



**SÖDERTÖRNS HÖGSKOLA** | STOCKHOLM  
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Governing Board

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## **SÖDERTÖRN UNIVERSITY'S APPOINTMENTS PROCEDURE**

Validated by the university's Governing Board on 20 December 2018. Valid from 1 January 2019

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## **1. INTRODUCTION**

### **1.1 Background**

The Appointments Procedure contains regulations that Södertörn University must apply regarding the employment of teaching staff and is based on the following acts, ordinances and agreements:

Regeringsformen [Instrument of Government], RF (SFS 1974:152)

Högskolelagen [Higher Education Act], HL (SFS 1992:1434)

Högskoleförordningen [Higher Education ordinance], HF (SFS 1993:100)

Lagen om anställningsskydd [Employment Protection Act], LAS (SFS1982:80)

Förvaltningslagen [Administrative Procedure Act], FL (SFS 1986:223)

Anställningsförordningen [Employment Ordinance], AF (SFS 1994:373)

Diskrimineringslagen [Discrimination Act] (SFS 2008:567)

Avtal om tidsbegränsad anställning som post-doktor mellan Arbetsgivarverket, OFR, Saco-S och SEKO [Agreement on fixed-term employment as a postdoctoral research fellow, drawn up by the Swedish Agency for Government Employers, OFR, Saco-S and SEKO], 4 September 2008.

Avtal om tidsbegränsad anställning som adjungerad lärare mellan Arbetsgivarverket, OFR, Saco-S och SEKO [Agreement on fixed-term employment as an adjunct teacher, drawn up by the Swedish Agency for Government Employers, OFR, Saco-S and SEKO], 14 December 2011.

In accordance with Chapter 2 of the Higher Education Ordinance Chapter, the university's Governing Board must validate the Appointments Procedure. Södertörn University's Appointments Procedure was validated by the Governing Board on 6 December 2017 and is valid from 1 January 2018.

Additional teacher categories may be employed on the basis of acts, ordinances, centrally negotiated collective bargaining agreements or other regulations.

### **1.2 The basis of the recruitment process**

The Appointments Procedure aims to clarify and ensure compliance with basic quality requirements when employing and promoting teaching staff. One such requirement is the greatest possible transparency and legal certainty in the exercise of power; procedures and regulations shall be clear and known to all relevant parties. Qualifications, grounds for assessment and the employment profile shall ensure that new recruitment strengthens and develops overall competence at the university. The university also wishes to emphasise the importance of observing issues such as equality and diversity when making employment decisions. Clear career paths are also important for employees; continuing professional development shall provide opportunities for promotion in accordance with validated qualification requirements and grounds for assessment.

## **2. TEACHER CATEGORIES – PERMANENT EMPLOYEES**

See Section 8 (page 9) and table 1 on page 15 for information about permanent employment.

### **2.1 Professor**

#### 2.1.1 Qualifications

An individual qualified to be employed as professor in disciplines other than the fine, applied or performing arts shall have demonstrated research and teaching expertise. Further broadening of qualification requirements may be decided upon in individual employment cases.

Completed training in teaching and learning in higher education, or the equivalent, is beneficial. The equivalent competence may have been acquired through other training or through experience of teaching and educational development work in higher education. The recruitment committee determines whether the applicant can be considered as having the equivalent competence. An applicant who does not have training in teaching and learning in higher education worth at least 7.5 credits or the equivalent competence, but who, despite this, is deemed to be the most suitable for the position, must complete such training during the first two years of his/her employment.

#### 2.1.2 General grounds for assessment

Research expertise in demonstrated through autonomous research that considerably exceeds that necessary for employment as an associate professor, both qualitatively and

quantitatively. The applicant must have demonstrated good skills in building, leading and developing high quality research and must have experience of supervising doctoral students. The applicant must also have demonstrated good skills in communicating knowledge of research results. Other contributions to scholarly work other than his/her own research are also of merit, e.g. commissions as faculty examiner or external expert.

