



# REGULATIONS

for

## appointment and promotion of teaching staff

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## 1 Introduction

The university is required to provide regulations that apply to the appointment of teaching staff. Karlstad University employs the following teacher categories: professor, visiting professor, adjunct professor, senior lecturer, postdoctoral research fellow, associate senior lecturer, lecturer, adjunct lecturer, postdoctoral researcher and visiting researcher.

The main purpose is to guarantee equal access to information and fair treatment. The regulations are rules of principle and complement laws and ordinances. This regulatory document is complemented by regulations on the process and procedure of recruiting and promoting teachers at Karlstad University.

The university board decides on Karlstad University's regulations for appointment and promotion.

## 2 Guidelines

Efforts to assure continued professional competencies are on-going at Karlstad University. The objective is to secure the expertise needed to achieve short-term and long-term goals, which requires forward planning and efficient processes. Read more about this in the university strategy documents and recruitment and development plans.

In order to realise the Karlstad University's overall objectives with regard to staff development plans, recruitment is to be carried out in line with the following guidelines:

- As a rule, teachers must have research expertise (academic qualifications). They must be good teachers and have ample access to pedagogical development. Doctoral degree holders shall be employed in the first instance, and they must have formal pedagogical training or have completed a course on teaching and learning in higher education within the first two years of employment.
- Career paths at Karlstad University shall be based on equality and inclusion. Equal gender distribution is a goal to be achieved in all staff categories. If possible, women and men shall participate in the wording of employment advertisements, serve as experts and partake in the selection of a candidate. The University shall actively encourage people of the underrepresented sex to apply for a vacancy. Read more in other policy documents.
- The principal rule at the University is that appointments shall be permanent positions and that they are announced to attract those best qualified.

### 3 Categories of teaching staff at Karlstad University

#### 3.1 *Appointment of professors*

Professors are appointed primarily in the areas deemed strategically important by the board. Professors may be appointed in those subject areas in which the university specialises and has developed an extensive range of research activities. A professor may also be recruited in a subject that is a part of an area on which the board wishes to focus, but which has not yet developed to full capacity academically, if the subject is deemed to have such a strong national or regional interest that a professor should be appointed to consolidate its development.

Appointment as a professor at Karlstad University can be gained through promotion or recruitment. A tenured senior lecturer may be promoted to professor. The Higher Education Ordinance and Higher Education Act make the following provisions regarding professors:

Higher education institutions shall employ professors and senior lecturers to undertake **teaching and research.**

A professorship is the most senior teaching appointment.

A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.

A professor may be employed for a fixed term, if the appointment concerns:

1. A creative or artistic subject
2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or
3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor). Ordinance (2010:701). (*HEA*, Chapter 3, sections 2-3)

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.

The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise.

Ordinance (2010:1064). (*HEO* Chapter 4, section 3)

A professor in an artistic discipline may have a fixed-term employment, according to the *HEO*:

A teacher in disciplines in the fine, applied or performing arts may be employed for an indefinite period, however for no longer than five years. Such an appointment may be extended. The total period of employment may not, however, exceed ten years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80). Ordinance (2010:1064). (*HEO* Chapter 4, section 10).

## **Experts**

Normally two experts are appointed to assess the candidates. Further experts may be appointed in special circumstances. In the appointment of a professor, expert opinions on the candidates' qualifications and skills shall be obtained unless it is clearly unnecessary, for example, if there is only one candidate and she/he has submitted expert opinions from previous assessments, or the candidate has had a previous long-term employment as a professor at another university.

## **Invitation**

The University may invite an individual to apply for a position as professor if the person is of special importance to a certain area and is eligible for the position. The reasons for the appointment must be documented. The Vice Chancellor makes the decision to appoint by invitation on the Dean's request. The position shall not be announced as a vacant post. Experts shall be appointed. Appointment by invitation shall be used with restraints. For further details, see guidelines for procedures.

## **Qualification requirements and assessment criteria**

Below, qualification requirements and assessment criteria of research, artistic and teaching skills are clarified. Sufficient academic, artistic, and pedagogical skills must each be demonstrated on its own merits. Insufficient qualifications in one area cannot be compensated for by stronger qualifications in another area.

