



UMEÅ UNIVERSITY

APPOINTMENTS PROCEDURE FOR TEACHERS AT UMEÅ UNIVERSITY

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1. Introduction

According to the Higher Education Ordinance (1993:100), the University Board is to decide on an appointments procedure. Umeå University's Appointments Procedure regulates teacher categories, qualification criteria and assessment grounds in recruitment and promotion, as well as the external expert procedure. The Appointments Procedure makes concrete the regulations established in the Higher Education Act (1992:1434) and the Higher Education Ordinance. In addition to this, teaching posts are regulated in central and local collective agreements. Supplemental provisions are also in the University's steering documents.

The duties of a teacher include teaching, research and/or artistic development work, collaboration and administrative work. Furthermore, a teacher's duties involve following the developments within the teacher's subject area as well as other societal development, which may be of importance to the teacher's work at the University. The content of a teacher's employment may vary over time; however, teachers at Umeå University are to have the competence necessary to conduct research as well as teaching and otherwise contribute to developments at the University. Duties must be distributed based on the needs of the institution and in accordance with applicable regulations at the authority and current collective agreements. The university must primarily employ teachers who hold a doctorate and who meet the requirements on university teaching competence. Teachers at Umeå University are to be provided with the opportunity to develop both their academic and pedagogic competence.

Umeå University must be an inclusive university without the existence of discrimination. The University being characterised by equality, diversity and equal opportunity is both a quality issue and a work environment issue. The core values of the state are the values that form the basis of the University's activities.

An inclusive approach must characterise the whole recruitment process. This means that aspects included in the assessment of achievements in terms of education, research and artistic work must not disadvantage any person, given the existing criteria around discrimination. This also means that preparation committees, external experts and appointment committees must all be gender balanced, unless special circumstances exist (Chapter 4, Section 5, Higher Education Ordinance).

The University goal is for all workplaces to have a gender balance, which is defined as at least 40 per cent of the under-represented gender. During an appointments process, a person of the under-represented gender with the same or equivalent qualifications may be suggested for employment before a person of the opposite sex.

The rules regarding conflict of interest disqualification in the Administrative Procedure Act (1986:223, 2017:900) must always be observed. Everyone participating in the handling of an appointment or promotion of a teacher at Umeå University in such a way that he or she can conceivably affect the outcome of the matter is covered by the disqualification rules. It is accordingly not just the person making the decision, but also anyone who participates in the assessment or preparation, such as committee members, external experts, presenters and the department head or another manager. Anyone with a conflict of interest must immediately report this.

All appointments must be announced (advertised) in the appropriate manner unless special reasons pursuant to the Swedish Employment Ordinance (1974:373) suggest otherwise. Normally, the



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appointment of teachers should also be announced internationally. When a professor is appointed by nomination, no such announcement needs to be made.

All appointment decisions, with the exceptions stated in Section 7, Paragraph 2 of the Swedish Employment Ordinance, are posted on the authority's official bulletin board and can be appealed within three weeks from the decision being posted.

From 1 January 2020, new translations of titles come into effect at Umeå University. This affects use of titles of the Appointments procedure for teachers at Umeå University. A list of Swedish and English titles as well as former equivalents can be found in Appendix 1.



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2. Teaching posts at Umeå University

The Higher Education Act states that there must be professors and associate professors employed at the University for education and research. It also states that, unless otherwise is pursuant to regulations announced by the Government, every university itself is to determine what categories of teachers are to be employed in addition to professors and associate professors. Moreover, the university must decide on the qualification requirements and assessment grounds that apply in the appointment of the teacher categories that the University itself has formulated.

Generally, all appointments at Umeå University are to be open-ended appointments. However, exceptions may be made for teachers in accordance with the Higher Education Ordinance for adjunct professors, visiting professors, assistant professors and within artistic disciplines. In other cases, time restrictions may apply in accordance with the Employment Protection Act (1982:80). Teaching posts may also be subject to time restrictions pursuant to central and local collective agreements.

Qualification requirements refer to such requirements that an applicant must meet to be considered for appointment or promotion. For teaching posts at Umeå University, the qualification requirement is research expertise although with exception for appointment as a lecturer. For appointment as a professor or associate professor, the qualification requirement is also educational expertise.