Educational expertise is assessed on the basis of the ability to develop, lead and execute high quality education at different levels, educational development work and participation in linking research to education at the first and second cycles. Educational expertise also includes educational involvement and a well-developed educational approach that is presented in writing, as well as formal training in teaching and learning in higher education or the equivalent competence. The applicant must also have the personal skills necessary to meet the demands of the position and to be able to represent the university in a way that benefits its activities.

### 2.1.3 Specific grounds for assessment

Specific grounds for assessment are validated by the recruitment committee in accordance with a proposal from the head of school, and are based on the duties and areas of responsibility that are of primary interest for the position. Specific grounds for assessment could be:

- A particular research focus
- Specific educational merits
- Academic leadership
- Interdisciplinary experience in research and education
- Documented cooperation skills

## **2.2 Senior lecturer**

### 2.2.1 Qualifications

An individual is qualified for employment as senior lecturer, in a field other than the fine, applied or performing arts, if he/she has demonstrated educational skills, possesses a doctorate or the equivalent scholarly expertise or other professional skills that are of significance in relation to the position's demands and job description. Further broadening of qualification requirements may be decided upon in individual employment cases.

Completed training in teaching and learning in higher education, or the equivalent, is beneficial. The equivalent competence may have been acquired through other training or through experience of teaching and educational development work in higher education. The recruitment committee determines whether the applicant can be considered as having the equivalent competence. An applicant who does not have training in teaching and learning in higher education worth at least 7.5 credits or the equivalent competence, but who, despite this, is deemed to be the most suitable for the position, must complete such training during the first two years of his/her employment.

### 2.2.2 General grounds for assessment

Scholarly expertise is demonstrated through research. Educational expertise must be demonstrated through documented and recommended experience of conducting and developing courses and a written presentation of the applicant's educational approach. The applicant must also have the personal skills necessary to meet the demands of the position.

### 2.2.3 Specific grounds for assessment

Specific grounds for assessment are validated by the recruitment committee in accordance with a proposal from the head of school, and are based on the duties and areas of responsibility that are of primary interest for the position. Specific grounds for assessment could be:

- A particular research focus
- Specific educational merits
- Interdisciplinary experience in research and education
- Experience of collaboration with the surrounding community
- Documented cooperation skills

## **2.3 Project-specific researcher**

A project-specific researcher's duties consist of research and related tasks. Lectures about the research area may be included, but at no more than 20% of the project-specific researcher's total working hours.

### 2.3.1 Qualifications

An individual is qualified for employment as a project-specific researcher if he/she has completed a doctoral degree or has the equivalent scholarly expertise. A prerequisite for

employment is confirmed research financing. The applicant must also have the personal skills necessary to meet the demands of the position.

#### 2.3.2 General grounds for assessment

Scholarly expertise demonstrated through autonomous research.

#### 2.3.3 Specific grounds for assessment

Specific grounds for assessment are validated by the recruitment committee in accordance with a proposal from the head of school, and are based on the duties and areas of responsibility that are of primary interest for the position. Specific grounds for assessment could be:

- A particular research focus.

### **2.4 Lecturer**

#### 2.4.1 Qualifications

An individual is qualified for employment as a lecturer if he/she has completed a first cycle (Bachelor's) degree or has the equivalent competence, demonstrated educational skills and has completed a course in teaching and learning in higher education worth at least 7.5 credits, or has the equivalent competence. Further broadening of qualification requirements may be decided upon in individual employment cases.

#### 2.4.2 General grounds for assessment

Educational expertise must be demonstrated through solid, up-to-date knowledge of the subject, documented and recommended experience of planning, conducting and developing courses and a written presentation of the applicant's educational approach. The applicant must also have the personal skills necessary to meet the demands of the position.

#### 2.4.3 Specific grounds for assessment

Specific grounds for assessment are validated by the recruitment committee in accordance with a proposal from the head of school, and are based on the duties and areas of responsibility that are of primary interest for the position. Recruitment of a lecturer shall normally be motivated by duties that include elements that are important in vocationally focused higher education. Specific grounds for assessment could be:

- Educational merits within specific vocational practices
- Practical vocational experience
- Documented cooperation skills

### **3. NOTIFICATION OF A VACANCY**

#### **3.1 Basis for recruitment and employment profile**

The initiative to start an appointments procedure is taken by the head of school. If the position is that of professor (or visiting and adjunct professor) the Vice-Chancellor shall decide to initiate the process. The reason for the need to recruit a professor must be submitted in writing. If a positive decision is taken to start the process, the head of school consults with the head of department, subject representatives and any other representatives for activities, as well as Human Resources, to produce a proposed employment profile.