Qualification requirements and assessment criteria shall be applied in such a way that appointed and promoted professors at Karlstad University have qualifications equal to professorial colleagues in the area in Sweden.

Further requirements and assessment criteria relevant to the duties of the position can be added to the employment profile. Assessment criteria can be given different weight. The employment profile shall include the most important assessment criteria for the employment in question.

## Research expertise: professor

Qualifications	Assessment criteria
<ul style="list-style-type: none"><li>• Broad, deep and current research production.</li><li>• International and national publications in independently refereed journals or in the form of conference presentations refereed in accordance with the publication praxis in the subject or discipline.</li><li>• Active participation in international and national research networks, academic conferences and conventions.</li><li>• Assignment as an academic expert such as independent referee of a research journal or conference, faculty examiner or member of a doctoral examination committee, or on the expert panel in recruitment processes or research investigations.</li></ul>	<ul style="list-style-type: none"><li>• Broader, deeper and more current production gives priority. The scope of production may be included in the assessment.</li><li>• Past and present success in attracting research funding.</li><li>• Documented ability to lead and administer research projects.</li><li>• Current experience of third-stream activities and communication research and development to a wider audience.</li><li>• Participation in academic conferences.</li><li>• Documented ability to organise academic conferences.</li><li>• Position as a visiting researcher, or assignments in national and international organisations and networks.</li><li>• Independence and originality in terms of theory and method.</li></ul>

## Artistic expertise: professor

Qualifications	Assessment criteria
<ul style="list-style-type: none"><li>• Prominent position in their discipline, nationally and internationally.</li><li>• Ability to present original and innovative artistic work of international standard.</li><li>• Documentation of artistic production.</li><li>• Active participation in national or international research networks, academic conferences and conventions.</li><li>• Assignment as a jury panel member, opponent and member of an examination committee at a dissertation defence or as an expert in appointment processes and academic investigations.</li></ul>	<ul style="list-style-type: none"><li>• Broader, deeper and more current production gives priority. The scope of production may be included in the assessment.</li><li>• Success in attracting research and development funding.</li><li>• Documented ability to lead and manage artistic projects.</li><li>• Experience of third-stream activities and communication research and development to a wider audience.</li><li>• Contributions made and invitations received to artistic events.</li><li>• Copyright.</li><li>• Position as a visiting researcher or assignments in national and international organisations and networks.</li></ul>

### Teaching expertise: professor

A professor at Karlstad University is expected to have experience of planning, conducting and evaluating teaching corresponding to at least 200 teaching hours in higher education. The candidate must have good, documented pedagogical qualifications from teaching, supervision and examination.

Qualification requirements	Assessment criteria
<ul style="list-style-type: none"><li>• Have experience of teaching at all levels of higher education or equivalent experience of forms of instruction in non-public sectors.</li><li>• Documented skills in supervising doctoral thesis work</li><li>• Documented ability to reflect on her/his own pedagogical practice.</li><li>• Documented pedagogical skills</li><li>• Completed course in Teaching and Learning in Higher Education or equivalent qualifications. In special circumstances, this course may be completed within two years of employment as part of the professional development commitment.</li></ul>	<ul style="list-style-type: none"><li>• Formal training for supervising doctoral thesis work.</li><li>• Successful supervision of completed doctoral thesis work.</li><li>• Production of course literature and pedagogical development.</li><li>• Internationalisation efforts.</li><li>• Pedagogical development projects, course coordination or production of course literature.</li><li>• Subject-specific teaching methodology or other research on learning and teaching, expert appointment in investigations, committee work or dissemination of research findings.</li><li>• Teaching, course development or participation in international partner projects as advisor or project leader.</li></ul>

### Additional qualifications: professor

In addition to the requirements of research/artistic and teaching expertise, the following qualifications will be given special weight in the appointment of a professor at Karlstad University:

- Appointment as head of department, director of study, director of study programme or other administrative function linked to teaching or project or work management
- Insights into the organisational and financial frames of higher education, gained by serving on university committees or in administrative functions.
- Experience of research/artistic organisations, research councils, jury panel, investigative work, and non-academic board membership.

