



HUMAN RESOURCES OFFICE

APPOINTMENTS PROCEDURE

at Karlstad University

Aim

According to Ch. 2, Sec. 2 of the Higher Education Ordinance (1993:100), the university is required to provide regulations that apply to the appointment and promotion of academic staff. The appointments procedure has been approved by the university board and consists of regulations of principle that supplement laws and ordinances.

The appointments procedure was revised due to changes in the qualification requirements applying to professors. The revision was prepared by the HR Office and circulated to deans and chairpersons of the appointment and promotion committees for comments and suggestions.

For more detailed information about the recruitment and promotion processes at Karlstad University, please refer to supplementary regulations on the process and procedure of recruiting and promoting academic staff.

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1 Introduction

The university is required to provide regulations that apply to the appointment of academic staff.¹ Karlstad University employs the following academic categories: professor, senior lecturer, associate senior lecturer, postdoctoral researcher, adjunct professor, adjunct teacher, senior professor, visiting professor, visiting research fellow, and lecturer.

The main purpose of the Appointments Procedure is to guarantee equal access to information and fair treatment. The appointments procedure has been approved by the university board and consists of regulations of principle that supplement laws and ordinances. For more detailed information about the recruitment and promotion processes at Karlstad University, please refer to supplementary regulations on the process and procedure of recruiting and promoting academic staff.

2 Guidelines

Karlstad University is internationally renowned for its research and quality education, offered in flexible formats. Collaboration is naturally integrated into research and education. Accordingly, great demands are placed on the skills and development of staff, as well as on recruitment processes. Professional skills supply is characterised by long-term planning and well-functioning processes.

In order to realise Karlstad University's overall skills supply objectives for research and education, recruitment is to be carried out in line with the following guidelines:

- Academic staff should have the research or artistic and teaching expertise required to contribute to high-quality education and research, and the development of operations. The aim is for all academic staff at Karlstad University to hold a doctoral degree. Exceptions to the doctoral degree requirement may be made in recruitment processes if there is particular reason to do so based on the work duties and qualification requirements of the position, or if a fixed-term appointment is made because none of the applicants hold doctoral degrees.
- Additional qualification requirements and assessment criteria that pertain to the work duties included in the position may be specified in the appointment profile. Assessment criteria may be weighted in the appointment profile. Sufficient research/artistic and teaching expertise must each be demonstrated on its own merit. Insufficient qualifications in one area cannot be compensated for by stronger qualifications in another area.

¹ Higher Education Ordinance, Chap. 2, Sec. 2: "The responsibilities and duties of the board of governors of a higher education institution are those laid down in Section 3 of the Government Agencies and Institutes Ordinance (2007:515) and Section 8 of Chapter 2 of the Ordinance concerning the Annual Reports and Budget Documentation (2000:605). In addition the board of governors shall itself decide (...) 9. on an appointment procedure."

- For appointments requiring completed course in higher education pedagogy in compliance with the eligibility requirements stated below, the appointee can request validation of knowledge and skills corresponding to ten weeks of the eligibility course according to established routines. In exceptional cases, the Vice-Chancellor may grant exemption from the higher education pedagogy requirement.
- All appointments at the university also require the personal qualities required to perform the duties. All staff are expected to collaborate with colleagues and to treat them respectfully, to take responsibility for their duties and to contribute to a good working environment. Staff with different backgrounds, perspectives and experiences should enhance the quality of the university's activities. International mobility, physical as well as virtual, may be of weight in the assessment.
- For permanent appointments at Karlstad University, successful applicants shall normally have a good command of Swedish and English. If one of these is lacking, appointment may still be made, provided that the new staff member actively acquire the skills required.
- Academic staff at Karlstad University shall have knowledge of the national laws and ordinances as well as the European guidelines regulating teaching and research assignments at Swedish higher education institutions.
- Qualification requirements and assessment criteria have to be applied in such a way that those appointed at Karlstad University have qualifications equal to colleagues in the subject area at the other higher education institutions in Sweden.
- Career paths at Karlstad University shall be based on equality and inclusion. Equal gender distribution is sought in all staff categories. If possible, women and men shall participate in the wording of employment advertisements, serve as experts and participate in the selection of a candidate.
- Decisions related to the appointment and promotion of academic staff have to be made in accordance with the university's Rules of Procedure and the current Delegation of Authority.

