood as good teaching ability (AR Section 21).

### **Requirements and assessment criteria for associate senior lecturers**

A person who holds a doctorate or a qualification equivalent to a doctorate shall be qualified for appointment as an associate senior lecturer. Priority should be given to candidates who have completed the degree no more than seven years before the last date for applications (Ch. 4 Sec. 12 a HEO).

The following shall form the assessment criteria for appointments to associate senior lecturer:

A good ability to develop and carry out high-quality research, and teaching ability

For appointments to associate senior lecturer, equal attention shall be given to the assessment of teaching expertise and the assessment of research or artistic expertise. In other regards, the assessment shall be based on the person specification for the post.

Associate senior lecturers appointed in accordance with Chapter 4 Section 12a HEO should be evaluated at mid-term and receive written instructions on what areas they need to improve in order to be promoted to an indefinite-term appointment as a senior lecturer.

### **Requirements and assessment criteria for postdoctoral fellows**

A person who holds a doctorate or equivalent degree and who has completed the degree within the 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 there are exceptional reasons. Exceptional reasons include leave of absence because of illness, parental leave, clinical work, positions as a 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, and teaching ability

For appointments to postdoctoral fellow, the primary focus of the assessment shall be on research expertise. In other regards, the assessment shall be based on the person specification for the post.

### **Requirements and assessment criteria for lecturers**

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

- completed a second-cycle degree (or equivalent) and has other skills of value in view of the subject matter of the post and the duties that it involves
- demonstrated teaching expertise
- completed at least five weeks of training in higher education teaching and learning or acquired equivalent knowledge by other means

An individual who does not have the qualifications indicated in the third point above shall still be considered qualified if there are valid reasons.

Teaching expertise shall be understood as good teaching ability.

*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 educational activities on different levels and using a variety of teaching methods

Very good professional experience or other experience of relevance to the post

Additional assessment criteria shall be stated in the person specification.

#### **4.1 Assessment of research qualifications**

Applicants for appointment as a professor or adjunct professor or promotion to professor shall indicate in their list of publications the maximum 15 publications to which they principally wish to refer. Applicants for appointment as a senior lecturer or adjunct senior lecturer or promotion to senior lecturer shall indicate in their list of publications the maximum 10 publications to which they principally wish to refer. Applicants for other teaching positions may refer to a maximum of 5 publications. The external experts may, where necessary, request additional documents.

#### **4.2 Assessment of teaching qualifications**

The experts' assessment shall take place in accordance with set criteria (reg. No S 2011/342). The conclusions in the experts' opinion shall be supported by documented evidence in accordance with set guidelines. The experts shall also note if the applicants do not meet one or more of the criteria.

### **5 General regulations for promotion**

#### **5.1 Decisions on assessment for promotion to professor**

A decision to assess or reject an application for promotion to professor is taken by the dean after consultation with the board of the department where the applicant is employed and after consultation with the working group described below.

An application for promotion to professor shall be assessed by a group comprising the chair (or vice-chair) of the academic appointments board and one further member, varying from case to case, and in the presence of the board secretary.

In cases where the dean is not the chair of the academic appointments board, the group presents the results of its assessment to the dean, who takes a decision on whether or not to assess the application.

#### **5.2 Decisions on assessment for promotion to senior lecturer**

A decision to assess or reject an application for promotion to senior lecturer is taken by the dean after consultation with the board of the department where the applicant is employed and after consultation with the chair of the academic appointments board.

#### **5.3 Assessment for promotion from associate senior lecturer to senior lecturer**

An associate senior lecturer (as of 1 July 2013) is to be promoted, on application, to employment as a senior lecturer on an indefinite-term contract if he or she has the qualifications required for the post and is judged to be suitable in accordance with the requirements and assessment criteria established by the faculty and stated in the vacancy notice/person specification. An associate senior lecturer may only apply for promotion once.

The application is to be submitted to the relevant faculty after an employment period of 3 years and 6 months. A decision on approval or rejection of the application for promotion is to be taken at the latest three months after the application. In cases of extended employment on exceptional grounds, the application is to be submitted after 3 year and 6 months of actual work in the post, taking into account that the period of employment must not exceed 6 years and that the application must be submitted 6 months before the termination of the appointment.

### **6 Gender equality**

Gender equality is an objective criterion that may be decisive when applicants are judged to be equally qualified or almost equally qualified. Experts do not need to take gender equality into account when assessing applicants' skill. The board must, however, take this into consideration in its final assessment of the applicants' qualifications. The meeting minutes are to indicate how gender

equality has been taken into account, even in cases when it has not been of decisive importance.

## **7 Appointment**

The academic appointments board/recruitment committee shall base their assessment on the documentation included in the application, the expert opinions, and other information as necessary, primarily references and interviews.

The academic appointments board/recruitment committee shall recommend the applicant whom they rank first. Dissenting opinions shall be noted if requested, otherwise the decision is considered unanimous. Dissenting opinions are to comprise an alternative decision and brief reasons.

Decisions on appointments as professor, visiting professor or adjunct professor and on promotion to professor are made by the Vice-Chancellor. Decisions on appointments as senior lecturer, or promotion to senior lecturer, associate senior lecturer, lecturer or postdoctoral fellow are made by the dean.

## **8 Appeals**

The recommendation of the academic appointments board/recruitment committee cannot be appealed.

If an appeal is entered against a decision on an appointment as professor, the Vice-Chancellor shall submit a statement to the Higher Education Appeals Board after consultation with the faculty board concerned.

If an appeal is entered against an appointment decision concerning another post, the faculty board shall submit a statement to the Higher Education Appeals Board after consultation with the academic appointments board, recruitment committee or working group concerned.

## **9 Application documents**

On completion of the assignment, the experts shall return the application documents to the faculty office.