



09 February 2012

Reg. No A 10 8 2012/63

LUND UNIVERSITY
Faculty of Social Sciences

Faculty Board

Rules and general advice for appointments of academic staff at the Faculty of Social Sciences

These instructions replace previous instructions dated 2 October 2006, reg. no S E 19 48/05.

General instructions are to be found in the Higher Education Ordinance, Chapter 4 and in Rules and Regulations for Academic Appointments (RRAA) 6 June 2011, reg. no LS 2010/771.

1. The composition of the Academic Appointments Board

The Academic Appointments Board prepares and makes proposals for appointments of professors, adjunct professors and senior lecturers, and for promotions to professor or senior lecturer.

The board is to comprise one chair and three representatives of academic staff who are elected for a period of three years. Students are entitled to be represented by two members, one third-cycle and one first- or second-cycle student, who are elected for a period of one year. An academic appointments board is quorate when the chair/vice-chair and at least half of the other members are present (RRAA Section 12 second paragraph).

Working group

The dean can make a decision on a working group at departmental level to process the recruitment and make proposals for appointments to lecturer and postdoctoral fellow. The working group shall include at least one student representative.

Recruitment committee

The chair of the academic appointments board may decide that all or parts of the recruitment process for an appointment shall be carried out by a recruitment committee (RRAA Section 12).

2. Appointment specification and subject area

The Board of the Faculty of Social Sciences has delegated to the chair of the academic appointments board (RRAA Section 9) to decide on a person specification (RRAA Section 9) in consultation with the department concerned. The person specification is to include the title of the post, the qualification requirements, the assessment criteria and their relative significance, the duties

primarily included in the post, and an invitation to the underrepresented gender to apply for the post.

The title of the post shall normally include a “subject”. If there are valid reasons, the title of the post can be given in the form “subject, specialising in sub-specialisation” (RRAA Section 6).

3. External experts

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).

The Board of the Faculty of Social Sciences has delegated to the dean to appoint an external expert/experts in consultation with the department(s) concerned.

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). 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.

The academic appointments board can decide that the expert statement is only to contain a proposal of one candidate, if the circumstances of the matter justify this.

The Faculty of Social Sciences recommends that less qualified candidates are to be described briefly, but with a clearly stated assessment.

In applications for promotion, the statement is to state whether the applicant is to be promoted or not and whether the applicant meets the qualification requirements or not.

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.

Decision to consider an application for promotion

The Board of the Faculty of Social Sciences has delegated to the dean to decide, in consultation with the chair of the academic appointments board, whether an applicant may be considered for promotion to senior lecturer.

Decisions to consider an application for promotion to professor are taken by the relevant faculty board after consultation with the board of the department where the applicant is employed. (RRAA Section 24)

4. Qualification requirements and assessment criteria

Qualification 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/artistic 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/artistic skill. (RRAA Section 20)

Qualification 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 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 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/artistic ability demonstrated through a PhD 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. (RRAA Section 21)

Qualification requirements and assessment criteria for postdoctoral fellows

A person who holds a doctorate or a foreign degree that is deemed equivalent to a doctorate 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 valid reasons. Valid reasons include leave of absence because of illness, parental leave, clinical work, positions of trust 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 ability.

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.

Qualification 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

For appointment to a post as professor/adjunct professor or for promotion to professor, the applicant is to indicate a maximum 15 publications in a list of publications that he/she wishes to be primarily considered. For appointment to a post as senior lecturer/adjunct senior lecturer or for promotion to senior lecturer, the applicant is to indicate a maximum of 10 publications in a list of publications that he/she wishes to be primarily considered. When necessary, the external expert/s shall request further documents to be submitted.

4.2 Assessment of teaching qualifications

The assessment of the expert/s is to be based on the criteria stated below. The final judgement is to be supported by stated guidelines. The experts are also to indicate whether the applicants fail to fulfil one or more of the criteria.

5. Gender equality

Gender equality is a decisive objective criterion when applicants are equal or all but equal in terms of skills and qualifications. The external experts are not required to consider gender equality when assessing the applicants' skills. The academic appointments board, however, must consider gender equality when making a final assessment of the applicants' qualifications. The minutes of the

meeting are to report how gender equality has been taken into account, even in cases when it has not been a decisive criterion.

6. Appointment

The academic appointments board/recruitment committee is to base its assessment on the documentation included in the application, the expert statements and, when necessary, other types of information such as contacts with referees and interviews.

The academic appointments board/recruitment committee is to propose the applicant considered to be the primary candidate for the post. A dissenting opinion is to be noted on request; if not, all members of the board will be considered to have supported the decision. A dissenting opinion is to consist of a motion for a different decision and a brief statement of reasons.

Decisions on appointments to professor, visiting professor and adjunct professor and on promotions to professor are made by the vice-chancellor. Decisions on appointments and promotions to senior lecturer are made by the dean. Decisions on appointments to lecturer and postdoctoral fellow are made by the head of department after consultation with the dean. The dean may delegate the right to make decisions on such appointments to the departmental board.

7. Appeals

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

If an appeal is entered against a decision on an appointment to professor or against a rejection of an application for promotion to 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 another appointment decision or against a rejection of an application for promotion to senior lecturer, 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.

8. Application documents

On completion of their assignment, the external experts are to return the application documents to the Faculty Office.