



HR OFFICE

# APPOINTMENTS PROCEDURE

## at Karlstad University

### ***Aim***

The Higher Education Ordinance (1993:100) Chap. 2 Sect. 2 stipulates that the university must have an appointments procedure containing the rules applied in the appointment and promotion of academic staff. The appointments procedure is approved by the university board and contains fundamental directives to supplement laws and regulations.

The appointments procedure is subject to any changes in the Employment Protection Act (1982:80).

For more detailed information about the recruitment and promotion processes at Karlstad University, please refer to Supplementary Regulations for the Appointments Procedure at Karlstad University.

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# 1 General information

The university is required to provide regulations that apply to the appointment of academic staff<sup>1</sup>. 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 is approved by the university board and contains fundamental directives to supplement laws and regulations. For more detailed information about the recruitment and promotion processes at Karlstad University, please refer to Supplementary Regulations for the Appointments Procedure at Karlstad University.

# 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 well-functioning and efficient recruitment processes.

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

- Academic staff should have the required expertise in research or the arts as well as the necessary teaching skills to contribute to quality education and research, and organisational development. 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. 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.
- For appointments requiring a completed course in higher education pedagogy and/or doctoral supervisor training in compliance with the qualification requirements stated below, the appointee can request validation of equivalent knowledge and skills according to established routines. In exceptional cases, the vice-chancellor may grant exemption from the requirement of a completed course in higher education pedagogy.
- All appointments at the university also require the personal qualities required to perform the duties included in the position in question. All staff are expected to collaborate with colleagues and to treat them and students with respect, to take responsibility for the university's activities and their own duties, as well as contributing

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<sup>1</sup> 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 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."

to a good working environment. Staff with different backgrounds, perspectives and experiences contribute to the quality of the university's activities. International mobility, physical as well as virtual, may be of weight in the assessment.

- A requirement for permanent employment at Karlstad University usually includes proficiency in Swedish and English. A candidate who does not meet this requirement may still be hired provided they actively work to acquire these language skills.
- 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 must be applied in such a way that those employed at Karlstad University have qualifications that are 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 candidates.
- Decisions related to the appointment and promotion of academic staff must 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 reached 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. In the assessment criteria for appointment as a professor, the degree of such expertise required as a qualification for employment shall apply. 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, 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). (Higher Education Ordinance, 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 may only be used restrictively. More information is available in "Supplementary Regulations for the Appointments Procedure at Karlstad University".

## **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 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 external reviewer or member of a doctoral examination committee, reviewer of academic activities, for example, 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 sound, broad and current knowledge within the applicant's own subject area, as well as on established knowledge of learning and examination.
- Demonstrated ability to reflect on teaching and educational activities, as well as the ability to make well-informed choices based on the conditions and nature of the teaching situation.
- Completed training for doctoral supervisors and required higher education teaching qualifications as per the Appendix. In special circumstances, the course in higher education pedagogy may be completed within two years of employment during time allotted for continuing professional development.

### **Assessment criteria**

- Broader, deeper and more current production gives priority.
- Current experience of third-stream activities and of disseminating research findings and development work to the surrounding community.
- Documented ability to attract research funding in competition with others.
- Demonstrated ability to organise academic conferences.
- International assignments, for example as a postdoc or visiting research fellow, assignments in international organisations and networks, or similar.
- High potential regarding future academic activities, based on quality rather than quantity.
- Demonstrated ability to, based on student-oriented teaching, assess how learning and learning progression in different groups of students affect the approach to teaching and examinations.
- 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 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 sound, broad and current knowledge within the applicant's own subject area, as well as on established knowledge of learning and examination.
- Demonstrated ability to reflect on teaching and educational activities, as well as the ability to make well-informed choices based on the conditions and nature of the teaching situation.
- Completed training for doctoral supervisors and required higher education teaching qualification as per the Appendix. In special circumstances, the course in higher education pedagogy may be completed within two years of employment during time allotted for continuing professional development.

### **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 disseminating research findings and development work to the wider community.
- Contributions made and invitations received to artistic events.
- International assignments, for example as a postdoc or visiting research fellow, assignments in international organisations and networks, or similar.
- High potential regarding future artistic activities, based on quality rather than quantity.
- Demonstrated ability to, based on student-oriented teaching, assess how learning and learning progression in different groups of students affect the approach to teaching and examinations.
- 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 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). (Higher Education Ordinance, 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 adjunct professor's possible teaching. 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). (Higher Education Ordinance, 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 period 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 LAS<sup>2</sup> Sec. 5, but may be extended.