When the position is that of senior lecturer, associate senior lecturer or research assistant, reasons for the need for recruitment must be submitted in writing to the recruitment committee when the employment profile is presented prior to a decision being made.

The employment profile is validated by the recruitment committee. The employment profile forms the basis of the job advertisement.

The employment profile shall be linked to an overarching activity plan.

The employment profile shall include the following:

- Employment category
- Subject area
- Description
- Eligibility
- The specific grounds for assessment to be used and how will they be evaluated vis-à-vis each other
- Type of financing
- Requests for advertising

### **3.2 Information about vacant positions**

A public authority that intends to employ an employee shall advertise this in a suitable manner, so that those who are interested in the position can register this with the public authority within a given time period. Information does not need to be provided if there are special reasons for this or if employment is estimated to be for no more than six months.

Normally, a vacant position should at least be advertised on the university's external website with an application period of at least three weeks. The head of school decides the extent to which the position is advertised and how long the application period shall be.

Applications that arrive after the application deadline may be accepted if the university (the recruitment committee for cases that are processed there) finds that there is particular reason to do so.

### **3.3 Invitation to employment as a professor**

An individual may be invited to take up a professorship if it is of particular importance to a specific activity at the university. The invitation procedure can be used as a tool for strategic recruitment. Only individuals who are eligible for employment as a professor may be employed via invitation.

The Vice-Chancellor decides to initiate the process of inviting a professor following a proposal from the head of school. The proposal shall describe in writing why the appointment is of particular importance to activities.

If a positive decision is taken to start the process, the head of school consults with the head of department, subject representatives and any other representatives for activities, as well as Human Resources, to produce a proposed employment profile. The recruitment committee decides upon the employment profile and whether a review by external experts will take place. The Vice-Chancellor decides on the appointment following the recruitment committee's proposal.

## **4. PREPARATORY PROCESS WHEN EMPLOYING PROFESSORS, SENIOR LECTURERS AND ASSOCIATE SENIOR LECTURERS**

The recruitment committee shall make the necessary preparations for the employment process and submit proposals when recruiting professors, senior lecturers and associate senior lecturers.

### **4.1 Initial review of applications**

When recruiting professors, senior lecturers and associate senior lecturers, the recruitment committee shall be responsible for an initial review of submitted documents. This takes place after the deadline and in consultation with Human Resources. Documentation from qualified applicants who fulfil the grounds for assessment is sent to external experts for further assessment. For each individual, the basis of their assessment shall be motivated and recorded in writing.

### **4.2 External experts**

External experts are engaged for the appointment of professors, senior lecturers and associate senior lecturers, unless it is apparent that there is no need for the applicant's expertise to be reviewed. Both women and men shall be appointed as external experts during the employment process. However, this does not apply if there are exceptional circumstances.

Assessments must be submitted by two external experts when recruiting professors, senior lecturers, associate senior lecturers and research assistants.

The recruitment committee takes a decision about potential external experts as soon as possible after a proposal from the head of school, in consultation with the head of department, subject representatives and any other relevant representatives.

The task of the external experts is to assess scholarly and educational expertise and, where necessary, other expertise, e.g. capacity for external relations. Each of the external experts must submit a written statement to the recruitment committee. This statement shall describe the applicant's scholarly expertise and, where necessary, educational skills, other competence of primary relevance to the position, state the applicants' ranking and motivate their choice. The external experts can, if they deem it appropriate, draw up a common descriptive presentation of the applicants' merits.

### **4.3 Trial lecture/workshop, interview and references**

The proposed short list of candidates shall be preceded by structured recruitment work in which a trial lecture/workshop or similar, interview and reference checks are compulsory, unless these are obviously unnecessary in the testing of expertise.