### 3.2 *Appointment of senior lecturer*

Senior lecturers at Karlstad University are appointed on the grounds of recruitment or promotion. A lecturer may be promoted to senior lecturer if the qualification requirements specified below are met. An associate senior lecturer may be promoted to senior lecturer if the qualification requirements specified below are met along with the special requirements pertaining to the category associate senior lecturer (see section 3.3).

HEF makes the following provisions regarding the appointment of senior lecturers:

Those qualified for appointment as a senior lecturer are

1. except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a PhD or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve, or
2. in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a doctorate in a fine, applied or performing arts, has demonstrated artistic expertise or has some other professional expertise that is of value in view of the subject matter of the post and the duties it will involve.

The assessment criteria for appointment as a senior lecturer shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of other qualifying criteria laid down in the first paragraph above. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a senior lecturer. Ordinance (2010:1064). HEF Chapter 4, section 4.

### **Experts**

Normally, two experts are appointed to assess the candidates. Further experts may be appointed if the recruitment committee deems it necessary.

### **Research expertise: senior lecturer**

By the term *a doctorate (PhD)* is meant a doctoral degree awarded by a Swedish university, doctoral degree awarded by a foreign university validated by Swedish authorities and whose doctoral degrees are considered to be the equivalent of a Swedish doctorate.

By the term *artistic expertise* is meant well-documented high-level artistic performance or research. By *corresponding research competence* is meant a Licentiate degree under previous ordinance (earlier than HF 1977:263). Also other academic qualifications can be assessed by experts and declared to be equivalent to a PhD.

*Other professional expertise* shall be well documented and concern qualifications of such scope, level and content that the candidate thereby has acquired experience and expertise corresponding to the requirements of research/artistic qualifications. The expertise is assessed in relation to the subject content of the appointment and the duties involved. By *other professional expertise* is meant research/artistic qualifications gained through industrial research or research and development work in the artistic field equivalent to a doctor's



degree or the old licentiate degree in scope and quality. Also a more recent licentiate combined with good testimonials of industrial experience, administrative work or management level position shall meet the professional expertise requirement. This also applies to qualified work experience relevant to the subject area in question.

Qualification requirements	Assessment criteria
<ul style="list-style-type: none"> <li>• Doctorate or equivalent research qualifications or other professional expertise of relevance to the subject content of the appointment and the duties involved.</li> </ul>	<ul style="list-style-type: none"> <li>• Broader, deeper and more current production gives priority. The scope of production may be included in the assessment.</li> <li>• Independence and originality in terms of theory and method.</li> <li>• Success in attracting research and development funding.</li> <li>• Experience of third-stream activities and communication research and development to a wider audience.</li> <li>• Contributions to academic conferences.</li> <li>• Participation in national/international networks.</li> </ul>

### Artistic expertise: senior lecturer

Qualification requirements	Assessment criteria
<ul style="list-style-type: none"> <li>• Artistic doctorate, demonstrated artistic expertise or other professional expertise of relevance to the subject content of the appointment and the duties involved.</li> </ul>	<ul style="list-style-type: none"> <li>• Broader, deeper and more current production gives priority. The scope of production may be included in the assessment.</li> <li>• Originality, independence and quality of artistic performance and production.</li> <li>• Experience of third-stream activities.</li> <li>• Success in attracting research and development funding.</li> <li>• Appointment as a jury panel member, expert, examiner and visiting researcher.</li> <li>• Participation in national/international networks.</li> </ul>

## Teaching expertise: senior lecturer

Qualification requirements	Assessment criteria
<ul style="list-style-type: none"><li>• Demonstrated teaching expertise</li><li>• Completed course in Teaching and Learning in Higher Education or equivalent qualifications. In special circumstances, this course may be completed within two years of employment as part of the professional development commitment.</li></ul>	<ul style="list-style-type: none"><li>• Documented and considerable experience of planning, conducting, evaluating and developing teaching at different levels.</li><li>• Documented and considerable experience of supervising/mentoring at different levels.</li><li>• Production of course books and study material and pedagogical development work.</li><li>• Demonstrated ability to reflect on the pedagogical task.</li></ul>

## Additional qualifications: senior lecturer

In addition to the requirements of research/artistic and teaching expertise, the following qualifications will be given special weight in the appointment of a senior lecturer at Karlstad University:

- Insights into the organisational and financial frames of higher education, gained by serving on university committees or in administrative functions.
- Appointment as head of department, director of study, director of study programme or other administrative function linked to teaching or project or work management.
- Experience of research/artistic organisations, research councils, jury panel, investigative work, and non-academic board membership.
- Appointment as visiting researcher, expert or examiner.