Further qualification requirements may exist if they are a prerequisite for the performance of the position, such as clinical expertise or a certain academic specialisation; in artistic disciplines, artistic expertise is also required.

Criteria for the assessment of research, educational, artistic and clinical expertise are stated in Section 3. Assessment grounds refer to such criteria that form the basis of the assessment of how well the applicant meets a certain qualification requirement and qualifications that the University deems to be necessary for the position. Besides the aforementioned, such qualifications may for example be administrative expertise, an ability to collaborate with the surrounding society and cooperative ability.

The same qualification requirements and assessment grounds must be applied in the announcement and promotion of the respective position.

2.1 Professor

Professor (Sw. *professor*) is the most senior form of teacher employment and is regulated through the Higher Education Act and the Higher Education Ordinance.

A Professor must be appointed on an open-ended contract, which should correspond to a minimum of 50%.

Exceptions to open-ended appointments may be made for Professors within artistic disciplines (Chapter 4, Section 10, Higher Education Ordinance). Exceptions to open-ended appointments



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must be made for adjunct professors and visiting professors (Chapter 4, Sections 11-12, Higher Education Ordinance).

2.1.1 Special appointment of a Professor

A higher education institution may, in accordance with Chapter 4, Section 7 of the Higher Education Ordinance, offer a person a Special Appointment as Professor if the appointment of that person is of special importance to a certain context within the higher education institution. The procedure of Special Appointment is to be enforced extremely restrictively. When a Special Appointment is pursued by a higher education institution, the reasons why the appointment is of special importance to the institution must be documented. Only Professors may be specially appointed. The decision is made by the Vice-Chancellor and may not be delegated. Special Appointments do not require such information as is referred to in Section 6, Paragraph 1 of the Employment Ordinance. The regulations regarding external experts found in Chapter 4, Section 6 of the Higher Education Ordinance applies. For the handling of the Special Appointment procedure, refer to the rules for recruitment processes in the appointment of teachers, FS 1.1-230-18.

2.1.2 Qualification requirements for appointment as Professor

A person who has demonstrated both research and educational expertise is to qualify for appointment as a Professor, except in artistic disciplines. A person who has demonstrated both artistic and educational expertise is to qualify for appointment as a Professor in artistic disciplines (Chapter 4, Section 3, Higher Education Ordinance).

Research expertise refers to independent research work, the ability to plan and lead research activities and the ability to impart information about research to the outside world.

Educational expertise refers to documented experience of planning, implementation, examination and evaluation of teaching and is shown in a reflective approach to student learning and one's own teacher role.

Artistic expertise refers to distinguished artistic qualifications from practice within the artistic fields as well as the ability to conduct artistic research and development work.

2.2 Adjunct Professor

An Adjunct Professor (Sw. *adjungerad professor*) is to be appointed on an open-ended contract, though at most up to a specific point in time. Such an appointment may be renewed. The total appointment time may extend to a maximum of twelve years (Chapter 4, Section 11, Higher Education Ordinance).

However, an Adjunct Professor in an artistic discipline is to be appointed on an open-ended contract, although for no more than five years. The appointment may be renewed and the total appointment time may extend to a maximum of ten years (Chapter 4, Section 10, Higher Education Ordinance).

The work of an Adjunct Professor is to be principally located outside the higher education institution (Chapter 3, Section 3, Higher Education Act), which means that the appointment at Umeå University may encompass a maximum of 49 per cent of full time. Additionally, the appointment must provide a specific competence of particular importance to the institution or strengthen the connections between the institution and the outside world.



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Before the appointment is made, a written agreement between the University and the main employer on the conditions for the appointment is to be established. This must include regulation of the parties' responsibilities for salary and other costs, resources in the form of premises, equipment and duties, as well as intellectual property.

2.2.1 Qualification requirements for appointment as Adjunct Professor

The same qualification requirements apply to the appointment as Adjunct Professor as to the appointment as Professor, see point 2.1.2.

In assessing research or artistic expertise, emphasis must primarily be placed on expertise within the particular area that the appointment is directed towards.

2.3 Visiting Professor

A Visiting Professor (Sw. *gästprofessor*) is to be appointed on an open-ended contract, though at most up to a specific point in time. Such an appointment may be renewed. The total appointment time may extend to a maximum of five years (Chapter 4, Section 12, Higher Education Ordinance).