When appointing professors, senior lecturers and associate senior lecturers, the recruitment committee decides which applicants shall be called to interview and a trial lecture on the basis of the external experts' assessments. The heads of school and head of department, subject representative and possibly other representatives are called to the interview and trial lecture/workshop. After the interview and trial lecture/workshop, the recruitment committee decides upon reference checks.

Information that comes to the knowledge of the recruitment committee through means other than documentation and which is significant in the outcome of the process shall be documented, for example as a memorandum, and appended to the relevant file. This means that the information becomes a public document and is thus available for those who wish to see it.

### **4.4 The recruitment committee's proposed decision**

On the basis of the available information, the recruitment committee shall propose the applicant(s) that are of primary interest for the appointment and give them a ranking.

### **4.5 Decision on employment**

When appointing professors, senior lecturers and associate senior lecturers, the recruitment committee proposes a decision. The Vice-Chancellor takes the final decision.

The decision shall be announced on the university's official bulletin board.

## **5. PREPARATORY PROCESS WHEN EMPLOYING PROJECT-SPECIFIC RESEARCHERS AND LECTURERS**

The employment profile is decided by the recruitment committee following a proposal by the head of school.

When employing a project-specific researcher, the head of school appoints an assessment group that provides proposals for a decision. The head of school decides on the appointment of project-specific researchers.

A project-specific researcher who is named in a project application and who has been proven capable in the context, may be employed without the above employment process taking place.

When employing a lecturer, after the application deadline the head of school must appoint an assessment group to draw up a shortlist of applicants that will be called to interviews. The assessment group then provides a proposed decision. The head of school decides on the appointment of lecturers.

The decision shall be announced on the university's official bulletin board.

## **6. PREPARATORY PROCESS FOR EMPLOYING SENIOR LECTURERS, LECTURERS AND PROJECT-SPECIFIC RESEARCHERS WITH FIXED-TERM POSITIONS**

When filling a vacancy for a senior lecturer, lecturer or project-specific researcher using the grounds for fixed-term employment that are temporary substitute, general fixed-term employment and when the employee has turned 67 (Section 5, paragraphs 1, 2 and 4 of the Employment Protection Act), a simplified employment procedure may be applied.

Accordingly:

- A decision on the employment profile is made by the head of school
- Assessment of applicants to the position of senior lecturer, lecturer, and project-specific researcher is conducted through the head of school's appointment of an assessment group. The group first assesses the application documents. After completed interviews or other suitable selection procedure, the group makes a written assessment with a final proposal for who will be employed. There is thus no need for external experts to be engaged
- The head of school makes the employment decision, see also the Delegation of Authority.



## **7. PROMOTION**

The following opportunities for promotion are available to staff who are employed until further notice and who, following continuing professional development, fulfil the qualification requirements and general grounds for assessment for a more qualified position:

- From permanently employed lecturer to senior lecturer
- From permanently employed senior lecturer to professor

The subject area shall be the same as for the previous position. Promotion does not automatically entail changed terms and conditions of employment.

On applying for promotion to professor, the Vice-Chancellor decides whether the process will start. The proposal from the head of department must present in writing the reasons why promotion should be considered, and include the applicant's application letter and CV. A positive decision about starting the process means that the applicant may submit a complete application.

On applying for promotion to professor, demands on expertise may be applied in addition to eligibility and general grounds for assessment (see section 2.1). Such demands may include

- A particular research focus
- Specific educational merits
- Academic leadership
- Interdisciplinary experience in research and education
- Documented cooperation skills

### **7.1 Application**

#### 7.1.1 Application for promotion to a professorship

An application for promotion to a professorship is submitted to the Vice-Chancellor. To support his/her application for promotion, the applicant must submit complete documentation in accordance with that necessary when applying for a job. The head of department's written motivation for the promotion and the Vice-Chancellor's decision to start the promotion process shall be appended to the application.

#### 7.1.2 Application for promotion to senior lecturer

An application for promotion to senior lecturer is submitted to the faculty board. To support his/her application for promotion, the applicant must submit complete documentation in accordance with that necessary when applying for a job. The head of school must append documents to the application that support the need for recruitment to the subject.