3 Categories of teaching staff at Karlstad University

Appointment of professor

Professors shall mainly be appointed in those areas deemed strategically important by the university board. Professors may be appointed in subject areas in which the university offers specialised education and has developed an extensive range of research activities. A professor may also be recruited in a subject area that is a part of an area of specialisation 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 recruitment or through promotion from the position of senior lecturer. The Higher Education Ordinance and Higher

Education Act stipulate the following 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 position at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or
3. Appointment as visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor). (Higher Education Act, Ch. 3, Sec. 2–3)

A person who has demonstrated both research and teaching expertise is qualified for appointment as professor, except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise is qualified for appointment as 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. Additional assessment criteria applied to the appointment of professors are determined by each higher education institution. (Higher Education Ordinance, Ch. 4, Sec. 3)

A professor in an artistic discipline may have a fixed-term appointment, according to the Higher Education Ordinance:

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). (HEO, Ch. 4, Sec. 10)

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 why the appointment is deemed particularly important must be documented. The Vice-Chancellor makes the decision to appoint by invitation on the Dean's request. Appointment by invitation must be used with restraint. For further details, see the guidelines for procedures.

Appointment of professor: Research and teaching expertise Qualification requirements

- Extensive, broad and deep research production in the field. Independent and innovative in terms of theory and/or method. A benchmark for the production is equivalent to at least three doctoral theses.

- International and national publications in independently refereed journals and/or conference presentations similarly refereed, in accordance with the publication praxis in the subject or discipline.
- Demonstrated good and up-to-date ability to successfully apply for external research funding, as well as a good ability to collaborate with others and lead and administer research activities. Up-to-date means mainly within the last five years.
- Active participation in international and national research networks, academic conferences and conventions.
- Assignment as reviewer or member of a doctoral examination committee, to assess academic activities, for example for as independent reviewer for an academic journal or conference, or as expert in recruitment processes or research investigations.
- Documented experience of assignments as a supervisor, primarily as the main supervisor for postgraduate students through all the different stages of the training, normally as the main supervisor for at least one doctoral student all the way to the thesis defence. Documented experience as an active assistant supervisor or equivalent contributions in postgraduate training may, following special assessment, be considered equivalent to the experience of a main supervisor.
- Demonstrated teaching expertise based on both solid, broad and current knowledge within the candidate's subject area and on evidence and established knowledge on learning and examination.
- Documented ability to reflect on teaching and learning activities, as well as the ability to make well-considered choices based on the requirements and conditions of teaching.
- Completed training for doctoral supervisors and required higher education teaching qualification as per the Appendix. In special circumstances, such training may be completed within two years of appointment as part of the professional development commitment.

Assessment criteria

- Broader, deeper and more current production gives priority.
- Current experience of third-stream activities and of communicating research and development work to a wider audience.
- Documented ability to attract research funding in competition with others.
- Documented ability to organise research conferences.
- International assignments, for example as postdoc, guest research fellow, assignments in international organisations and networks, or similar.
- Promising forecast for future research activities based on quality rather than quantity.
- Documented ability to evaluate the impact of knowledge development and knowledge progression of different student groups on the design of teaching and examination formats, founded in student-centred teaching.
- Participation in developmental work in collegial or other contexts, for example development, management and quality assessment in relation to teaching and examination at a higher education institution.
- Documented experience of and ability to lead and communicate developmental work with colleagues and students in the areas of teaching and examination in the applicant's subject

- or subject area.
- Documented third-stream activities relevant to teaching.

Appointment of professor: Artistic and teaching expertise

Qualification requirements

- Ability to present original and innovative artistic work of international standard.
- Documented and extensive artistic production of international standard.
- Documented advanced artistic research of international standard.
- Active participation in national and international networks, conferences and conventions.
- Assignment as reviewer or member of a doctoral examination committee.
- Assignment as jury panel member, or as expert in, for instance, recruitment.
- Documented experience of assignments as a supervisor, primarily as the main supervisor for postgraduate students through all the different stages of the training, normally as the main supervisor for at least one doctoral student all the way to the thesis defence.
- Documented experience as an active assistant supervisor or equivalent contributions in postgraduate training or assignment as artistic supervisor at undergraduate or Master's level may, following special assessment, be considered equivalent to the experience of a main supervisor.
- Demonstrated teaching expertise based on both solid, broad and current knowledge within the candidate's subject area and on evidence and established knowledge on learning and examination.
- Documented ability to reflect on teaching and learning activities, as well as the ability to make well-considered choices based on the requirements and conditions of teaching.
- Completed training for doctoral supervisors and required higher education teaching qualification as per the Appendix. In special circumstances, such training may be completed within two years of appointment as part of the professional development commitment.