The appointment of a Visiting Professor intends to provide new competence regarding educational and/or research or artistic practice. A Visiting Professor is to have his or her primary employment at another higher education institution in Sweden or abroad.

2.3.1 Qualification requirements for appointment as Visiting Professor

The same qualification requirements apply to the appointment as Visiting Professor as to the appointment as Professor, see point 2.1.2.

2.4 Associate Professor

The post of Associate Professor (Sw. *universitetslektor*) is regulated through the Higher Education Act and Higher Education Ordinance.

A time restriction may be applied to the appointment of Associate Professor in accordance with the Employment Protection Act (1982:80).

2.4.1 Qualification requirements for appointment as Associate Professor

According to Chapter 4, Section 4 of the Higher Education Ordinance, a person is to qualify for appointment as Associate Professor if he or she:

1. within an area outside of the artistic disciplines, has demonstrated educational expertise and holds a doctorate or has attained equivalent academic competence or other professional skills relevant with regards to the subject area of the appointment, and
2. within an artistic discipline, has demonstrated educational expertise and holds an artistic practice-based doctorate, and has demonstrated artistic skills or has attained other professional skills relevant in relation to the subject area of the appointment and the duties included in the appointment.

Academic competence refers to having completed a doctoral degree or foreign degree deemed to be equivalent to the doctoral degree. Other equivalent academic qualifications without holding a doctoral degree may form the basis for appointment as an Associate Professor.



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Educational expertise refers to documented experience of planning, implementation, examination and evaluation of teaching and is shown in a reflective approach to student learning and one's own teacher role.

Other professional expertise relates to relevant professional expertise outside the University. Other professional expertise may only be considered as a ground for qualification in an appointment as an Associate Professor when such professional expertise is of significance to the position's subject content and the duties to be included in the position. An example of when such significance exists may be when the person is expected to teach within a field where practical experience is essential.

2.5 Cross-appointments

A higher education institution may, with the consent of an authority responsible for healthcare such as is referred to in Chapter 3, Section 8 of the Higher Education Act, decide that an appointment as a teacher at the higher education institution must be combined with employment at a healthcare unit used for training and research in the area of medical science. Dental training and research is to be considered training and research at such a unit (Chapter 4, Section 2, Higher Education Ordinance).

The Dean at the Faculty of Medicine decides, after obtaining the consent of the healthcare authority in question, if an appointment as Professor or Associate Professor may be combined with employment at the healthcare unit used for training and research in the area of medical science.

2.5.1 Qualification requirements for cross-appointment

See qualifications for Professor (2.1.2) and Associate Professor (2.4.1).

In addition to this, there may be qualifications linked to the clinical part of the cross-appointment.

2.6 Assistant Professor

The post of Assistant Professor (Sw. *biträdande universitetslektor*) is regulated through the Higher Education Act and Higher Education Ordinance.

The purpose of the appointment is that an Assistant Professor must be given the opportunity to develop his or her independence as a researcher and acquire research and teaching qualifications to meet the qualification requirements for appointment as an Associate Professor.

An appointment as Assistant Professor must mainly be focused on acquiring research qualifications; the rest of the time is mainly to be focused on acquiring teaching qualifications. The minimum period for acquiring research qualifications must be decided before announcement of the position.

Prior to an appointment as an Assistant Professor, the assessment grounds must be established that will be applied in a matter of promotion to Associate Professor, according to section 4 Promotion.

An Assistant Professor may be appointed on an open-ended contract, although not longer than for a period of at least four and at most six years. The period of appointment for such a position must be decided before announcement. The appointment may be renewed, although for a maximum of two years, if further time is required in order to achieve the aim of the appointment as a result of the Assistant Professor's absence due to illness, parental leave or other special circumstances.



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For anyone who holds an appointment until further notice as an Assistant Professor according to the previous appointments procedure, FS 1.1-851-16, the agreed terms of employment will apply. Ongoing appointments as Assistant Professor and appointments announced with an application deadline of 31 March 2018 or earlier are not affected by the new provisions according to this appointments procedure even if appointment takes place later.

