



## UMEÅ UNIVERSITET

# Administrative procedure for promotion to Full Professor at the Faculty of Science and Technology

### General

A Senior Lecturer (Associate Professor) on a permanent contract may be provided with the opportunity, upon application, of being considered for promotion to Full Professor as permitted by the needs and circumstances of the university. The Vice Chancellor decides on a case-by-case basis whether there is an opportunity to be considered for promotion based on the information reported by the faculty. Consideration involves assessment as to whether the individual has the requisite qualifications in relation to the assessment criteria for appointment as Full Professor. A completed supervisor program or equivalent is a prerequisite for promotion to Full Professor. The application to be considered for promotion must be submitted with complete documents as specified in *Rekommenderad ansökningsmall för ansökan om befordran till professor* [Recommended application template for application for promotion to Full Professor]. The application to be considered for promotion can be submitted at any point of the year.

### Procedure

1. The Senior Lecturer (Associate Professor) who would like to be considered for promotion to Full Professor must first have the department's approval before being eligible for consideration.
2. The Head of relevant Department consults with the Dean on the matter and then submits a request to the Vice Chancellor that the Senior Lecturer (Associate Professor) should be considered for promotion to Full Professor. The request must include:
  - a. Motivation:
    - How the promotion in question is in line with the department's strategic talent management in relation to full professors. The motivation must also include a report of the existing research, educational or artistic expertise in the field in relation to the expertise that the proposed Senior Lecturer (Associate Professor) has within the field.
    - Report of the needs of the organisation. Here should be explained the significance of the promotion to the research at the department (and faculty) as well as to the teaching in the subject area in question.
    - Comments on the promotion in relation to the department's current (and expected) teacher situation and staffing of the subject.
    - Comments on the promotion in relation to the university's equal opportunities work (see Plan for equal opportunities at Umeå University, Reg. no. 300-2881-11)
  - b. Funding plan:
    - The long-term funding of the Full Professor position must be reported, along with any professor resources associated with it. The funding plan must also indicate that the position has full direct government funding.
    - Report of how the department will handle its finances based on the changed conditions.



## UMEÅ UNIVERSITET

Appendices that must accompany the request from the department:

- a.) The department's strategic talent management plan
  - b.) The Senior Lecturer's (Associate Professor's) application documents
3. The Dean submits a statement from the faculty.
  4. The case is reported to the Vice Chancellor's decision meeting, where the Vice Chancellor decides whether consideration for promotion should be approved or rejected.
  5.
    - a) If consideration for promotion is rejected, the case is closed once the Vice Chancellor's decision has been communicated to the concerned parties.
    - b) If consideration for promotion is approved, the relevant Head of Department is asked to propose two experts who can review the applicant's research and pedagogical skills as well as other qualifications. The experts must be contacted and agree to perform the assignment within an agreed time period. The department must investigate whether there is any conflict of interest.
  6. After preparation by the Faculty Coordinator, the Dean makes a decision about whether the experts are acceptable. The documents are sent to the experts along with the Umeå University guidelines.
  7. The expert opinions are received and the Appointment Committee reviews the matter. The applicant is invited to the meeting for an interview. If the Appointment Committee and Dean reject the promotion, the case is submitted to the Vice Chancellor for a decision. If the Appointment Committee and Dean approve the promotion, then the process goes forward as follows:
  8. After the relevant department has been informed of the Appointment Committee's decision, the Head of Department consults with the Dean and the HR Secretary of the Dean's Office regarding salary level and then conducts salary negotiations with the individual granted the promotion.
  9. The HR Administrator of the department sends the appointment case to the HR Secretary of the Dean's Office via the Primula system.
  10. Collaboration with the trade union is performed.
  11. The HR Administrator prints the employment contract and, after review, sends it to the HR Secretary.
  12. The Faculty Coordinator reports the case to the Vice Chancellor's decision meeting, where the Vice Chancellor decides whether promotion to Full Professor should be approved or rejected.
  13.
    - a) If promotion to Full Professor is rejected by the Vice Chancellor, the case is closed once the decision has been communicated to the concerned parties.



## UMEÅ UNIVERSITET

- b) If promotion to Full Professor is approved, the Vice Chancellor signs the contract and the Faculty Coordinator communicates the decision to the concerned parties. The HR Administrator of the department sends the employment contract to the employee for signing, and then sends one copy back to the Faculty Secretary.
14. The Faculty Coordinator completes the processing of the case.