Assessment criteria

- Broader, deeper and more current production gives priority.
- The scope and quality of the artistic production.
- Documented ability to attract funding for research and development work.
- Documented ability to lead and administrate artistic activities.
- Experience of third-stream activities and of communicating research and development work to a wider audience.
- Contributions made and invitations received to artistic events.
- International assignments, for example as postdoc, guest research fellow, assignments in international organisations and networks, or similar.
- Promising forecast for future artistic activities based on quality rather than quantity.

- Documented ability to evaluate the impact of knowledge development and knowledge progression of different student groups on the design of teaching and examination formats, founded in student-centred teaching.
- Participation in developmental work in collegial or other contexts, for example development, management and quality assessment in relation to teaching and examination at a higher education institution.
- Documented experience of and ability to lead and communicate developmental work with colleagues and students in the areas of teaching and examination in the applicant's subject or subject area.
- Documented third-stream activities relevant to teaching.

Appointment of professor: Additional qualifications

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 studies, programme co-ordinator, centre director or other administrative function linked to teaching, or project or work management.
- Assignments that have resulted in knowledge and experience of the organisational and financial frameworks of higher education, for example through gender equality efforts or active service on university committees or in administrative functions.
- Experience of research/artistic organisations, research councils, jury panels, investigative work, and non-academic board membership.

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. An adjunct professorship is ideally externally funded.

The Higher Education Ordinance stipulates the following regarding adjunct professors:

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). (HEO, Ch. 4, Sec. 11)

A person who has his/her main professional activities outside the field of higher education can be appointed adjunct professor, provided he/she is a qualified research 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.

Appointment of adjunct professor: Qualifications and assessment criteria

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 research or artistic expertise. In cases of candidates from the business

sector, weight should be given to contributions to patents, development and innovative solutions. However, an adjunct professor must always be a leading specialist in his/her field.

When applying the criterion of teaching expertise, the pedagogical requirements may be replaced by teaching qualifications acquired from the work that the candidate currently carries out. Required higher education teaching qualifications and assessment criteria are determined on a case-by-case basis, and may be considered in relation to the quality requirements of the professor's teaching, if any is to be done. It is also desirable that an adjunct professor has administrative qualifications and management experience.

Appointment of visiting professor

The Higher Education Ordinance stipulates the following regarding visiting professors:

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). (HEO, Ch. 4, Sec. 12)

A visiting professor is appointed either part-time or full-time for a limited period 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 teaching appointment is unsuitable.

The fixed-term appointment as visiting professor may be extended. The total time of employment may not, however, exceed five years.

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

Appointment of senior professor

A senior professor is appointed for a limited period of time if the employer deems it particularly justified based on the organisation's needs, for example when special skills are required, when there is a need to bridge new recruitment, or when the appointee has received external research funding. The appointment form is intended for a person who earlier had held a professorship, but who had retired.

The appointment shall usually be part-time and for a maximum of a year. The term of appointment is fixed according to LAS² Sec. 5, but may be extended.

The same procedure for assessing qualification requirements applies to the appointment of a senior professor as for a professor at Karlstad University.

² Employment Protection Act (1982:80)

Appointment of senior lecturer

At Karlstad University senior lecturers are appointed on the basis of recruitment or promotion from the positions of lecturer or associate senior lecturer.

The Higher Education Ordinance stipulates the following regarding the appointment of senior lecturers:

Someone qualified for appointment as a senior lecturer is

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

The assessment criteria for appointment as 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. (HEO, Ch. 4, Sec. 4)

Appointment of senior lecturer: Research and teaching expertise

The term *doctorate* refers to a doctoral degree awarded by a Swedish higher education institution, or a doctoral degree awarded by a foreign higher education institution validated by Swedish Council for Higher Education or otherwise assessed as equivalent to a Swedish doctorate.