### ***3.3 Appointment of associate senior lecturer***

A Higher Education Ordinance amendment, effective from 15 Aug 2012, introduces new grounds for fixed-term post, namely an appointment to obtain qualifications. The appointment is for an indefinite period but no longer than four years, with a possible extension of a maximum of two years to compensate for sick leave, parental leave, or other special circumstances. The title of the appointment is subject to local decisions. Karlstad University has decided to reinstate the previous terms associate senior lecturer and postdoctoral research fellow.

Associate senior lecturers employed before 30 Sept. 2011 are subject to the provisions of the previous Ordinance.

*The Higher Education Ordinance* stipulates the following conditions regarding appointment to obtain qualifications:

12 a § A teacher may be employed for an indefinite period but no longer than four years, with a view to the teacher obtaining an opportunity to develop his or her independence as a researcher and obtain qualifications which can qualify the person in question for another teaching position requiring higher qualifications. This appointment may be renewed if, owing to the teacher's sickness absence, parental leave or other special reasons, additional time is required to achieve the objective of the appointment. The total period of employment may not, however, exceed six years. In other respects the post is subject to the provisions of the *Employment Protection Act* (1982:80).

Exemptions may be made from the first section through a collective agreement entered into or approved by a central employee organization (SFS 2012:523)

A person who has obtained a doctoral degree or achieved equivalent research expertise shall be qualified for appointment to a post subject to the first paragraph. Priority shall be given to applicants who have obtained their doctoral degree or achieved equivalent qualifications at the most seven years prior to the end of the application period. (2012:523).

12 b § If a teacher has had a fixed-term employment under section 12 a at an institution of higher education, an agreement on fixed-term employment under section 5 of the *Employment Protection Act* (1982:80) may not be entered into between the institution and the teacher within six months after the termination of the employment under section 12 a.

Exemptions may be made from the first section through a collective agreement entered into or approved by a central employee organization (SFS 2012:523)

The appointment as associate senior lecturer is a qualifying position and may lead to an appointment as senior lecturer. The duties of an associate senior lecturer shall be of the content and scope necessary to ensure that the qualifying objectives are obtained during the employment period. Primarily, an associate senior lecturer shall pursue research and no more than 25% of work hours may be used for other tasks such as teaching and administrative duties.

Qualification requirements	Assessment criteria
<ul style="list-style-type: none"> <li>• Doctorate or equivalent research qualifications. Priority shall be given to applicants who have obtained their doctoral degree or achieved equivalent qualifications at the most seven years prior to the end of the application period.</li> </ul>	<ul style="list-style-type: none"> <li>• Broader, deeper and more current production gives priority. The scope of production may be included in the assessment.</li> <li>• Originality, independence and quality of artistic performance and production.</li> <li>• Experience of third-stream activities.</li> <li>• Success in attracting research and development funding.</li> </ul>

	<ul style="list-style-type: none"> <li>• Documented active participation in academic conferences.</li> <li>• Demonstrated capacity and will to make a career in academia.</li> <li>• Teaching expertise is given weight. Experience in the following areas shall be given attention. Teaching at all university levels, breadth and variation in first-cycle teaching, involvement in supervision, pedagogical development efforts, popular science publications and completed course in teaching and learning in higher education.</li> </ul>
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Additional requirements may be stipulated in the employment profile. Research expertise shall be given more weight in the appointment of an associate senior lecturer. The appointment shall be announced and two experts appointed.

### **Promotion to senior lecturer**

An associate senior lecturer shall be promoted to senior lecturer on request, providing the eligibility for a senior lectureship is met. The promotion also requires that the associated senior lecturer has contributed to the University's research during the appointment and has completed the course Teaching and Learning in Higher Education. One expert is appointed to assess the applicant's eligibility for a senior lectureship. If promoted, the post of senior lecturer must be a permanent position.