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 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.

In the assessment criteria for appointment as a senior lecturer, the degree of such expertise required as a qualification for employment shall apply. 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. (Higher Education Ordinance, Ch. 4, Sec. 4)

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<sup>2</sup> The Employment Protection Act (1982:80)

## **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 the 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.
- Demonstrated teaching expertise based on sound, broad and current knowledge within the applicant's own subject area, as well as on established knowledge of learning and examination.
- Demonstrated ability to reflect on teaching and educational activities, as well as the ability to make well-informed choices based on the conditions and nature of the teaching situation.
- Required higher education teaching qualification as per the Appendix. An applicant who has not completed a course in higher education pedagogy can still be eligible for the position provided that they use the time allotted for professional development to complete the course within two years of employment.

### **Assessment criteria**

- Broader, deeper and more current production gives priority.
- The scope of production.
- Innovation and independence in the research output.
- Demonstrated ability to secure external research funding.
- Experience of collaborating with the wider community and disseminating research findings and development work.
- Participation in academic conferences.
- International assignments, for example a postdoc position, or involvement in international networks or similar.
- High potential regarding future academic activities, based on quality rather than quantity.

- Demonstrated ability to, based on student-oriented teaching, assess how learning and learning progression in different groups of students affect the approach to teaching and examinations.
- Documented experience 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.
- Demonstrated teaching expertise based on sound, broad and current knowledge within the applicant's own subject area, as well as on established knowledge of learning and examination.
- Demonstrated ability to reflect on teaching and educational activities, as well as the ability to make well-informed choices based on the conditions and nature of the teaching situation. □  
Required higher education teaching qualification as per the Appendix. An applicant who has not completed a course in higher education pedagogy can still be eligible for the position provided that they use the time allotted for professional development to complete the course within two years of employment.

### **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.
- High potential regarding future artistic activities, based on quality rather than quantity.
- Demonstrated ability to, based on student-oriented teaching, assess how learning and learning progression in different groups of students affect the approach to teaching and examinations.
- Documented experience 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: 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.

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

Sec. 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. The position is primarily intended for applicants who have completed their PhD or acquired equivalent qualifications no longer than five years before the application deadline. If an applicant completed their PhD or equivalent qualifications more than five years ago, this requirement may be waived if there are special circumstances. By special circumstances, we refer to special grounds such as sick leave, parental leave or similar types of leave.

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 Sec. 12 c.

Sec. 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 an appointment according to the first and second sections, the Employment Protection Act (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 organisation.

Sec. 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 organisation.

Sec. 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. If an applicant completed their PhD or equivalent qualifications more than five years ago, this requirement may be waived if there are special circumstances. By special circumstances, we refer to special grounds such as sick leave, parental leave or similar types of leave.
- Required higher education teaching qualification as per the Appendix. An applicant who has not completed a course in higher education pedagogy can still be eligible for the position provided that they use the time allotted for professional development to complete the course within two years of employment.

### **Assessment criteria**

- Broader, deeper and more current skills give priority.
- The scope of production.
- The ability to develop the research and teaching expertise required for an appointment to senior lecturer.
- Demonstrated ability to secure external 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.
- Demonstrated teaching expertise based on sound, broad and current knowledge within the applicant's own subject area, as well as on established knowledge of learning and examination.
- Demonstrated ability to reflect on teaching and educational activities, as well as the ability to make well-informed choices based on the conditions and nature of the teaching situation.

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

The 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 appointment aims to give the employee an early opportunity to develop his/her independence as a researcher after completing his/her doctorate and to create conditions for the acquisition of further qualifications. The appointment is part of promoting the recruitment and retainment of skilled employees. 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 Eligible for appointment as postdoctoral researcher under this agreement are those who have obtained their doctoral degree or achieved equivalent qualifications abroad. This qualification requirement must be met by the time the appointment decision is made at the latest. In accordance with the agreement, postdoctoral appointments are primarily intended for applicants who have completed their PhD or acquired equivalent qualifications no longer than three years before the application deadline. If there are special circumstances, the required qualifications may have been obtained earlier. Special circumstances may include absence due to illness, parental leave, service as a union representative, military service, or other similar circumstances, as well as clinical duties or service/assignment of relevance to the subject area in question.

Sec. 3 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 at least two years and a maximum of three years. The employment period may be extended pursuant to the first section above if needed to achieve the purpose of the appointment. However, the total employment period may not exceed three years. The starting point of the parties in the agreement is that a postdoctoral appointment refers to full-time employment.