### **7.2 Administration of applications for promotion**

Where applicable, applications for promotion are administered in the same way as a new recruitment.

### **7.3 Decision on promotion**

A decision on promotion is taken by the Vice-Chancellor following a proposal from the recruitment committee. Applicants whose applications were rejected may submit a new application after two years have elapsed.

## **8. TEACHER CATEGORIES – FIXED-TERM**

The general rule is that teachers shall be employed on a permanent basis. However, in specific cases, employment may be for a fixed term.

A professor may receive fixed term employment as an adjunct professor or visiting professor (HF Chapter 4, Sections 11 -12) and as senior professor (LAS Section 5, Item 4). A senior lecturer, lecturer or project-specific researchers may receive fixed term employment in accordance with the Employment Protection Act (LAS Section 5). Employment as associate senior lecturer, postdoctoral research fellow, adjunct teacher, doctoral student or teaching assistant is always for a fixed term. Associate senior lecturer are regulated by HF Chapter 4, Section 4a, 12 - 13; doctoral student and teaching assistant are regulated in HF Chapter 5, while postdoctoral research fellow and adjunct teacher are regulated through collective bargaining agreement, see table 1 on page 15.

### **8.1 Adjunct professor**

According to the Higher Education Ordinance (HF), Chapter 4.

An adjunct professor shall be employed on a contract that is terminable no later than a given date. This form of employment contract may be renewed, but the total period of employment may be no longer than twelve years. The Employment Protection Act is otherwise applicable.

Conditions for qualification as an adjunct professor are the same as for the equivalent category of permanently employed teachers. In addition, an adjunct professor must have his/her primary occupation outside the higher education sector. The aim of the position is to recruit a qualified person with special expertise in a particular subject.

The position does not need to be declared vacant/advertised.

A person who is under consideration for employment as an adjunct professor must, where applicable, be assessed according to the same qualifications requirements as for permanently employed professors unless this is obviously unnecessary. Expert assessment is carried out by an internal or an external person.

The Vice-Chancellor decides whether the process shall start. After a positive decision to start the process, the head of school submits a proposal for the employment of an adjunct professor, including a written motivation, a job description and a proposed expert for the recruitment committee.

Following the assessment, the recruitment committee subjects a proposal to the Vice-Chancellor, who makes the final decision. Documentation of the decision shall include a written motivation for the appointment and a written agreement of the terms and conditions of employment drawn up between the university, the primary employer and the employee.

### **8.2 Visiting professor**

According to the Higher Education Ordinance (HF), Chapter 4.

A visiting professor shall be employed on a contract that is terminable no later than a given date. This form of employment contract may be renewed, but the total period of employment may be no longer than five years. The Employment Protection Act is otherwise applicable.

A person who is not ordinarily employed by Södertörn University may be employed as a visiting professor. The aim of the position is to recruit a qualified person with special expertise in a particular subject.

The position does not need to be declared vacant/advertised.

The Vice-Chancellor decides whether the process shall start. After a positive decision to start the process, the head of school submits a proposal for the employment of a visiting professor, including a written motivation, a job description and any proposed expert for the recruitment committee.

A person who is under consideration for employment as a visiting professor must be assessed as possessing professor-level competence. If the person is unable to validate his/her qualifications as professor, as expert assessment may be carried out by an internal or an external person. The recruitment committee appoints an expert as proposed by the head of school.

Following the assessment, the recruitment committee subjects a proposal to the Vice-Chancellor, who makes the final decision. Documentation of the decision shall include a written motivation for the appointment.

### **8.3 Senior professor**

A senior professor shall be employed on a contract that is terminable no later than a given date. The appointment shall be no longer than one year. This form of employment contract may be renewed. Employment as senior professor is for a fixed term in accordance with LAS Section 5, item 4.

The purpose of the position is to satisfy the apparent need to make use of the retiring professor's scholarly or educational expertise.

For example, a senior professor may be part of a major research project, but not as project manager. Nor may a senior professor be a primary supervisor. Participation in teaching can, in some case, have a needs-based justification.

For employment as senior professor, the candidate must have just retired from the position of professor at Södertörn University.