Note that a new fixed-term appointment under section 5 of the Employment Protection Act (1982:80) cannot immediately follow on an appointment as associate senior lecturer.

### ***3.4 Appointment of postdoctoral research fellow***

A Higher Education Ordinance amendment, effective from 15 Aug 2012, introduces new grounds for fixed-term post, namely an appointment to obtain qualifications. The appointment is for an indefinite period but no longer than four years, with a possible extension of a maximum of two years to compensate for sick-leave, parental leave, or other special circumstances. The title of the appointment is subject to local decisions. Karlstad University has decided to reinstate the previous positions associate senior lecturer and postdoctoral research fellow, abolished on 30 Sept 2011, with slightly altered conditions.

The appointment as postdoctoral research fellow is a qualifying position with the aim to provide opportunities for teachers to develop their independence as researcher and obtain qualifications for teaching appointments, which require higher qualifications. Primarily, a postdoctoral research fellow shall pursue research and no more than 25% of work hours may be used for other tasks such as teaching and administrative duties.

Qualification requirements	Assessment criteria
<ul style="list-style-type: none"> <li>• Doctorate or equivalent research qualifications. Priority shall be given to applicants who have obtained their doctoral degree or achieved equivalent qualifications at the most seven years prior to the end of the application period.</li> </ul>	<ul style="list-style-type: none"> <li>• Broader, deeper and more current production gives priority. The scope of production may be included in the assessment.</li> <li>• Originality, independence and quality of artistic performance and production.</li> <li>• Experience of third-stream activities.</li> <li>• Success in attracting research and development funding.</li> <li>• Documented active participation in academic conferences.</li> <li>• Demonstrated capacity and will to make a career in academia.</li> <li>• Teaching expertise is given weight. Experience in the following areas shall be given attention. Teaching at all university levels, breadth and variation in first-cycle teaching, involvement in supervision, pedagogical development efforts, popular science publications and completed course in teaching and learning in higher education.</li> </ul>

Additional requirements may be stipulated in the appointment profile. Research expertise shall be given more weight in the appointment of a postdoctoral research fellow. The appointment shall be announced and two experts appointed.

Note that a new fixed-term appointment under section 5 of the Employment Protection Act (1982:80) cannot immediately follow on an appointment as associate senior lecturer.

### ***3.5 Appointment of postdoctoral researcher***

The central collective agreement on fixed-term employment of postdoctoral researchers provides the following:

1 § The agreement pertains to employees appointed as a postdoctoral researcher and whose principal duty is to pursue research. Teaching may be included at a maximum of 20% of the appointment. The agreement only applies on condition that the employee has not been employed as a postdoctoral researcher under this agreement for more than one year in the same or related disciplinary fields at the same university/public agency.

2 § In addition to the provisions made in the Employment Protection Act (1982:80) on employment protection, a postdoctoral researcher may be employed for an indefinite period but no longer than two years with a possible extension of a maximum of two years to compensate for sick-leave, parental leave, clinical duties, commissions of trust, or other similarly special circumstances.

A postdoctoral researcher must have obtained their doctoral degree or achieved equivalent qualifications at the most three years prior to the end of the application period. If there are special reasons, the required qualifications may have been obtained earlier. Special reasons may be sick-leave, parental leave, clinical duties, commissions of trust, or other similarly special circumstances.

The agreement stipulates that the appointment as postdoctoral researcher is full-time employment, normally for two years and that the employment regulations on vacancy announcement apply.

Expert assessment is not required.

### ***3.6 Appointment of adjunct professor***

An adjunct professor may be recruited for research, development and educational activities when expertise from the public or private sectors is a valuable addition to academia.

The Higher Education Ordinance stipulates the following regarding the adjunct professor:

An adjunct professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed twelve years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80). Ordinance (2010:1064).

A person who has his or her main professional activities outside the field of higher education can be appointed adjunct professor provided he or she is a research qualified specialist/expert and has been invited by the university to work part-time at the university for a limited period of time. The appointment can be extended but may not exceed 12 years.