The term *artistic expertise* refers to well-documented high-level artistic production or research.

The term *corresponding research competence* refers to other academic qualifications assessed by experts and declared to be equivalent to a doctorate.

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, for example, industrial research or research and development work in the artistic field equivalent to a doctor's degree in scope and quality. A licentiate degree with good testimonials of industrial experience, administrative experience, or management experience in industry or business meets the professional expertise requirement. This also applies to qualified work experience relevant to the subject area in question.

Qualification requirements

- Degree of Doctor or equivalent research qualifications or other professional expertise of relevance to the subject content of the appointment and the duties involved.

- Documented teaching expertise based on thorough, broad and current knowledge in the applicant's own subject area and on evidence and established knowledge of learning and examination.
- Documented ability to reflect on learning and teaching activities and ability make well-considered choices based on the requirements and conditions of teaching.
- Required higher education teaching qualification as per the Appendix. In special circumstances, such training may be completed within two years of appointment as part of the professional development commitment.

Assessment criteria

- Broader, deeper and more current production gives priority.
- The scope of production.
- Originality and independence of research production.
- Documented ability to attract research funding.
- Experience of third-stream activities and of communicating research and development work to a wider audience.
- Participation in academic conferences.
- International assignments, for example as postdoc, assignments in international organisations and networks, or similar.
- Promising forecast for future research activities based on quality rather than quantity.
- Documented ability to evaluate the impact of knowledge development and knowledge progression of different student groups on the design of teaching and examination formats, founded in student-centred teaching.
- Documented experience of and ability to lead and communicate developmental work with colleagues and students in the areas of teaching and examination in the applicant's subject or subject area.
- Documented third-stream activities relevant to teaching.

Appointment of senior lecturer: Artistic and teaching expertise

Qualification requirements

- Doctorate in the fine, applied or performing arts, documented artistic expertise or some other professional expertise that is of value in view of the subject matter of the appointment and the duties it will involve.
- Documented teaching expertise based on thorough, broad and current knowledge in the applicant's own subject area and on evidence and established knowledge of learning and examination.
- Documented ability to reflect on teaching and pedagogical activities and the ability to make well-considered choices based on the requirements and conditions of teaching.
- Required higher education teaching qualification as per the Appendix. In special circumstances, such training may be completed within two years of appointment as part of the professional development commitment.

Assessment criteria

- Broader, deeper and more current production gives priority.
- The scope and quality of the artistic production.
- Originality, independence and quality of artistic activities and production.
- Experience of third-stream activities.
- Documented ability to attract funding for research and development work.
- Assignment as jury panel member, expert, examiner, and guest research fellow.
- International postdoc, participation in national/international networks, or similar.
- Promising forecast for future artistic activities based on quality rather than quantity.
- Documented ability to evaluate the impact of knowledge development and knowledge progression of different student groups on the design of teaching and examination formats, founded in student-centred teaching.
- Documented experience of and ability to lead and communicate developmental work with colleagues and students in the areas of teaching and examination in the applicant's subject or subject area.
- Documented collaboration relevant to teaching.

Appointment of senior lecturer: Additional qualifications

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:

- Assignments that have resulted in knowledge and experience of the organisational and financial frameworks of higher education, for example through gender equality efforts or active service in administrative and decision-making bodies.
- Appointment as head of department, director of studies, programme coordinator or other administrative function linked to teaching, or project or work management.
- Experience of research/artistic organisations, research councils, jury panels, investigative work, boards, as guest research fellow etc. outside of higher education.

Appointment of associate senior lecturer

The aim of the appointment as associate senior lecturer is that the appointee may have the opportunity to develop the independence and expertise required as a researcher and teacher to qualify for non-fixed term appointment as a senior lecturer.³

Higher Education Ordinance provides the following regarding appointment as a senior lecturer:

4 a § To be eligible for employment as an associate senior lecturer, a person must have a doctorate, or have attained equivalent research/artistic qualifications. Primarily, the person should be taken into consideration that has obtained a doctorate or has acquired equivalent qualifications within five years before the end the application period. The person who has obtained a doctorate earlier may also be given consideration if there are special reasons. Special reasons are considered to be leave of absence due to illness, parental leave or other similar circumstances.

