



Procedures for promotion from lecturer to associate professor at the Faculty of Arts and Humanities

Persons holding a permanent post as lecturer as of 31 March 2018 are entitled to, upon application, be considered for promotion to lecturer if eligibility for employment as an associate professor exists.

Persons holding a permanent post as lecturer from and including 1 April 2018 or later can be given the opportunity to, upon application, be considered for promotion to lecturer if eligibility for employment as associate professor exists and if the organisation's needs and conditions allow. The Dean decides in each individual case if the opportunity for consideration exists.

1. An employee wishing to apply for promotion announces this via email to the Faculty's administration official of the Appointment Committee. In the subject line, write 'Application for promotion to associate professor' and the subject area for which the application concerns.
2. The applicant will receive a link to the Varbi e-recruitment system from the Faculty's administration official of the Appointment Committee. The application, which must be structured in accordance with the 'Faculty of Arts and Humanities instructions for applications for employment and promotion', is uploaded by an individual employee in Varbi.
3. If the application concerns a lecturer employed after 1 April 2018, the administration official of the Appointment Committee will ask the head of the relevant department to provide a report of the organisation's needs and conditions. The Dean will then make a decision on whether the possibility for consideration exists.
 - a. If the Dean decides to reject the application for consideration for promotion, the matter will be closed.
 - b. If the Dean decides that the applicant should be considered for promotion, or if the application concerns a lecturer employed before 1 April 2018, the application will be processed in the Faculty's Appointment Committee. The task of the Appointment Committee is to review whether the application complies in form and content with the 'Faculty of Arts and Humanities instructions for applications for employment and promotion'. If the Appointment Committee deems that the application needs to be supplemented or restructured, the administration official of the Appointment Committee will contact the applicant.
4. Upon approval from the Appointment Committee, the administration official of the Appointment Committee asks the head of the relevant department to submit a proposal for at least one external expert. The applicant's research and teaching qualifications and other qualifications are reviewed by the external expert(s). The proposed external expert(s) must have been contacted and have agreed to perform the assignment within an agreed time frame.

After preparation of the matter, the Dean makes a decision on the external expert(s). The administration official of the Appointment Committee contacts the external expert(s) and they receive access to application documents and other documents via Varbi.

5. The expert statement is submitted and the Appointment Committee processes the matter.

6. If promotion to associate professor is recommended by the Appointment Committee, the head of department conducts salary negotiations with the person awarded promotion
7. HR officers at the department, office or equivalent pass the matter on to the human resources specialist at the faculty office.
8. Cooperation with the trade unions is carried out.
9. The Dean makes a decision on promotion to associate professor and signs the employment contract.
10. The administration official of the Appointment Committee closes the matter.