2.6.1 Qualification requirements for appointment as Assistant Professor

A person who holds a doctorate or has equivalent academic competence is to qualify for an appointment as Assistant Professor. Priority should be given to candidates who have completed their doctoral degree or equivalent academic competence no more than five years before the deadline of the application as an Assistant Professor. A person who holds a doctorate or has achieved equivalent expertise earlier can also be considered if special reason exists. Special reason refers to leave of absence due to illness, parental leave or other similar circumstances (Chapter 4, Section 4a, Higher Education Ordinance).

2.6.2 Assistant Professor combined with clinical practice

At Umeå University, in the same way that an appointment as Professor or Associate Professor can be combined with employment at a healthcare unit used for medical or dental training and research, an appointment as an Assistant Professor can also be combined with such employment.

An Assistant Professor appointment can be combined with employment at a healthcare authority as medical specialist or dentist or with employment as something other than a doctor for a maximum of 13 hours a week. An appointment as Assistant Professor can be combined with specialist practice as licensed physician or dentist. The further conditions for such combination are determined by the Vice-Chancellor in the rules for Assistant Professor appointment in combination with clinical practice, FS 1.1-231-18.

2.7 Postdoctoral Fellow

An appointment as Postdoctoral Fellow (Sw. *postdoktor*) aims to provide those who have recently completed their doctoral degree with an opportunity to consolidate and develop their research expertise. Duties must primarily be focused on conducting research. Teaching may also be included in the duties, though to a maximum of 20 per cent of the total working hours.

An appointment as Postdoctoral Fellow must normally pertain to two years full time, in accordance with the applicable central collective agreement, Agreement regarding temporary appointment as a Postdoctoral Fellow, entered into between the Swedish Agency for Government Employees and the employee organisations OFR, Saco-S and SEKO on 4 September 2008.

2.7.1. Qualification requirements for appointment as Postdoctoral Fellow

A person who has been awarded a doctorate or a foreign qualification deemed to be the equivalent of a doctorate qualifies for employment as a postdoctoral fellow. Priority should be given to candidates who have completed their doctoral degree no more than three years before the closing date of the application. A candidate who has completed their degree prior to this may be considered if 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. Postdoctoral fellows who are to teach or supervise must have taken relevant courses in teaching and learning in higher education.



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2.8 Lecturer

An appointment of Lecturer (Sw. *universitetsadjunkt*) is intended to primarily involve teaching. The appointment is mainly to be used when the activities are in need of current professional expertise. Otherwise, the appointment of a Lecturer must be applied very restrictively.

A time restriction may be applied to the appointment of a Lecturer in accordance with the Employment Protection Act (1982:80).

2.8.1 Qualification requirements for appointment as Lecturer

A person is to qualify for appointment as Lecturer if they hold a Master's degree or higher, or if they have other professional skills relevant with regards to the subject area of the appointment and the duties included therein.

2.9 Adjunct Lecturer

The purpose of an appointment as Adjunct Lecturer (Sw. *adjungerad universitetslärare*) is to add such competence that does not normally exist in the ordinary operations and is necessary for a high-quality education, at the same time that it contributes to mutual knowledge exchange between the University and society.

An Adjunct Lecturer may be appointed on an open-ended contract, although not for longer than two years. Such an appointment may normally be renewed up to two years at a time, in accordance with the applicable central collective agreement, Agreement regarding temporary appointment as an Adjunct Lecturer, entered into between the Swedish Agency for Government Employees and the employee organisations OFR, Saco-S and SEKO on 14 December 2011. The appointment is also regulated in the Local collective agreement regarding the time-restricted appointment of Adjunct Lecturers, UmU 301-1237-12.

The work of an Adjunct Lecturer is principally to be located outside the higher education institution. The scope of the appointment at the University must normally be 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 position.

An assessment of the operations' needs for future adjuncts is to be made at a department level and must be reported and coordinated in accordance with the applicable local cooperation agreements, FS 1.1-2040-17. Before the appointment is made, a written agreement between the University and the main employer on the conditions for the appointment must be established.

2.9.1 Qualification requirements for appointment as Adjunct Lecturer

See qualification requirements for Associate Professor and Lecturer respectively.

2.10 Visiting Associate Professor

The purpose of the appointment of a Visiting Associate Professor (Sw. *gästlektor*) is to provide new competence regarding educational and/or research or artistic practice. A Visiting Associate Professor must have his or her primary employment as an Associate Professor or the equivalent at another higher education institution in Sweden or abroad.