Each higher education institution determines itself what further assessment criteria should apply to the appointment of associate senior lecturer. Prior to such appointments, the university shall also decide on the criteria to apply in promoting the associate senior lecturer to senior lecturer under 12 c.

12 a § An associate senior lecturer may be appointed provisionally for at least four years but no more than six years as decided by the university before the appointment. The aim is to give the teacher the opportunity to develop his/her independence as a researcher and acquire those qualifications which are required for the appointment as senior lecturer.

The appointment may be renewed pursuant to the first section above, but for no more than two years if, because of the associate senior lecturer's absence due to illness, parental leave or other special circumstances, further time is needed to achieve the purpose of the appointment.

Regarding the appointment, the Law on Employment Security (1982:80) applies in all other respects.

Exemptions may be made from the first section through a collective agreement entered into or approved by a central employee organization

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.

³ Appointments as associate senior lecturer whose appointment procedure commenced before 1 October 2017 are regulated according to the provisions in the Higher Education Ordinance before the amendment (see appendix 2 of the older version of the university's Regulations for the Appointment and Promotion of Teaching Staff). As of 20 February 2018, all appointments as associate senior lecturer at Karlstad University are regulated by the new provisions. During the period 1 October 2017 and 19 February 2018, the new provisions should apply.

12 c § An associate senior lecturer employed under section 12 a at an institution of higher education may upon request be promoted to senior lecturer at the same institution if he or she

1. is eligible for appointment as a senior lecturer, and
2. is deemed suitable for and meets the requirements for such appointment according to the assessment criteria, established to apply to the promotion to senior lecturer at the institution of higher education under 4 a section two.

A promotion from associate senior lecturer to senior lecturer shall be non-fixed term employment as a senior lecturer.

An associate senior lecturer is appointed for a period of at least four years and at the most for six years, as decided by the university before the appointment. The appointment may be renewed but for no more than two years if further time is needed to achieve the purpose of the appointment to qualify as a senior lecturer because of the associate senior lecturer's absence due to illness, parental leave or other special circumstances. Note that a new fixed-term appointment under the Employment Protection Act cannot immediately follow on an appointment as associate senior lecturer at the same higher education institution.

An associate senior lecturer has the right to request promotion to senior lecturer. See also section 5 on promotion. Promotion shall be granted providing the eligibility for senior lectureship has been met and the person is suitable for a senior lectureship. Further assessment criteria may be established for promotion when the recruitment profile for the associate senior lectureship is approved. The appointment as senior lecturer shall be non-fixed term employment.

Qualification requirements

- Doctorate or equivalent research qualifications. Preference should be given to those who were awarded a doctorate or attained equivalent research competence no more than five years prior to the expiry of the application period. In special circumstances, however, applicants who have completed a doctoral degree or achieved equivalent qualifications earlier may also be considered. Special circumstances include leave due to illness, parental leave or other similar reasons.
- Required higher education teaching qualification as per the Appendix. In special circumstances, such training may be completed within two years of appointment as part of the professional development commitment.

Assessment criteria

- Broader, deeper and more current skills give priority.
- The scope of production.
- Ability to develop the research and teaching expertise required for appointment as senior lecturer.
- Documented ability to attract research funding.
- Documented active participation in academic conferences.
- Documented ability and desire to follow an academic career and potential to contribute to the future development of both research and education.

- Documented teaching expertise based on thorough, broad and current knowledge in the applicant's own subject area and on evidence and established knowledge of learning and examination.
- Documented ability to reflect on teaching and pedagogical activities and the ability to make well-considered choices based on the requirements and conditions of teaching.

Appointment of postdoctoral researcher

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

Sec. 1: The agreement pertains to employees appointed as a postdoctoral researchers 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.

Sec. 2 In addition to the provisions made in the Employment Protection Act (1982:80), 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 illness, parental leave, clinical duties, commissions of trust, or other similarly special circumstances.

Eligible for appointment as postdoctoral researcher are those who have obtained their doctoral degree or achieved equivalent qualifications abroad, 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 include illness, parental leave, clinical duties, commissions of trust, or other similarly special circumstances. The time at which the doctorate was obtained shall be taken into account *in addition to* merit and expertise, as one of several assessment criteria, and may not *replace* merit and expertise.⁴

A completed required higher education teaching qualification is given weight.

