



Human Resources Office

Guidelines for Experts

The expert statement is part of the selection process and is there to help Karlstad University make the right decision in appointment and promotion matters. Experts are tasked with preparing the appointment matter for the Appointment and Promotion Committee and through their assessment provide Karlstad University with adequate documentation for a decision to appoint.

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.

The expert statement should comprise the following components:

1. Brief presentation of all applicants.

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

- Career (education, employment, qualifications in higher education pedagogy, doctoral supervision course)
- Acquisition of research qualifications
- Acquisition of educational qualifications
- Other qualifications of relevance to the position
- Conclusion of eligibility for the position based on the qualification requirements. If an applicant is found to lack eligibility for the position, the reasons for this must be stated.

2. Evaluation of qualifications.

The experts shall individually give an account of the expertise of each eligible applicant for the position on the basis of the qualification requirements and the assessment criteria specified in the employment profile and Karlstad University's regulations on appointment and promotion. The degree of expertise regarding the most important assessment criteria are presented individually and a weighing up of all the applicant's qualifications is provided.

Recommended outline for the presentation of each candidate:

- 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, with special attention paid to 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 on the basis of the applicant's accounts
- Experience of external cooperation
- Qualification requirements and assessment criteria stated in the employment profile
- Concluding statement on whether the candidate has the qualifications and expertise required for the position and if the candidate can be expected to fulfil the duties involved.

3. Dividing applicants into groups.

Based on the overall assessment of skills and qualifications of each applicant, the expert selects a group of applicants whom they consider most suitable for the position. The group could consist of 3 to 5 candidates depending on the number of applicants. There should be no ranking of the candidates within the group. Other eligible applicants can be divided into different groups depending on the extent to which they fulfil the assessment criteria.

The experts can choose to write the presentation (part 1) individually or together with another expert. It should be clearly stated in the expert statement whether the expert has compiled part 1 together with another expert. The evaluation and the proposal for the top-ranking group of applicants should always be written by the experts individually.

The assessment of teaching expertise and of scientific expertise shall be equally thorough. The emphasis in the review of qualifications should be on qualitative aspects. Experts also need to consider the qualification requirements and assessment criteria stated in Karlstad University's appointments procedure.

If the expert concludes that none of the applicants are qualified for the position, this should be clear in the statement.

The expert statement should not contain sensitive personal data or personal data that warrant special protection such as the applicants' 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.