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

**Parties:**

1. Umeå University, org. no 202100-2874, Department of XX, SE-901 87 Umeå, henceforth referred to as **the University**. Contact person: First Name Surname, Head of the Department of XX.
2. Region. XX, (org. no and address, contact details to the manager/director), henceforth referred to as **the Region.**

Adjunct person at 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 Region regarding the Adjunct and the employment as adjunct professor, adjunct associate professor or adjunct lecturer in the subject of x at the University. This agreement only gains legal force if the Vice-Chancellor or, if applicable, the dean officially approves the employment.

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 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 xx is valid until further notice, however not beyond (Day Month Year). An adjunct employment other than that as an adjunct professor is valid until further notice, but 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 (please specify the field) and cover work tasks such as research, development activities, teaching and supervision within the department’s undergraduate, graduate and doctoral education.

The Adjunct must complete the employment at the University with the University as the place of work.

1. **The University’s undertakings**

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

The University must cover all costs pertaining to the adjunct employment during the employment period. This includes business travels, accommodation, specific software costs, office and laboratory supplies, 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. **The Region’s undertakings**

The Region 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 Region. The Region must also supply an office and equipment, and pay for such costs that are associated with the employment at the Region under the terms and conditions valid to that employment.

The Region must also ensure that the Adjunct, within the scope of the employment at the Region, 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 Region is to be made as a result of this.

The Adjunct has the right to use office space and work equipment that the Region provides also for work tasks that are carried out within the adjunct employment.

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 openly accessible in accordance with scientific praxis. When co-publications are made between Umeå University and the Region, the address must be stated in the following way: NN, MD, NN, MD, and Department of XX, Department of YY, Umeå University. The University Hospital of Umeå or other regional name may not be stated in the address. This must hereby be seen a part of the employment agreement for the adjunct employment.

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 hereby be seen a part of the employment agreement for the adjunct employment.

The University has the rights to materials, data and similar gathered within the scope of the adjunct employment at the University and that constitutes research material and public documents at the University. In the same way, the Region has the rights to patient data, public documents and other material developed within the scope of the employment at the Region.

1. **Confidentiality**

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

1. **Agreement period**

This agreement only gains legal force if the Vice-Chancellor or, if applicable, the dean officially approves the employment.

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 Region
Department of Unit of

Location and date Location and date

Name, Head of Department Name

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

Dispatched together with the approved decision by the Vice-Chancellor or Dean to:

The Region
The Adjunct
Head of department/head
Human resources representative at the Faculty