



Appointments Procedure at Karlstad University

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1 Introduction

The Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100) contain provisions concerning academic appointments. The appointments procedure regulates the appointment and promotion of academic staff at Karlstad University and specifies which categories of teaching staff may be employed at the university.

According to Chapter 2, Section 2 of the Higher Education Ordinance (1993:100), the university board shall decide on the university's appointments procedure. In addition, supplementary instructions relevant to appointment and promotion matters may be adopted in internal guidelines, policies and decisions.

The vice-chancellor may decide on amendments to the appointments procedure that arise as a consequence of changes in laws, ordinances or collective agreements.

When making appointments in the public sector, consideration shall be given only to objective grounds such as merit and competence (Chapter 12, Section 5 of the Instrument of Government). Competence shall be given primary consideration unless there are special reasons to do otherwise (Section 4 of the Public Employment Act).

Competence refers to the applicant's suitability for the position in question. Factors of importance in assessing competence include theoretical and practical education, personal qualities such as the ability to collaborate and assume responsibility, as well as professional experience, i.e., knowledge and experience acquired through previous employment.

Merit refers to experience gained through previous government employment. Merit has very limited significance in the assessment of applicants and will only be decisive if competence is assessed as equal between applicants.

High-quality research and education are prerequisites for the university to achieve its objectives. The competence of teachers and their contribution to the development of activities are therefore crucial, and recruitment places high demands on research or artistic expertise as well as on teaching skills.

All employees must demonstrate a strong ability to collaborate and treat colleagues and students with respect. They are also expected to take responsibility for both the organisation and their own work and to contribute to a positive working environment.

2 Categories of teaching staff at Karlstad University

Higher education institutions shall employ professors and senior lecturers to undertake teaching and research. A professorship is the most senior teaching appointment. The Government issues regulations regarding the qualification requirements and assessment criteria that apply when appointing professors and senior lecturers (Chapter 3, Section 2 of the Higher Education Act).

Unless otherwise stipulated by regulations issued by the Government, each higher education institution determines which categories of teachers, in addition to professor and senior lecturer, may be employed and the qualification requirements and assessment criteria that apply to such appointments (Chapter 3, Section 6 of the Higher Education Act).

The following categories of teaching staff are employed at Karlstad University:

- Professor
- Adjunct professor
- Visiting professor
- Senior professor
- Senior lecturer
- Associate senior lecturer
- Postdoctoral researcher
- Visiting research fellow
- Adjunct teacher
- Lecturer

3 General information on qualification requirements and assessment criteria

3.1 Qualification requirements and assessment criteria

Qualification requirements and assessment criteria follow from the provisions of the Higher Education Act, the Higher Education Ordinance, collective agreements and the university's appointments procedure.

Additional qualification requirements and assessment criteria relevant to a specific position may be determined. These must be stated in the relevant recruitment profile. However, qualification requirements based on laws, ordinances, collective agreements and the appointments procedure may not be lowered.

3.2 Requirement of higher education teaching qualifications

Several teaching positions at Karlstad University require completed training in higher education teaching, in accordance with the recommendations of the Association of Swedish Higher Education Institutions (SUHF).

Candidates who have not completed training in higher education teaching may still be hired, provided that the training is completed within two years of employment.

For teaching positions requiring higher education teaching qualifications as described above, teachers may apply to have prior learning validated according to established internal procedures.

3.3 Language requirements

Permanent employment as a teacher at Karlstad University normally requires proficiency in both Swedish and English. A candidate who does not meet the language requirements may still be hired, provided that they actively work to acquire these language skills.

4 Qualification requirements, assessment criteria and conditions for academic appointments

4.1 Professor

A professor shall normally be employed until further notice. However, in accordance with Chapter 3, Sections 2–3 of the Higher Education Act, a professor may be employed for a fixed term if the appointment concerns:

1. a discipline in the fine, applied or performing arts,
2. an adjunct appointment for a person whose principal employment is outside the higher education sector (adjunct professor), or
3. an appointment as a visiting teacher for a person who fulfils the qualification requirements for appointment as professor (visiting professor).