A Visiting Associate Professor is appointed for a limited time and the appointment is limited in time in accordance with the Employment Protection Act (1982:80).



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2.10.1 Qualification requirements for appointment as Visiting Associate Professor

See qualification requirements for Associate Professors, point 2.4.1.

2.11 Research Fellow

The purpose of this appointment is to attract and create conditions for Research Fellows who are of strategic significance to the operations.

The duties of an appointed Research Fellow must primarily involve research; however, teaching may also be included in the duties, though up to a maximum of 25 per cent of the total working hours. The basis for the appointment must be external research funding directly tied to the applicant. The external research funding must correspond to at least 50 per cent of the working hours.

The employment of a Research Fellow who is appointed for a limited period of time is time restricted in accordance with the Employment Protection Act (1982:80).

2.11.1 Qualification requirements for appointment as Research Fellow

A person who holds a doctorate or a foreign degree that is deemed equivalent to a doctorate is to qualify for an appointment as Research Fellow. Research Fellows who are to conduct teaching or supervision of doctoral students must have taken relevant courses in teaching and learning in higher education.

2.12 Transitional regulations for Assistant Professor

As of 1 April 2018, appointment to obtain qualifications is no longer regulated in the Higher Education Ordinance. This fixed-term appointment has been called Research Fellow (Sw. *forskarassistent*) at Umeå University, but from 1 January 2020 the new translation is Assistant Professor.

For anyone who holds an appointment as such an Assistant Professor, the agreed terms of employment must be applied until the appointment ends. Upon the announcement of Assistant Professor appointments with the application deadline of 31 March 2018 or earlier, the terms of employment stated in the earlier appointments procedure apply; see below.

Excerpt from the Appointments procedure for teachers at Umeå University, ref. no. FS 1.1- 851-16, point 2.7 Assistant Professor:

“The position of Assistant Professor (Sw. *forskarassistent*) is a fixed-term contract aimed at the acquisition of academic qualifications. The appointment must primarily involve the acquisition of academic qualifications equivalent to 80 per cent and should normally allow acquisition of pedagogic qualifications equivalent to 20 per cent. The purpose is to give teachers the opportunity to develop their independence as a researcher, and to acquire the qualifications necessary for another teaching position for which higher qualifications are required. The appointment may be renewed if further time is required in order to achieve the aim of the appointment as a result of the teacher’s absence due to illness, parental leave or other special circumstances. However, the total time of employment may not exceed six years” (SFS 2012:523).



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3. Assessment criteria for appointment of Teachers

When making appointments, attention must be paid only to objective factors such as service merits and competence (Chapter 12, Section 5, the Instrument of Government). Competence must be a primary consideration, unless there are special reasons for doing otherwise. (Section 4 of the Swedish Public Employment Act).

Before an appointments procedure is begun, the appointment profile must be decided in accordance with the Vice-Chancellor's delegation of authority. The appointment profile must establish various assessment grounds and weight them against each other. In connection with this, further requirements for the appointment may be decided upon, in addition to those listed in the Higher Education Ordinance or within this Appointments Procedure. These must be objectively justified with regard to the character of the position and the needs of the University.

A general basis for assessment for all teaching categories is both good cooperative skills and the expertise and suitability in general required to complete the work duties satisfactorily. Based on the relevant teaching post, leadership and administrative expertise may be other assessment criteria of importance.

In assessing research, artistic and educational expertise, the above text concerning the qualification requirements for each of the teacher categories must be taken into consideration, as must points 3.1 - 3.4.

3.1 Research expertise

The research expertise must have been demonstrated by independent research production.

The criteria for assessment are:

- breadth and depth of research – quality and scope
- originality of research
- productivity
- contributions to the international research community
- assignments within the research community
- the ability to competitively obtain external research funding
- collaboration with the surrounding society

The Dean can decide on further objective criteria of importance for assessing research expertise. After consultation with the Dean, the Vice-Chancellor can decide on further objective criteria of significance to the assessment of the research expertise in the appointment of Professors.

3.2 Educational expertise

Educational expertise in the appointment of Associate Professors and Professors must have been demonstrated through documented experience of teaching on a scientific or artistic basis within higher education.

