



## UMEÅ UNIVERSITET

# Process description for applying for promotion from Associate Senior Lecturer (Assistant Professor), hired after April 1, 2018, to Senior Lecturer (Associate Professor)

An Associate Senior Lecturer (Assistant Professor) is entitled to be considered for promotion to Senior Lecturer (Associate Professor) (p 4.2 of the Appointments Procedure, FS 1.1-57-18)

### 4.2 Promotion from Associate Senior Lecturer (Assistant Professor) to Senior Lecturer (Associate Professor)

For anyone appointed Associate Senior Lecturer (Assistant Professor) for an appointment announced with the application deadline of April 1, 2018 or later, that stated in the section below and in section 4.2.1 apply for promotion.

An Associate Senior Lecturer (Assistant Professor) shall, upon application, be promoted to Senior Lecturer (Associate Professor) if he or she is qualified for an appointment as an Senior Lecturer (Associate Professor) and upon review is deemed to meet the requirements for such appointment according to the assessment grounds to be applied in a promotion to Senior Lecturer (Associate Professor). Such a promotion entails an open-ended contract as an Senior Lecturer (Associate Professor).

Prior to the appointment of an Associate Senior Lecturer (Assistant Professor), the criteria for promotion must be established. The application for review for promotion must be submitted six months before the fixed-term appointment ends. If an Associate Senior Lecturer (Assistant Professor) is not promoted after review, the fixed-term appointment ends.

A decision to promote an Associate Senior Lecturer (Assistant Professor) to Senior Lecturer (Associate Professor) cannot be appealed. A decision to reject an application for promotion can be appealed by the applicant.

1. The application for promotion to Senior Lecturer (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). The applicant must send the application to the Registrar.
2. In good time before submitting the application to the Registrar, the applicant is responsible for contacting the relevant Head of Department, who will then propose two experts (one of whom must hold an appointment at a foreign university).

#### **The application must include:**

- A cover letter, including contact information,
- CV
- Complete list of publications
- A description of acquired scientific or artistic expertise



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- A description of acquired pedagogical expertise
- A description of development and management of activities and staff
- A description of collaboration with the surrounding society and popular science work
- Copies of relevant degree certificates
- A list of selected scientific and pedagogic works
- References, including contact details

The application, included documentation as stated above, must show that the assessment criteria for promotion, specified in the initial employment profile, are met. Further information for the application can be found in the document *Bases of assessment and descriptions of research or artistic expertise, as well as pedagogical expertise, when appointing Professors and Associate Professors*)

The appointment profile is available from the Faculty Coordinator.

The application documents must be submitted to the Registrar in electronic format (PDF or Word file).

3. The relevant Head of Department is responsible for submitting to the Dean a written proposal of two experts, one of whom must hold an appointment at a foreign university. This is done in connection with submission of the application. The two experts must have been consulted by the Head of Department and accepted the assignment before commencement. They must then provide their opinion within one month of receiving the application documents. The experts must not have any conflict of interest with the applicants in any form.

At the same time, the Head of Department must draw up a three-year funding plan related to the applicant's promotion to Associate Professor and submit it to the Dean.

4. The Dean promptly (once the documents have been received) appoints two experts.
5. The Faculty Coordinator ensures that the experts receive the documents without delay.
6. The opinions are received within one month.
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, then the Dean makes a decision about this. 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.



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10. Collaboration with the trade union is performed.
11. The HR Administrator prints the employment contract and the employee signs it. The employment contract is then sent to the HR Secretary.
12. The Dean normally makes decisions about promotions within three months of the application documents being submitted to the Dean's Office.

Translated excerpt of the Higher Education Ordinance:

**§ 12 c** An Associate Senior Lecturer (Assistant Professor) appointed at a university in accordance with § 12 a shall, upon application, be promoted to Senior Lecturer (Associate Professor) at the university if he or she

1. has the requisite qualifications for appointment as Senior Lecturer (Associate Professor), and
2. upon review is deemed suitable for such appointment based on the assessment criteria that the university, pursuant to § 4 a, paragraph two, has determined should apply in a case of promotion to Senior Lecturer (Associate Professor).

Such a promotion entails an open-ended contract as an Senior Lecturer (Associate Professor). Ordinance (2017:844).