# Agreement for appointment as adjunct professor, adjunct associate professor or adjunct lecturer

**Parties:**

1. Umeå University, 202100-2874, Department of X, SE-901 87 Umeå. Contact: (head of department; name and contact details), henceforth referred to as **the University**.
2. Company AB, (org. no and address, contact details), henceforth referred to as **the Company.**

**Together referred to as the Parties**

Person co-opted to Umeå University: (Name, personal identity number, contact details), henceforth referred to as **the Adjunct**.

1. **Background**

The following agreement has been made on Day Month Year between the University and the Company regarding the Adjunct, as adjunct professor/adjunct associate professor/adjunct lecturer in the subject of XX at the University. This agreement will only be valid between the Parties if the decision of employment of the Vice-Chancellor or, if applicable, the dean gains legal force.

An adjunct appointment refers to a part-time employment for an employee who already has their principal employment outside the higher education sector. This implies that the adjunct employment may not exceed a total of 49 per cent of a full-time employment. For adjunct employments other than as adjunct professor, the scope of the employment is normally 20 per cent of a full-time position, but a larger scope may be considered in some cases, although not more than 49 per cent of a full-time employment.

The purpose of an adjunct employment is to add such competence that does not normally exist in the organisation and is necessary for high-quality education, at the same time as it contributes to mutual knowledge exchange between the University and society.

Employment as an adjunct professor is regulated in accordance with the Higher Education Ordinance, Chapter 4, Section 11, or for professors in artistic disciplines, the Higher Education Ordinance, Chapter 4, Section 10, and the Higher Education Act, Chapter 3, Section 3.  
  
Employment as an adjunct lecturer or adjunct associate professor is regulated in accordance with the applicable central collective agreement, Agreement regarding temporary employment as an adjunct lecturer (Avtal om tidsbegränsad anställning av adjungerad lärare), entered into between the Swedish Agency for Government Employees and the employee organisations OFR, Saco-S and SEKO on 14 December 2011. The employment is also regulated in the Local collective agreement regarding the time-restricted employment of adjunct lecturers, UmU 301-1237-12 (Lokalt kollektivavtal om tidsbegränsad anställning av adjungerad lärare).

1. **Employment**

The University intends to employ NN as an adjunct professor/adjunct associate professor/adjunct lecturer of (subject) on the condition that applicable competence requirements are fulfilled after customary assessment of qualifications. The scope of the employment is x per cent of a full-time employment.

Employment as adjunct associate professor/adjunct lecturer/adjunct professor is valid until further notice, however not beyond (Day Month Year). An adjunct employment, other than that as adjunct professor, is valid until further notice, however, for no more than two years.

An adjunct employment may be extended, although the employment of an adjunct associate professor and an adjunct lecturer can be extended for a maximum of two years at a time on the condition that all other terms and conditions have been met.The total period of employment as an adjunct professor may not exceed twelve years.

1. **Work tasks and workplace for carrying out the work**

The adjunct employment must be carried out within the scope or the field of (please specify the field) and cover work tasks such as development activities, teaching and supervision within the department’s undergraduate, graduate and doctoral education. Participation in research projects may also occur.

The Adjunct must complete the employment at the University with the University as the workplace.

1. **The Company’s undertakings**

*(Alternative A: If the Company is paying for the Adjunct’s salary during the employment at the University.)*

The Company must, during the employment period, pay for the Adjunct’s salary and other employment benefits according to the terms and conditions of the Adjunct’s employment at the Company. The Company must also cover all costs pertaining to the adjunct employment at the Company and as an Adjunct, such as for instance travel costs. However, this is only applicable if the need for the expense in question was approved by the responsible manager at the university department in question and the cost was pre-approved by the responsible manager at the Company.

The Company must also ensure that the Adjunct, within the scope of the employment at the Company, can complete the adjunct employment at the University to the extent stated under Section 2. No deduction from the Adjunct’s ordinary salary at the Company is to be made as a result of this.

*(Alternative B: If the University is paying for the Adjunct’s salary during the employment at the University.)*

The Company must, by approving leave of absence or equivalent, ensure that the Adjunct on the side of their employment at the Company can complete their adjunct employment at the University to the extent stated under Section 2.

The Company must, during the employment period, pay for the Adjunct’s salary and other employment benefits according to the terms and conditions of the Adjunct’s employment at the Company, with deductions for any potential leave of absence. During the agreement period, the Company must provide all necessary resources and pay for all costs pertaining to work performed on behalf of the Company within the scope of the Adjunct’s employment at the Company.

1. **The University’s undertakings**

The University must provide the Adjunct with a workplace at the department during the employment period.

*(Alternative B: If Umeå University is paying for the Adjunct’s salary during the employment at the University.)*

The University must, during the employment period, pay for the Adjunct’s salary for the employment as an adjunct (to a sum of SEK XX per month for full-time employment, scope X per cent). During the employment period, the University must cover all costs pertaining to the adjunct employment, this includes business travels, accommodation and other expenses pertaining to activities for the University, but this is only applicable if the need for the expense in question has been pre-approved by the responsible manager at the university department in question.

1. **Publications**

The intent of the parties is to allow research findings generated within the scope of the Adjunct’s activities at Umeå University to be published in accordance with scientific praxis.

1. **Intellectual property rights**

Intellectual property rights to the results generated by the Adjunct within the scope of the adjunct employment at the University are regulated by law and practice, e.g. according to the intellectual property rights of academic staff. This normally means that the proprietorship to such results belongs to the Adjunct.

The University has an irrevocable right, during the agreement period and also after termination of the employment, to freely use such results for research, development and teaching, also in collaboration with third parties. This right also includes teaching material and course development material that the Adjunct has drawn up as a part of the adjunct employment. Such rights of use must include right to copy, spread and transfer copies, as well as making changes to the material. This must be seen as a part of the employment agreement for the adjunct employment.

The University has the right to materials, data and similar gathered within the scope of the adjunct employment at the University and that constitute research material and public documents at the University.

1. **Confidentiality**

All parties accept that the principle of public access to official documents is applicable at the University, and that exceptions from this principle can only be made to the extent the Swedish Public Access to Information and Secrecy Act allows.

The Adjunct and the Company are also bound by the professional secrecy that may follow with the Public Access to Information and Secrecy Act.

1. **Agreement period**

The agreement will only be valid between the Parties if the decision of employment of the the Vice-Chancellor or, if applicable, the dean gains legal force.

The agreement is valid after such a decision has gained legal force from the day that the adjunct employment is commenced on Day Month Year until no later than on Day Month Year.

If an agreement of a renewal of the adjunct employment is reached, a new agreement must be drawn up.

1. **Disputes**

Any dispute regarding this agreement is to be settled in a Swedish court of civil jurisdiction.

This agreement has been drawn up in two copies, one each for either party. The Adjunct must receive a copy of the signed agreement.

Umeå University The Company  
Department of

Location and date Location and date

Name, Head of Department Name and title of qualified representative of the Company

I, the undersigned, have read and received a copy of this agreement, and hereby declare that I have understood the terms and conditions of the agreement. I also certify that I grant the rights of use in the ways stated in this agreement.

The Adjunct

Location and date

Name of signatory

Despatched together with the approved decision by the Vice-Chancellor or Dean to:  
The Company  
The Adjunct  
Head of department/head  
Human resources representative at the Faculty