The criteria for assessment are:



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- an ability to plan, implement and evaluate teaching and an ability to supervise and examine students at every level of education
- an ability to vary teaching methods and examination formats in relation to anticipated study results and the nature of the subject
- experience of collaboration with the surrounding society in planning and implementation of education
- participation in the development of learning environments, teaching aids and study resources
- a reflective approach to student learning and one's own role as a teacher

These skills can be obtained through higher education teacher training, other training relevant to teaching within higher education and/or documented, proven experience of teaching in higher education.

The Dean can decide on further criteria of importance for assessing educational expertise. After consultation with the Dean, the Vice-Chancellor can decide on further objective criteria of significance to the assessment of the educational expertise in the appointment of Professors.

3.3 Artistic expertise

The artistic expertise of the candidate must have been demonstrated through artistic production or practice and developmental work within the artistic disciplines.

The criteria for assessment are:

- artistic depth and power of expression
- artistic originality
- visibility and valuation within the art world and in professional contexts
- productivity
- artistic research and development work
- awards and scholarships, etc.
- collaboration with the surrounding society

The Dean can decide on further criteria of importance for assessing artistic expertise. After consultation with the Dean, the Vice-Chancellor can decide on further objective criteria of significance to the assessment of the artistic expertise in the appointment of Professors.

3.4 Clinical expertise

For cross-appointments and appointments combined with clinical practice (see points 2.5 and 2.6.2), requirements are set on clinical expertise.

The assessment criteria for cross-appointments are:

- quality of own clinical work
- management or investigative appointments within healthcare organisations
- development work within diagnostics and therapy
- experience of quality improvement work on regional and national levels
- interdisciplinary or cross-speciality work on national and international levels



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- national and international appointments, for example for the SBU or the National Board of Health and Welfare
- prizes and awards relating to clinical work

The Dean can decide on further criteria of importance for assessing clinical expertise. After consultation with the Dean, the Vice-Chancellor can decide on further objective criteria of significance to the assessment of the clinical expertise in the appointment of Professors.



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4. Promotion

The conditions for promotion for each appointment are outlined below.

4.1 Promotion from Associate Professor to Professor

An Associate Professor (Sw. *universitetslektor*) on a permanent contract may be provided with the opportunity, upon application, of being considered for promotion to Professor as permitted by the needs and circumstances of the University.

The Vice-Chancellor makes the decision in each individual case as to whether such an opportunity exists, taking into consideration the guidance document presented by the Faculty. A consideration for promotion to Professor must involve an assessment of qualification requirements and criteria. Having completed a student supervision qualification or the equivalent is a formal requirement for promotion to Professor.

4.2 Promotion from Assistant Professor to Associate Professor

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

An Assistant Professor, upon application, is to be promoted to Associate Professor (Sw. *universitetslektor*) if he or she is qualified for an appointment as an 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 Associate Professor. Such a promotion entails an open-ended contract as an Associate Professor.

Prior to the appointment of an 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 Assistant Professor is not promoted after review, the fixed-term appointment ends.

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

4.2.1 Promotion from Assistant Professor in combination with clinical practice, to Associate Professor with cross-appointment

In addition to that stated under 4.2, the format for promotion from Assistant Professor (Sw. *biträdande universitetslektor*) in combination with clinical practice to Associate Professor (Sw. *universitetslektor*) with cross-appointment in clinical practice is established by the Vice-Chancellor in a special rule, Rule for assistant professorship combined with clinical practice, FS 1.1-231-18 (Sw. *Regel för biträdande universitetslektorat i kombination med klinisk tjänstgöring*).



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4.2.2 Promotion from Assistant Professor to Associate Professor – transitional regulation

For anyone who holds an appointment until further notice as an Assistant Professor (Sw. *biträdande universitetslektor*) according to the previous appointments procedure, FS 1.1-851-16, or anyone appointed under such an appointment announced with an application deadline of 31 March 2018 or earlier, the terms below apply.

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.

Special rules apply for when the application, for promotion of an Assistant Professor in combination with specialist practice, must be submitted. This is regulated in the rule for Assistant Professor in combination with clinical practice, FS 1.1-231-18.

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

4.3 Promotion from Lecturer to Associate Professor

Lecturers (Sw. *universitetsadjunkt*) on open-ended contracts as of 31 March 2018 have the right, upon application, to be considered for promotion to Associate Professor (Sw. *universitetslektor*) if the qualification requirements for the appointment as Associate Professor has been met.