At Karlstad University an adjunct professor is primarily externally financed. The form of cooperation is normally regulated in an agreement between Karlstad University, the adjunct professor, his/her main employer and other financiers, if any. The appointment of an adjunct professor shall be based on the needs of Karlstad University and the decision to recruit an adjunct professor and the terms and area of the appointment lies entirely with Karlstad University.

The adjunct professor normally plays an active part in the education at all university levels as well as actively contributes to development within their specialist area and to an increased exchange of knowledge between Karlstad University and the community at large. It is also desirable that the adjunct professor is involved in higher education issues.

Two experts shall be appointed. Announcement of the post is not required.

### **Qualification requirements and assessment criteria for appointment as adjunct professor**

An adjunct professor shall have demonstrated research and teaching expertise on a par with a professor. However, the nature of the post means that the area of expertise may be more limited. Eminent work, for example, in the fields of engineering or art may partly replace the requirements for traditionally documented academic or artistic skills. However, an adjunct professor must always be a leading specialist in their field.

When applying the criterion of teaching expertise, traditional academic teaching qualifications may be replaced by teaching qualifications acquired from the work that the candidate is currently carrying out. It is also desirable that an adjunct professor has administrative qualifications.

### ***3.7 Appointment of adjunct teacher***

Only a person whose main employment lies outside the field of higher education can be appointed adjunct teacher provided he or she is a research qualified specialist/expert and has been invited by the university to work part-time at the university for a limited period of time. An appointment as adjunct teacher is a fixed-term employment under the collective agreement on fixed-term employment of adjunct teachers. The agreement does not apply to teachers in artistic activities.

The appointment can also be as adjunct senior lecturer or adjunct lecturer, provided that the person meets the qualification requirements for the post in question.

An adjunct teacher may be appointed for a period of two years. The appointment can be extended but with no more than with two years at a time. Normally, the scope of the appointment is up to 20%, but if necessary a maximum of 50%. Employment as adjunct teacher can also take place on an hourly basis.

Before appointing an adjunct teacher, the employer shall assess the need and scope of future adjunct teachers. The result of the assessment shall be reported to the employee organisations concerned.

An adjunct teacher at Karlstad University is normally externally financed. The form of the cooperation is normally regulated in an agreement between Karlstad University, the adjunct teacher, his/her main employer and other financers, if any. The purpose of the appointment is to bring specific skills not normally available at the university but needed to ensure high quality education. The appointment of an adjunct teacher is determined by the needs of Karlstad University and the decision to recruit an adjunct teacher and the terms and area of the appointment lies entirely with Karlstad University.

The adjunct teacher normally plays an active part in the education at all university levels as well as actively contributes to development within their specialist area and to an increased exchange of knowledge between Karlstad University and the community at large. It is also desirable that the adjunct professor is involved in higher education issues.

### **Qualification requirements and assessment criteria for appointment as adjunct teacher**

An adjunct teacher shall have good research expertise and good teaching expertise. However, the nature of the post means that the area of expertise may be more limited. Eminent work, for example, in the fields of engineering or art may partly replace the requirements for traditionally documented academic or artistic skills. However, an adjunct teacher must always be a leading specialist in their field.

When applying the criterion of teaching expertise, traditional academic teaching qualifications may be replaced by teaching qualifications acquired from the work that the candidate is currently carrying out. It is also desirable that an adjunct teacher has administrative qualifications.

### **3.8     *Appointment of visiting professor***

The *Higher Education Ordinance* stipulates the following regarding the visiting professor

A visiting professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years. In other respects the post is subject to the provisions of *the Employment Protection Act* (1982:80). *Ordinance* (2010:1064).

A visiting professor is employed for a limited period either part time or full time to carry out teaching duties, research or artistic activities and administrative tasks. A visiting professor normally has another employment, for example, as a professor at other university or higher education institution. A visiting professor can also be recruited from outside academia when specific expertise is needed for a limited period and another fixed-term teacher employment is not suitable.

The same procedure for assessing qualification requirements applies to the appointment of a visiting professor as for a professor.

The fixed-term appointment as visiting professor may be extended. The total time of employment must, however, not exceed five years. The appointment as visiting professor does not need to be announced or assessed by experts. The qualification requirements, however, must be documented.