4.1.1 Qualification requirements and assessment criteria

A person is qualified for appointment as professor in disciplines other than artistic disciplines if they have demonstrated both research expertise and teaching expertise. A person is qualified for appointment as professor in artistic disciplines if they have demonstrated both artistic expertise and teaching expertise (Higher Education Ordinance, Chapter 4, Section 3).

In addition, completed doctoral supervisor training and higher education teaching qualifications in accordance with SUHF's recommendations are required. If such training has not been completed, employment may still be offered, provided that the candidate completes the training within the first two years of employment as part of their professional development.

Additional qualification requirements include:

- A high national and international level of achievement and independence as a researcher or artistic practitioner/researcher. The importance of international academic merits is assessed with due regard to the nature and traditions of the disciplinary field.
- High quality and relevance in research or artistic production
- Experience and strong ability in supervising doctoral students to completion and/or guiding students in artistic programmes towards artistic independence
- Demonstrated ability to collaborate with the wider community and to disseminate information about activities and results

- Demonstrated ability to lead, develop and administer research or activities within the relevant subject area
- Demonstrated ability to apply for and obtain external research funding, with the significance of funding assessed in relation to the nature of the subject area
- Demonstrated ability to plan, conduct, develop and evaluate teaching, examinations and other pedagogical activities at different levels and using varied teaching methods

In the assessment of applicants for appointment as professor, the degree of expertise required for eligibility shall form the basis for the evaluation. Equal attention shall be given to the assessment of teaching expertise and research or artistic expertise. (Higher Education Ordinance, Chapter 4, Section 3)

4.2 Adjunct professor

An adjunct professor is appointed for a fixed term. The appointment may be renewed, and the total period of employment may not exceed twelve years (Higher Education Ordinance, Chapter 4, Section 11).

An adjunct professor shall normally have their principal employment outside the higher education sector and be a scientifically or artistically qualified specialist in their field. The appointment aims to contribute expertise of particular importance to the university's activities or to strengthen the university's collaboration with the wider community.

4.2.1 Qualification requirements and assessment criteria

An adjunct professor shall possess research and teaching expertise corresponding to that required for a professorship. However, the area of expertise may be more limited.

In assessing the applicant's research or artistic expertise and teaching expertise, consideration shall be given to the type of professional activities in which the applicant has been engaged.

Exceptions to the qualification requirements may be made if the candidate possesses valuable specialist expertise of particular importance to the relevant activities or to strengthening collaboration with the wider community.

Requirements regarding higher education teaching qualifications shall be determined on a case-by-case basis and may be related to the quality requirements of the adjunct professor's potential teaching.

4.3 Visiting professor

A visiting professor is appointed for a fixed term. Such appointments may be renewed, but the total period of employment may not exceed five years (Higher Education Ordinance, Chapter 4, Section 12).

A visiting professor normally holds a position with another employer, for example as a professor at another university, but may also be recruited from government agencies, regional public sector bodies or industry when specific expertise is required for a limited period.

The qualification requirements for appointment as visiting professor are the same as those for appointment as professor.

4.4 Appointment of professor by nomination

The university may nominate a person for appointment as professor if the appointment is of particular importance to a specific activity at the university and the person fulfils the qualification requirements for appointment as professor. The reasons why the appointment is considered particularly important must be documented (Higher Education Ordinance, Chapter 4, Section 7).

Appointment by nomination shall be used restrictively.

The qualification requirements are the same as for appointment as professor.

4.5 Senior professor

A senior professor is appointed for a fixed term, normally on a part-time basis, when the employer considers this particularly justified based on organisational needs. The appointment is intended for a person who previously held a professorship and has retired.

The appointment is fixed-term in accordance with Section 5 of the Employment Protection Act.

The qualification requirements are the same as for appointment as professor.

4.6 Senior lecturer

A senior lecturer may be employed until further notice or for a fixed term in accordance with the Employment Protection Act.

4.6.1 Qualification requirements and assessment criteria

A person is qualified for appointment as senior lecturer if they:

1. in disciplines other than artistic disciplines, have demonstrated teaching expertise and hold a doctoral degree or equivalent research expertise, or possess other professional expertise of relevance to the subject content and duties of the position, or
2. in artistic disciplines, have demonstrated teaching expertise and hold a doctoral degree in the fine, applied or performing arts, have demonstrated artistic expertise, or possess other professional expertise of relevance to the subject content and duties of the position.
(Higher Education Ordinance, Chapter 4, Section 4)

Equivalent research expertise refers to academic qualifications assessed by experts as equivalent to a doctoral degree.