The agreement stipulates that appointment as postdoctoral researcher is full-time employment for two years and may usually not be divided into several employment periods.

Appointment of visiting research fellow

Visiting research fellows are employed for a limited period to pursue research. Unlike other teaching positions, the duties of a visiting research fellow do not normally include teaching. Visiting research fellows may be appointed for a short period, e.g. a sabbatical, or for a period not exceeding two years. Visiting research fellows are guests who normally have their main employment elsewhere.

⁴ See The Higher Education Appeals Board, matter 213-85-13

Karlstad University does not employ visiting research fellows permanently. Visiting research fellows are appointed for a fixed period of time, full-time or part-time, as per Sec. 5 of LAS⁵, for a maximum of two years. Those who have obtained a doctorate or have equivalent research qualifications are eligible for appointment as visiting research fellow. If the qualification requirements for a visiting professor are fulfilled, it is preferable to appoint someone as visiting professor. Visiting research fellows may be appointed when appointment as postdoctoral research fellow or postdoctoral researcher is not relevant.

Appointment of adjunct teacher

A person whose main employment lies outside the field of higher education can be appointed as adjunct teacher provided he/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. At Karlstad University, an adjunct teacher is normally externally funded.

Appointment as adjunct senior lecturer or adjunct lecturer may also be made, if the person fulfils the qualification requirements of the position in question.

An appointment as adjunct teacher is a fixed-term appointment under the collective agreement on fixed-term employment of adjunct teachers. The agreement does not apply to teachers in artistic disciplines. An adjunct teacher may be appointed for a maximum of two years. The appointment may be extended. Normally, the scope of employment is up to 20%, but, if necessary, up to a maximum of 50%. An adjunct teacher may also be remunerated on an hourly basis.

Appointment of adjunct teacher: Qualifications and assessment criteria

An adjunct teacher shall have good research and teaching expertise. However, the nature of the position means that the area of expertise may be more limited. Eminent work in the field of engineering, for example, may partly replace the requirements for traditionally documented research expertise. In cases of candidates from the business sector, weight should be given to contributions to patents, development and innovative solutions. An adjunct teacher must be a specialist in their field. When applying the criterion of teaching expertise, the required teaching qualifications may be replaced by teaching qualifications acquired from the work that the candidate is currently carrying out. The required higher education teaching qualification as qualification requirement or assessment criterion is decided on a case-by-case basis and may be considered in relation to the quality requirements of the adjunct teacher's teaching, if any is to be done. It is also desirable that an adjunct teacher has administrative qualifications.

⁵ Employment Protection Act (1982:80)

Appointment of lecturer

Lecturers with specific expertise may be appointed if it is specifically justified based on the work duties and qualification requirements of the position in question. If there are no applicants who fulfil the requirements for appointment as senior lecturer, a lecturer may be appointed, preferably for a fixed term.

Appointment of lecturer: Qualifications and assessment criteria

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

Exemption from the requirement of a Bachelor's degree may be granted in special circumstances. This must be clearly stated in the appointment profile/advertisement of the vacant position.

Qualification requirements

- A professional degree of at least 180 ECTS credits, or a Bachelor's degree in the subject area of the position.
- Required higher education teaching qualification as per the Appendix. In special circumstances, such training may be completed within two years of appointment as part of the professional development commitment.

Assessment criteria

- Level of academic qualifications.
- Ongoing doctoral studies.
- Experience of doing research and research production.
- Professional experience in the subject area.
- Documented teaching expertise based on thorough, broad and current knowledge in the applicant's own subject area and on evidence and established knowledge on learning and examination.
- Documented ability to reflect on teaching and learning activities, as well as the ability to make well-considered choices based on the requirements and conditions of teaching.
- Documented ability to evaluate the impact of knowledge development and knowledge progression of different student groups on the design of teaching and examination formats, founded in student-centred teaching.
- Documented experience of and ability to lead and communicate developmental work with colleagues and students in the areas of teaching and examination in the applicant's subject or subject area.
- Documented third-stream activities relevant to teaching.

4 Promotion

At Karlstad University, a permanently employed senior lecturer can seek promotion to professor, and a permanently employed lecturer or associate senior lecturer to senior lecturer. Promotion presupposes that it takes place in the subject area of appointment. Promotion to another subject area is possible, based on the university's needs of expertise in that area.