The Vice-Chancellor decides whether the process shall start. If a positive decision is taken to start the process, the head of school submits a proposal for the appointment of a senior professor, including a written motivation and a job description.

The Vice-Chancellor takes the final decision. Documentation of the decision shall include a written motivation for the appointment.

#### **8.4 Emeritus professor**

A professor who ends his/her employment at Södertörn University through retirement, may be granted a continued presence at the university without formal employment through the title of emeritus professor.

The head of school submits a proposal to the Vice-Chancellor regarding continued activity without formal employment, including a written motivation and a description of the professor's future activities. The Vice-Chancellor decides on continued activity as emeritus professor.

In cases where the Vice-Chancellor grants continuing activity, a clear written agreement shall be drawn up to regulate the terms of this activity. The agreement is for a period of no more than one year at a time, but may be extended.

#### **8.5 Associate senior lecturer and research assistant**

According to the Higher Education Ordinance (HF), Chapter 4 (postdoctoral career development position).

An associate senior lecturer or research assistant shall be employed until further notice, but for no longer than four years; the aim being that the teacher will have the opportunity to develop his/her independence as a researcher and to gain merits that will provide eligibility for an appointment for which higher demands are placed on eligibility. Employment may be extended due to the teacher's sick leave, parental leave or other specific reason that leads to the need for extra time to achieve the aims of the position. However, the total period of employment may be no longer than six years. The Employment Protection Act is otherwise applicable.

Employment as associate senior lecturer primarily includes research, but teaching at up to 40% of full-time may be included in the position.

Employment as research assistant primarily includes research, but teaching at up to 10% of full-time may be included in the position.

##### 8.5.1 Qualifications

A person is eligible for employment as an associate senior lecturer or research assistant if he/she has a doctoral degree or has achieved the equivalent scholarly expertise. Applicants should primarily have been awarded a doctoral degree or achieved the equivalent scholarly expertise no more than seven years before the application deadline. Further broadening of qualification requirements may be decided upon in individual employment cases.

##### 8.5.2 General grounds for assessment

Scholarly expertise is demonstrated through research. Particular importance is attached to the applicant's potential to contribute to future development in research and education. The applicant must also possess the personal qualities that are necessary to do the job well.

##### 8.5.3 Specific grounds for assessment

Specific grounds for assessment are validated by the recruitment committee in accordance with a proposal from the head of school, and are based on the duties and areas of responsibility that are of primary interest for the position. Specific grounds for assessment could be:

- A particular research focus
- Specific educational merits
- Interdisciplinary experience in research and education
- Experience of collaboration with the surrounding community
- Documented cooperation skills

#### 8.5.4 Notification of a vacancy

See sections 3.1 and 3.2

Before advertising a vacancy for an associate senior lecturer, the recruitment committee shall decide on the grounds for assessment that are applicable when considering an application for promotion to senior lecturer.

#### 8.5.5 Preparatory process

See section 4.

#### 8.5.6 Promotion

Someone who is employed as an associate senior lecturer may, no later than six months before the end of their employment, and after application, be promoted to senior lecturer, providing the person is qualified for this position, has the necessary personal qualities to do the job well, and has been assessed as suitable based on the specific grounds for assessment and on the following criteria:

The applicant shall, as senior lecturer, be assessed as having the potential to be able to initiate and autonomously conduct research of a high academic standard. Scholarly merits shall be documented so that both their quality and scope can be assessed.

The applicant shall have demonstrated educational expertise through teaching at Bachelor's and Master's levels (first and second cycles). Educational merits shall be documented so that both their quality and scope can be assessed.

A prerequisite for educational expertise is the completion of a course in teaching and learning in higher education worth at least 7.5 credits, or the equivalent knowledge.

### **8.6 Adjunct teacher**

According to an agreement between the Swedish Agency for Government Employers, and the central employee organisations, SACO-S, OFR-S and SEKO, the university may employ adjunct teachers.

An adjunct teacher be employed on a contract that is terminable no later than two years from the first date of employment. The employment contract may be renewed.