Other professional expertise must be well documented and involve qualifications whose scope, level and content correspond to the requirements for research or artistic qualifications. Such expertise must be of substantial importance for the appointment.

The appointment also requires completed training in higher education teaching, in accordance with SUHF's recommendations. Candidates who have not completed training in higher education teaching may still be hired, provided that the training is completed within two years of employment.

In fixed-term appointments, exceptions may be made to the requirement for higher education teaching qualifications.

Additional qualification requirements include:

- High quality and relevance in research or artistic production
- Ability to collaborate with the wider community and disseminate information about activities and results
- Ability to initiate and develop research or activities within the relevant subject area
- Demonstrated ability to plan, conduct, develop and evaluate teaching, examinations and other pedagogical activities at different levels and using varied teaching methods

In the assessment of applicants for appointment as senior lecturer, the degree of competence required for eligibility shall form the basis for the evaluation. Equal attention shall be given to the assessment of teaching expertise and research or artistic expertise.

(Higher Education Ordinance, Chapter 4, Section 4)

4.7 Associate senior lecturer

Appointment as associate senior lecturer is regulated by the Higher Education Ordinance. An associate senior lecturer is appointed for a fixed term of at least four and no more than six years. The duration of the appointment is determined prior to employment.

The purpose of the appointment is to give the associate senior lecturer the opportunity to develop independence as a researcher and to acquire research and teaching qualifications required for appointment as senior lecturer.

(Higher Education Ordinance, Chapter 4, Section 12a)

4.7.1 Qualification requirements and assessment criteria

A person is qualified for appointment as associate senior lecturer if they hold a doctoral degree or equivalent research competence. Preference should be given to a person who obtained a doctoral degree or achieved equivalent competence no more than five or seven years before the closing date for applications for the position of associate senior lecturer. Each higher education institution decides which of these time limits shall apply and which assessment criteria shall be used. A person who obtained a doctoral degree or achieved equivalent competence earlier may nevertheless be considered if there are special grounds. Special grounds refer to leave due to illness, parental leave or similar circumstances. (Higher Education Ordinance, Chapter 4, Section 4a).

The appointment also requires completed training in higher education teaching, in accordance with SUHF's recommendations. Candidates who have not completed training in higher education teaching may still be hired, provided that the training is completed within the first two years of employment as part of their professional development.

Additional qualification requirements include:

- Ability to conduct research or artistic activities of high quality and develop the scholarly or artistic competence required for appointment as senior lecturer
- Pedagogical ability that may develop into the teaching expertise required for appointment as senior lecturer

- Ability to collaborate with the wider community and disseminate information about activities and results

Assessment of qualifications and assessment criteria shall be made in relation to the purpose of the appointment.

An associate senior lecturer shall be promoted to senior lecturer upon application if the specified requirements are fulfilled. The qualification requirements and assessment criteria for promotion shall be specified in the recruitment profile.

4.8 Postdoctoral researcher

Fixed-term employment as a postdoctoral researcher is regulated by a central collective agreement.

The appointment aims to give the employee the opportunity to develop independence as a researcher following completion of a doctoral degree and to create conditions for the acquisition of further academic qualifications.

A postdoctoral researcher is employed for a fixed term of at least two and no more than three years. The appointment may be extended in accordance with the provisions of the agreement.

4.8.1 Qualification requirements and assessment criteria

Eligibility for appointment as postdoctoral researcher requires a doctoral degree or a foreign degree deemed equivalent to a doctoral degree. This requirement must be fulfilled no later than the time when the employment decision is made.

Preference should be given to applicants who obtained their doctoral degree no more than three years before the closing date for applications.

If special circumstances apply, the degree may have been obtained earlier than stated above. The date of the doctoral degree shall be considered as one of several assessment criteria and must not replace or take precedence over merit and competence.