### **3.9     *Appointment of visiting researcher***

Visiting researchers are employed for a limited period to pursue research. Unlike other teacher employments, the duties of a visiting researcher do not normally include teaching. Visiting researchers may be appointed for a short period, e.g. a sabbatical, or for a period not exceeding two years and normally have their main employment elsewhere. Visiting researchers may be employed when appointing a postdoctoral research fellow of postdoctoral researcher is not relevant. If the visitor is eligible for a professorship, visiting professor is the preferred form of appointment.

Visiting researchers are employed for a limited period full-time or part-time according to the Employment Protection Act for no more than two years. Appointment as visiting researcher requires a doctorate or equivalent research expertise.

Announcement of the post is not required under special circumstances.

One external expert, or a suitable person at Karlstad University, shall be appointed if there are several candidates to the post.

Karlstad University does not employ any visiting researchers permanently.



### **3.10 Appointment of lecturer**

Lecturers are employed to meet the need of expertise in areas that require professional experience, experience of creative and performing fields, or artistic/aesthetic areas. Lecturers are also recruited to obtain valuable expertise for teacher education, for example, where there is a shortage of doctorates.

#### **Experts**

Experts are not as a rule consulted when assessing applicants for the post of lecturer but should be appointed when applicants' qualifications need consideration.

#### **Qualification requirements and assessment criteria for appointment of lecturer**

Special consideration shall be given to teaching expertise in the appointment of lecturers unless otherwise stated in the employment profile. Besides the qualifications listed below, additional requirements may be stipulated in the employment profile and the announcement.

Exemption from the requirement of a Bachelor's degree may be granted in special circumstances. This must be clearly stated in the employment profile and the announcement of the post.

Qualification requirements	Assessment criteria
<ul style="list-style-type: none"><li>• At least a Bachelor's degree or equivalent in the area of the post.</li><li>• Demonstrated teaching skills</li><li>• Course in teaching and learning in higher education or equivalent qualifications acquired in other ways. This course may be completed within two years of employment as part of the professional development commitment provided that the candidate commits to taking it.</li></ul>	<ul style="list-style-type: none"><li>• Level of academic qualifications</li><li>• Ongoing doctoral studies</li><li>• Originality and independence of research production.</li><li>• Documented good recommendations for teaching and examination in undergraduate programmes</li><li>• Pedagogical development work at undergraduate level</li><li>• Professional skills in the subject area.</li><li>• Popular science publication.</li><li>• Demonstrated ability to cooperate with external partners and the community, e.g. cooperation projects with companies, public agencies, schools, alternative dissemination of information via different channels, popular science, patent, etc.</li></ul>

## **4 Promotion**

At Karlstad University a senior lecturer can seek promotion to professor, lecturer to assistant senior lecturer or to senior lecturer. Only teachers employed by the University may seek promotion. To encourage teachers of the underrepresented gender to seek promotion, measures may be taken for the purpose of facilitating promotion.

Promotion may only be granted in the subject area of the employment. Promotion to another subject area may be granted but is not a right. The assessment shall consider the need for expertise in the subject area in question.

### ***4.1 Promotion to professor***

A permanently employed senior lecturer, who meets the requirements for professor, may be promoted upon application. The promotion may be granted if the applicant is eligible. Promotion is not a right. The decision is contingent on the need for a professor in the subject area in question. Before the assessment of eligibility, the Dean shall consider the needs of the subject and the faculty in consultation with the Vice Chancellor. See also section 3.1

The course on teaching and learning in higher education is a requirement for promotion to professor.

The appointment and promotion committee processes applications for promotion to professor. Two experts shall be appointed to assess qualifications.

### ***4.2 Promotion to senior lecturer***

A lecturer who has obtained the qualifications required for appointment as a senior lecturer has the right to be promoted to senior lecturer upon request. This applies to permanently as well as fixed-term employed lecturer.

Also an associate senior lecturer has the right to be promoted to senior lecturer upon obtained eligibility.

The course on teaching and learning in higher education is a requirement for promotion to senior lecturer.

Experts are not required when assessing requests for promotion from lecturer to senior lecturer but may be appointed when applicants' qualifications need consideration. An expert shall be appointed in the promotion of associate lecturer to senior lecturer.