The position shall normally be around 20% of a full-time position, but may be greater. However, it may be no more than 49% of a full-time position.

Adjunct teacher (not to be confused with adjunct professor, see page 9) is the part-time employment of an employee who has his/her primary occupation outside the higher education sector. The aim of an adjunct position is to provide competence that is not normally found in the university's ordinary activities but which is necessary for high quality education.

The position does not need to be advertised.

The head of school decides on the employment of an adjunct teacher (not to be confused with adjunct professor, see page 9).

### **8.7 Postdoctoral research fellow**

According to an agreement between the Swedish Agency for Government Employers, and the central employee organisations, SACO-S, OFR-S and SEKO, the university may employ postdoctoral research fellows.

A postdoctoral research fellow shall be employed on a contract that is terminable no later than two years from the first date of employment. The employment contract may be extended if there are exceptional circumstances. Exceptional circumstances include leave due to ill health, parental leave, clinical duties, senior positions in trades union organisations or other similar circumstances.

Employment shall normally be on a full-time basis and shall primarily consist of research. Teaching may be included in the duties, but at no more than 20% of the total working hours.

Those qualified to seek employment as a postdoctoral research fellow are those who, no more than three years prior to the application deadline, have received a doctoral degree, or who have a qualification from abroad that is equivalent to a doctoral degree. In exceptional circumstances, e.g. parental leave, illness or senior appointments in trades union organisations, the doctoral degree may have been awarded earlier.

One condition for employment as a postdoctoral research fellow is the person has not previously been employed as such for more than one year in the same or a closely-related subject at Södertörn University.

#### 8.7.1 Employment profile, application and decision

The employment profile shall include the following:

- Subject area
- Description
- Eligibility
- The specific grounds for assessment and how will they be evaluated vis-à-vis each other
- Type of financing
- Requests for advertising

The employment profile is decided by the head of school.

The application must include a CV, the doctoral thesis and research plan. Other documents that must be included for a specific position shall be stated in the advertisement.

If the applicant was awarded his/her PhD more than three years previously and wishes to claim exceptional circumstances (see above), this shall also be stated in the application along with documents that confirm these exceptional circumstances.

Assessment of applicants for the position of postdoctoral research fellow is conducted through the head of school's appointment of an assessment group. The group first assesses the application documents. After completed interviews or other suitable selection procedure, the group makes a written assessment with a final proposal for who will be employed.

A postdoctoral research fellow who is named in a project application and who has been proven capable in the context, may be employed without the above employment process taking place.

The head of school decides on the appointment of postdoctoral research fellows.

### **8.8 Doctoral student**

According to the Higher Education Ordinance (HF), Chapter 5.

A doctoral student shall be employed on a contract that is terminable no later than a given date, and never for a longer period than one year after the completion of a doctoral degree. The first position may apply for no longer than one year. The appointment may be renewed by no more than two years at a time. A person may be employed as a doctoral student for a total of no more than eight years. However, the total period of employment may not be longer than the equivalent of four years of full-time third-cycle education. In exceptional circumstances, e.g. parental leave, illness or senior appointments in trades union organisations, the period of employment may be extended by the equivalent amount. Only persons who are being admitted or who have already been admitted to third-cycle courses and programmes may be employed as a doctoral student.

A doctoral student's working hours should primarily be dedicated to his/her third-cycle studies. However, an employee may work with education, research and administration to a limited degree. Such work may not, before the doctoral degree is awarded, be more than 20% of a full-time position.

Vacant positions for doctoral students shall be advertised on the university's external website and, when deemed appropriate, in the daily press.

Before the announcement of vacant positions, the faculty board decides upon the assessment group that will prepare the case and propose a ranking for the applicants. The faculty board decides on the admission of doctoral students. The Vice-Chancellor decides on the employment of doctoral students.

### **8.9 Teaching assistant**

According to the Higher Education Ordinance (HF), Chapter 5.

An appointment as a teaching assistant may be equivalent to no more than 50% of a full-time position and duties shall be teaching, administration or participation in research. A teaching assistant shall be employed on a contract that is terminable no later than a given

date, but for no longer than a year. This form of employment contract may be renewed, but the total period of employment for a teaching assistant may be no longer than three years.

