



UMEÅ UNIVERSITY

Administrative procedure for promotion from Assistant Professor (hired before 1 April 2018) to Associate Professor

According to the Appointments Procedure for teachers at Umeå University an Assistant Professor is entitled to be considered for promotion to Associate Professor (p 4.2)

4.2 Promotion from Assistant Professor to Associate Professor

An Assistant Professor has the right, upon application, to be considered for promotion to Associate Professor (Sw. universitetslektor). Prior to the appointment of an Assistant Professor, the criteria for promotion must be established. The candidate must fulfil the criteria in order for the promotion to take place. The request for a consideration for promotion must be submitted within four years of being appointed unless special circumstances exist. Special circumstances include absence due to illness, parental leave or clinical practice, appointments of trust in trade union organisations or similar circumstances.

In the case of an Assistant Professor not being promoted upon consideration, the appointment must be handled in accordance with current regulations regarding redeployment

For Assistant Professor appointed in accordance with older regulations, see transitional regulations in the Higher Education Ordinance (1993:100).

Currently, there are two different types of employment status as Assistant Professor at the Faculty; one that is time-limited and one where the employment contract is open-ended. The difference is due to changes in the Higher Education Ordinance. Open-ended contracts are the current type of contracts.

1. a) For a time-limited contract: The application for promotion to Associate Professor must be received by the faculty coordinator no later than six months before the end of the employment period (according to the employment contract
2. b) For Assistant Professor with open-ended contract, the procedure defined in the document Appointments procedure for teachers at Umeå University is applied. *“The request for a consideration for promotion must be submitted within four years of being appointed, unless special circumstances exist.”* (Chapter 4: 2 Appointments procedure at Umeå University).
3. The applicant is responsible for, in good time before the application is submitted, informing the head of the department, which in turn will make proposals on two experts, including at least one international.



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The application must include:

- A complete curriculum vitae
 - A complete list of publications
 - Information about completed university teachers training or equivalent experience
 - A description of both acquired academic skills as well as pedagogical skills, in accordance with the assessment criteria that are specified in the employment profile which led to the announcement of the associate senior lectureship. (see "Criteria for promotion to Associate Professor" in the employment profile.) The employment profile can be provided by the faculty coordinator.
4. The applicant must contact the faculty office coordinator and thereafter submit the application in the Varbi e-recruitment system (a personal link is sent from the faculty office coordinator). The application documents must be submitted in electronic format (PDF or Word file).
 5. The head of the department is responsible for submitting written proposals to the dean for two experts, one of whom will be international. This occurs at the same time as the application is submitted. The two experts will be invited by the head of department and should have accepted the assignment that within one month from when the application documents have been provided to them, they shall deliver the reviews.

At the same time the head of the department should submit a written financial plan for a period of three years if the applicant is promoted to Associate Professor. The plan is sent to the Dean.

2. The Dean appoints promptly (after documents have been received) two experts.
3. The Faculty coordinator ensures that documents are urgently provided to the experts.
4. The evaluations from the experts are received within one month.
5. The case is being handled by the Faculty Appointments board.
6. The Dean normally makes a decision on possible promotion within three months from the application documents have been submitted to the Faculty coordinator.

Assistant Professors with time-limited contracts "shall apply for promotion to a permanent position as a lecturer at the university, if he or she is qualified for such a position and in addition found suitable in a review according to the criteria that the university has set up for a promotion to Associate Professor." (Chapter 4, Section 13 a § Higher Education Ordinance). If the applicant does not qualify for promotion the employment ceases in accordance with the employment contract.

For Assistant Professors with open-ended contract under the current regime, the regulations say that if the applicant meets the requirements for promotion, promotion to Associate Professor shall be done. If an Assistant Professor in a review is found not to meet the requirements, the employment is handled in accordance with applicable regulations during the transition. (See Chapter 4: 2 Appointments procedures for teachers at Umeå University.)