At the time of promotion, the applicant shall have completed a required higher education teaching qualification as per the Appendix.

Promotion to professor

A permanently employed senior lecturer who fulfils the requirements for appointment as professor may be promoted upon application. The decision shall be based on the university's need of a professor in the subject area. Before assessment of eligibility, the dean shall consider the need of the department and faculty, in consultation with the vice-chancellor.

Promotion to senior lecturer

A permanently employed lecturer who has obtained the qualifications required for appointment as senior lecturer may be promoted upon application. The decision shall be based on the university's need of a senior lecturer in the subject area.

An associate senior lecturer shall upon application be promoted to senior lecturer, if the applicant fulfils the qualification requirements for a senior lectureship. For promotion, the associate senior lecturer must have made an independent research contribution of considerable scope and of high quality. Additional assessment criteria may have been established for the promotion, at the same time as the employment profile for associate senior lecturer was approved. After promotion, the appointment as senior lecturer shall be permanent.

Appendix 1

The Association of Swedish Higher Education (SUHF)

Recommendations on general learning outcomes for the teaching qualifications required for employment as academic teacher and on mutual recognition

Background

The SUHF board appointed a working group for a revision of the 2005 recommendations on general learning outcomes for the teaching qualifications required for employment as academic teacher on 5 June 2014. Since 2011, when the Swedish Higher Education Act was altered, the SUHF recommendations have been the only national framework for academic teaching qualifications. They have played an important role in promoting mobility and national consensus on basic requirements for academic teachers. A revision was important to ensure that the recommendations reflect today's needs and existing regulations at Swedish higher education institutions. The General Assembly of SUHF adopted the new recommendations at its meeting on 14 April 2016.

Recommendations on general learning outcomes for the teaching qualifications required for employment as academic teacher and on mutual recognition (Rek 2016:1)

The General Assembly of the Association of Swedish Higher Education (SUHF) decided at its meeting on 14 April 2016 to, first, approve these recommendations on general learning outcomes for the teaching qualifications required for employment as academic teacher and, second, rule that when an individual is assessed as meeting the professional requirements for teaching at one higher education institution (HEI), this assessment should be recognised at another. The professional requirements concerned are teaching qualifications for employment as a teacher in higher education (HE).

Irrespective of whether this professional training is arranged in the form of courses for which credits are awarded or as staff training, and of whether it can count, in full or in part, as qualifying for postgraduate studies, such training should be regarded second-cycle education.

The scope and purpose of HE teaching qualifications

Professional training for academic teaching comprises a total of at least ten weeks' full-time studies. Previous knowledge required consists of a HE degree or corresponding knowledge. The purpose of the training is to contribute to the basic teaching proficiency required for employment as a teacher in HE.

Learning outcomes for HE teaching qualifications

(in addition to the general objectives in Ch. 1, Sec. 9 of the Swedish Higher Education Act for second-cycle qualifications)

The overarching objective of HE teaching qualifications is that, after completing the education, participants must demonstrate

- the knowledge, skills and approaches required for professional teaching in HE in their subject areas, and for taking part in the development of HE.

Participants must demonstrate the ability to

- discuss and problematise student learning in their own subject areas, on the basis of research in educational sciences and/or subject-specific education of relevance for teaching in HE;
- independently and jointly with others, plan, implement and evaluate teaching and assessment in HE on an academic or artistic basis and within their own areas of expertise;
- make use of and participate in the development of physical and digital learning environments to promote learning for groups and for individuals;
- interact with students in an inclusive manner and demonstrate knowledge of rules and regulations regarding students with disabilities and of available student support;
- apply relevant national and local rules and regulations, and to discuss society's objectives for HE and the academic teaching role in terms of the participants' own practice and students' active participation in HE;
- reflect on their professional approach to academic teaching and their relationship with the students, and also on the core values of higher education, such as democracy, diversity, gender equality, equal opportunities and sustainability;
- draw on, analyse and communicate their own and others' experiences of teaching and learning practices, and relevant outcomes of research, as a basis for the development of educational practice and of the academic profession.

The participants must have started a teaching portfolio and reported on an independent project concerning teaching and learning within their own subject area, drawing upon relevant research in education and/or subject-specific education.