Only a person who is admitted to first or second-cycle education may be employed as a teaching assistant.

#### 8.6.1 Employment profile, application and decision

The employment profile shall include the following:

- Subject area
- Description
- Eligibility
- The specific grounds for assessment and how will they be evaluated vis-à-vis each other
- Type of financing
- Requests for advertising

The employment profile is decided by the head of school.

The application shall include a CV and any other documentation stated in the advertisement.

Assessment of applicants to the positional of teaching assistant is conducted through the head of school's appointment of an assessment group. The group first assesses the application documents. After completed interviews or other suitable selection procedure, the group makes a written assessment with a final proposal for who will be employed.

The head of school decides on the appointment of teaching assistants.

#### **8.10 Fixed-term employment in accordance with LAS (Employment Protection Act)**

There are other forms for fixed-term positions, unless it is for employment as a professor. These grounds for fixed-term employment are regulated in the Employment Protection Act and are called:

- General fixed-term employment
- Temporary substitute employment
- Employees who have turned 67 years of age
- Agreement for fixed-term probationary employment



Table 1

The table shows the basis for employment that applies to various academic positions.

|   | TYPE OF POSITION |                   |                    |                  |                 |                             |          |                           |                    |                 |                              |                    |                  |   |
|---|------------------|-------------------|--------------------|------------------|-----------------|-----------------------------|----------|---------------------------|--------------------|-----------------|------------------------------|--------------------|------------------|---|
|   | Professor        | Adjunct professor | Visiting professor | Senior professor | Senior lecturer | Project-specific researcher | Lecturer | Associate senior lecturer | Research assistant | Adjunct teacher | Postdoctoral research fellow | Teaching assistant | Doctoral student |   |
| <b>BASIS FOR EMPLOYMENT</b>   |                  |                   |                    |                  |                 |                             |          |                           |                    |                 |                              |                    |                  |   |
| Permanent employment  | x                |                   |                    |                  | x               | x                           | x        |                           |                    |                 |                              |                    |                  |   |
| LAS Section 5, paragraph 1 (Alva)   |                  |                   |                    |                  | x               | x                           | x        |                           |                    |                 |                              |                    |                  |   |
| LAS Section 5, paragraph 2 (Substitute)   |                  |                   |                    |                  | x               | x                           | x        |                           |                    |                 |                              |                    |                  |   |
| LAS Section 5, paragraph 4 (Employee over 67)                                       |                  |                   |                    | x                | x               | x                           | x        |                           |                    |                 |                              |                    |                  |   |
| LAS Section 6 (Probationary period)   |                  |                   |                    |                  | x               | x                           | x        |                           |                    |                 |                              |                    |                  |   |
| HF Chapter 4, Section 11 (Adjunct professor)  |                  | x                 |                    |                  |                 |                             |          |                           |                    |                 |                              |                    |                  |   |
| HF Chapter 4, section 12 (Visiting professor)                                       |                  |                   | x                  |                  |                 |                             |          |                           |                    |                 |                              |                    |                  |   |
| HF Chapter 4, Section 12a (Associate senior lecturer)                               |                  |                   |                    |                  |                 |                             |          | x                         |                    |                 |                              |                    |                  |   |
| Södertörn University's appointments procedure Reg. no. 3248-1.1.2-2017              |                  |                   |                    |                  |                 |                             |          |                           | x                  |                 |                              |                    |                  |   |
| HF Chapter 5 (Doctoral student)   |                  |                   |                    |                  |                 |                             |          |                           |                    |                 |                              |                    |                  | x |
| HF Chapter 5 (Teaching assistant)   |                  |                   |                    |                  |                 |                             |          |                           |                    |                 |                              | x                  |                  |   |
| Centrally negotiated collective bargaining agreement (Adjunct teacher)              |                  |                   |                    |                  |                 |                             |          |                           |                    | x               |                              |                    |                  |   |
| Centrally negotiated collective bargaining agreement (Postdoctoral research fellow) |                  |                   |                    |                  |                 |                             |          |                           |                    |                 | x                            |                    |                  |   |