Sec. 4 In addition to the stipulations included in Sec. 3, the appointment may be extended if there are special circumstances. Special circumstances may include absence due to illness, service as a union representative, military service, or other similar circumstances, as well as clinical duties or service/assignment of relevance to the subject area in question. Special circumstances also include parental leave during the employment period. In such cases, the employee shall be offered the possibility of an extension corresponding to at least the extent of the parental leave.

Sec. 5 If the employer, as part of the employee's career development, decides on a posting abroad, the employee shall be granted leave in accordance with this agreement without the requirement of a special decision.

In accordance with the agreement, postdoctoral appointments are primarily intended for applicants who have completed their PhD or acquired equivalent qualifications no longer than three years before the application deadline. If there are special circumstances, the required qualifications may have been obtained earlier. Special circumstances may include absence due to illness, parental leave, service as a union representative, military service, or other similar circumstances, as well as clinical duties or service/assignment of relevance to the subject area in question. The time when

the PhD was completed shall be considered *in addition* to merit and skill, as one of several assessment criteria, and shall not *replace* merit and skill.<sup>3</sup>

Completed course in higher education pedagogy is considered a valuable qualification.

The agreement stipulates that a postdoctoral appointment refers to full-time employment. The employment period shall cover at least two years and a maximum of three 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, for example, a sabbatical. Visiting research fellows are guests and shall normally have their main employment elsewhere.

Karlstad University does not offer permanent employment to visiting research fellows. Visiting research fellows are appointed for a fixed period of time, full-time or part-time, as per Sec. 5 of LAS<sup>4</sup>. 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 who has his/her main professional activities outside the field of higher education can be appointed adjunct teacher, 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. An adjunct teacher at Karlstad University is primarily 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 at a time. The appointment may be renewed. Normally, the scope of employment is up to 20% of full-time, 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 demonstrate good research and teaching expertise. The nature of the position means that the area of expertise may be 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

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<sup>3</sup> See the Higher Education Appeals Board, case 213-85-13

<sup>4</sup> The Employment Protection Act (1982:80)

patents, development and innovative solutions. An adjunct teacher shall 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 candidate's current work. 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 adjunct teacher's teaching, if any. It is also desirable that an adjunct teacher has administrative qualifications.

### ***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 credits, or a Bachelor's degree in the subject area of the position.
- Required higher education teaching qualification as per the Appendix. An applicant who has not completed a course in higher education pedagogy can still be eligible for the position provided that they use the time allotted for professional development to complete the course within two years of employment.

#### **Assessment criteria**

- Level of academic qualifications.
- Current third-cycle studies.
- Research experience and scientific production.
- Professional skills within each subject area.
- Demonstrated teaching expertise based on sound, broad and current knowledge within the applicant's own subject area, as well as on established knowledge of learning and examination.
- Demonstrated ability to reflect on teaching and educational activities, as well as the ability to make well-informed choices based on the conditions and nature of the teaching situation.
- Demonstrated ability to, based on student-oriented teaching, assess how learning and learning progression in different groups of students affect the approach to teaching and examinations.
- Documented experience 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 the candidate's 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 the required training in higher education pedagogy 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 assessing the candidate's eligibility, the dean shall consider the need of the department and the 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, provided that the applicant fulfils the qualification requirements for a senior lectureship. To be eligible for promotion, the associate senior lecturer is also required to have generated independent, substantial, and high-quality contributions to the university's research during their time as associate senior lecturer. Additional assessment criteria may have been specified for the promotion when the recruitment profile for an 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 revised, 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 on 14 April 2016. 2 (2)

### **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 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, recommend that when an individual is assessed as fulfilling the professional requirements for teaching at one higher education institution, this assessment should be recognised at another. The professional requirements concerned are teaching qualifications for employment as a teacher in higher education.

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 teacher training in higher education**

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

### **Learning outcomes for teacher training in higher education**

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

Upon completing the training, the overarching objective is that participants are able to

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

Participants shall demonstrate the ability to

- discuss and problematise student learning in their own subject area, on the basis of research in educational sciences and/or subject-specific education of relevance to teaching in higher education,
- independently and jointly with others, plan, implement and evaluate teaching and assessment in higher education on an academic or artistic basis and within their own area 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 higher education and the academic teaching role in terms of the participants' own practice and students' active participation in higher education,
- 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, internationalisation, 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.

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