Additional qualification requirements include:

- Ability to conduct and develop high-quality research or artistic activities

4.9 Visiting research fellow

A visiting research fellow is appointed for a fixed term under Section 5 of the Employment Protection Act to conduct research activities. Teaching is normally not included in the duties of a visiting research fellow.

A visiting research fellow is considered a guest and normally holds their principal employment at another higher education institution.

4.9.1 Qualification requirements and assessment criteria

A person is eligible for appointment as visiting research fellow if they hold a doctoral degree or equivalent research or artistic competence.

4.10 Adjunct teacher

Appointment as adjunct teacher is regulated by a central collective agreement.

An adjunct teacher is appointed for a fixed term, normally for a maximum of two years at a time. The appointment may be renewed.

The extent of employment is normally approximately 20 per cent of full-time employment but may exceptionally amount to a maximum of 50 per cent, depending on the needs of the organisation.

The agreement applies to persons whose principal employment is outside the university and higher education sector. The purpose of the appointment is to provide expertise that is normally not available within the regular organisation but is necessary to ensure high-quality education.

Appointments may also be made as adjunct senior lecturer or adjunct lecturer.

4.10.1 Qualification requirements and assessment criteria

Demonstrated research and/or teaching expertise, depending on the requirements of the position.

For appointment as adjunct senior lecturer, the qualification requirements for senior lecturer must be fulfilled. For appointment as adjunct lecturer, the qualification requirements for lecturer must be fulfilled.

The nature of the appointment means that the area of expertise may be limited. An adjunct teacher shall be an expert or specialist in their field.

Requirements regarding higher education teaching qualifications shall be determined on a case-by-case basis and may be related to the quality requirements of the adjunct teacher's potential teaching.

4.11 Lecturer

A lecturer may be employed until further notice or for a fixed term in accordance with the Employment Protection Act.

Lecturers with specific expertise may be appointed when this is particularly justified in relation to the duties of the position. If there are no applicants qualified for appointment as senior lecturer, or while awaiting recruitment of a senior lecturer, a lecturer may be appointed. Senior lecturers should normally be appointed as the primary option.

4.11.1 Qualification requirements and assessment criteria

A person is qualified for appointment as lecturer if they hold a degree of at least 180 credits or have otherwise acquired equivalent knowledge and possess other competence relevant to the subject area and duties of the position.

The appointment also requires completed training in higher education teaching, in accordance with SUHF's recommendations. Candidates who have not completed training in higher education teaching may still be hired, provided that the training is completed within the first two years of employment.

In fixed-term appointments, exceptions may be made to the requirement for higher education teaching qualifications.

Additional qualification requirements include:

- Good subject knowledge
- Pedagogical ability

In the appointment of lecturers, particular emphasis shall be placed on teaching expertise unless otherwise stated in the recruitment profile.

5 Promotion

At Karlstad University, promotion may take place from permanently employed senior lecturer to professor, or from permanently employed lecturer or associate senior lecturer to senior lecturer.

At the time of promotion, the applicant must have completed training in higher education teaching in accordance with SUHF's recommendations. For promotion to professor, completed doctoral supervisor training is also required.

5.1 Promotion to professor

A permanently employed senior lecturer who fulfils the qualification requirements for appointment as professor and is assessed as suitable may, upon application, be promoted to professor.

The decision to assess an application for promotion is based on strategic considerations relating to the university's skills supply needs and financial conditions.

5.2 Promotion to senior lecturer

5.2.1 Promotion from lecturer

A permanently employed lecturer who fulfils the qualification requirements for appointment as senior lecturer and is assessed as suitable may, upon application, be promoted to senior lecturer.

The decision shall be based on strategic considerations relating to the university's competence supply needs and financial conditions.

5.2.2 Promotion from associate senior lecturer

An associate senior lecturer shall, upon application, be promoted to senior lecturer if the qualification requirements for appointment as senior lecturer are fulfilled and the teacher is assessed as suitable.

The qualification requirements and assessment criteria for promotion are specified in the university's appointments procedure and in the recruitment profile applicable when the associate senior lecturer was appointed.

For promotion from associate senior lecturer to senior lecturer, the associate senior lecturer must also have demonstrated independence in research and contributed to research activities during the period of employment.

Following promotion, the appointment as senior lecturer shall be permanent.