Anyone appointed as Lecturer on an open-ended contract on or after 1 April 2018 may be provided with the opportunity, upon application, of being considered for promotion to Associate Professor if the qualification requirements for the appointment as Associate Professor has been met and as permitted by the needs and circumstances of the University. The Dean determines in each case if an assessment is justified.

4.4 Qualification requirements and assessment criteria for promotion

When considering a request for promotion, the rules under Section 2 apply in terms of qualification requirements, and the rules under Section 3 apply in terms of assessment criteria.

In support of the application for promotion, full documentation must be submitted in accordance with the terms that apply for an advertised appointment. Applications for promotion may be submitted continuously throughout the year.



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5. Expert review

For appointment of a Professor (including Adjunct Professor), reports by at least two external experts regarding the skills of the candidate must be obtained, unless it is obvious that this is not needed for the assessment. There must be an equal distribution of female and male representatives among the external experts. However, this does not apply if exceptional reasons exist (Chapter 4, Sections 5-6, Higher Education Ordinance).

Umeå University must also apply the external expert procedure in appointments of Associate Professors, Assistant Professors and Research Fellows, in promotion matters and in special appointments of Professors. As much attention is to be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. In special cases, the Dean may deem assessment by external experts as clearly unnecessary, for example if a candidate's skills have been recently tested in a different context.

An external expert procedure can be extended in time, which may mean that situations arise when a need for competence must be met at short notice. To reduce negative consequences to the operations in this case, an external expert procedure may need to be simplified or ruled out. This applies when such a competence need has arisen upon temporary absence, such as illness, leaves of absence with short notice or absence for other special reasons.

A simplified external expert procedure may not be applied in the appointment of a Professor (including Adjunct Professor) (Chapter 4, Section 6, Higher Education Ordinance).

A simplified external expert procedure or deviation from the requirement of an external expert procedure may be applied in the following cases upon fixed-term appointments where such negative consequences for the operations may thereby be avoided.

- A simplified external expert procedure can be applied upon fixed-term appointment of teachers up to 12 months. A simplified external expert procedure means that a docent or professor knowledgeable in the subject within or outside the department is assigned to assess the applicant, and propose to the Dean who should be recommended for the fixed-term appointment. The risk of conflicts of interest must be observed in particular upon appointment of a docent or professor knowledgeable in the subject. An appointment with a simplified external expert procedure may not be extended.
- Excluding the external expert procedure can be applied for appointments of teachers up to six months. Appointment without an external expert procedure may not be extended.

Appointment as per the above points with a simplified or excluded external expert procedure may be combined up to a maximum of 12 months.



UMEÅ UNIVERSITY

6. Other provisions

6.1 Appeal

Decisions for appointment at a higher education institution, and decisions as per Chapter 4, Section 13 of the Higher Education Ordinance to reject an application for promotion may be appealed with the Higher Education Appeals Board in the cases stated by Chapter 12, Section 2 of the Higher Education Ordinance. A decision on appointment as an Associate Professor, in a promotion of an Assistant Professor to Associate Professor, cannot be appealed.

An appeal is submitted to the Higher Education Appeals Board and is then sent to Umeå University, which examines whether the case has been submitted within the set period of time. The University must not consider the case as such but hand it to the Appeals Board without delay if the appeal was received in time. In order to obtain the necessary documents in support of a decision, the Appeals Board may procure a formal statement from Umeå University. Such a statement is to be produced by the Vice-Chancellor.

6.2 Suspending an appointment process

A decision to suspend an appointment process is made according to the applicable delegation of authority. Such a decision may not be appealed, see Section 21 of the Employment Ordinance (1994:373).

A decision to suspend an appointment process must be made on the basis of objective reasons, though it does not require justification. Objective reasons for suspending an appointment process may be the striving to recruit candidates with the best possible competence and that the remaining applicants fail to fulfil such a requirement. Lack of funds or organisational changes which could not have been foreseen prior to the appointment process may further constitute objective reasons.

6.3 Powers of the Vice-Chancellor

The Vice-Chancellor has the right to make decisions to supplement this appointments procedure if special reason to do so exists. The reasons for such a decision are to be documented and the University Board must be informed afterwards.