



HR OFFICE

Guidelines for experts in the assessment of promotion applications

Experts are tasked with compiling a written statement where they present and assess the applicant's qualifications in relation to the appointment in question, and through their assessment provide Karlstad University with adequate documentation for a decision to promote a candidate.

Guidelines for the Use of AI

The expert assessment must be based on your own expertise, current guidelines, and applicable regulations. Generative AI tools may not be used to make evaluations, analyses, or judgments of applications. As an expert reviewer, you are responsible for ensuring that the assessment is accurate, independently produced, and in accordance with good research practice. The assessment forms part of the basis for official decisions regarding promotion or employment. Therefore, it is of utmost importance that all information is correct.

You may use AI-based tools to improve the language of an assessment that you have written yourself, but only if:

- No personal data or confidential information from the application is entered into the tool.
- The use of AI does not influence the substantive content or the evaluation.
- You ensure that the text still reflects your own professional judgment.

If there is any uncertainty regarding confidentiality or data protection, AI tools must not be used.

What to include in the expert statement

The statement should include the expert's opinion on whether the applicant meets the qualification requirements of the position based on the requirements specified in Karlstad University's appointments procedure. It is important that the reasons behind the assessment are clearly stated and that the statement is of high quality in to provide the Appointment and Promotion Committee with a sound basis for decision and that all requirements in the appointments procedure regarding the specified position have been accounted for and assessed.

1. Brief presentation of the applicant

The following is the recommended outline for the presentation of an applicant:

- Career (education, employment, qualifications in higher education pedagogy, doctoral supervision)
- Acquisition of research qualifications

- Acquisition of educational qualifications
- Other qualifications of relevance to the position

The applicant's eligibility for the position should be determined and justified based on the qualification requirements. If an applicant is found to lack eligibility for the position, the reasons for this must also be stated.

2. Evaluation of qualifications

The expert should present an account of the applicant's qualifications. The applicant's qualifications are assessed based on Karlstad University's appointments procedure and a weighing up of all the applicant's qualifications should be provided.

- Research/artistic qualifications, qualitatively and quantitatively, in relation to the position. Consider completed research projects/artistic development projects and their research/artistic and societal value and the applicant's role. Special attention should be paid to the level of independence and ability to critically reflect on theoretical and methodological issues.
- Assessment of submitted publications/artistic documentation.
- Assessment of quantitative as well as qualitative teaching qualifications and expertise based on the applicant's account.
- Experience of external cooperation.
- Concluding statement on whether the applicant has the qualifications and expertise required for the position based on the qualification requirements in the appointments procedure.

In terms of promotion applications, the expert statement should only concern whether the applicant meets the qualification requirements.

PLEASE NOTE! The expert statement should not contain sensitive personal data or personal data that warrant special protection such as the applicant's personal identity number, address or health status information. Once a statement has been received by the university, it is considered a public document. If the Appointment and Promotion Committee deems that a statement does not comply with the guidelines, the statement may be returned for revision.