



**SÖDERTÖRNS HÖGSKOLA** | STOCKHOLM  
sh.se

2019-12-19

Dnr 4508-1.1.2-2019

## Appointments Procedure for Södertörn University

Validated by the Governing Board on 19 December 2019. Valid until further notice from 1 March 2020.

## Contents

1. Introduction .....	4
1.1 Legal basis .....	4
1.2 Recruitment objectives .....	4
1.3 Career paths .....	5
1.4 Equal opportunities .....	5
2. Categories of teaching staff at Södertörn University .....	5
2.1 Professor, including directly appointed professor .....	6
2.2 Adjunct professor .....	8
2.3 Visiting professor .....	11
2.4 Senior lecturer .....	13
2.5 Associate senior lecturer .....	15
2.6 Project-specific researcher .....	17
2.7 Post-retirement researcher .....	18
2.8 Lecturer .....	18
2.9 Specialist teacher, Police Education .....	20
2.10 Instructor, Police Education (with a specific specialisation) .....	21
2.11 Postdoctoral research fellow .....	22
2.12 Adjunct teacher .....	23
2.13 Teaching assistant .....	24
3. Recruitment of teaching staff .....	25
3.1 Division of responsibilities in the recruitment process .....	25
3.2 Equal representation during the recruitment process .....	25
3.3 Initiating a recruitment process .....	25
3.4 Advert/role profile .....	25
3.5 Advertising .....	26
3.6 Initial review .....	26
3.7 Evaluation by external experts .....	26
3.8 Structured selection process .....	27
3.9 Appointment proposal .....	27
3.10 Decision on employment .....	27
3.11 Decision to terminate an employment process .....	27
3.12 Notification of an employment decision .....	28
3.13 Appealing an employment decision .....	28
3.14 Processing application documents .....	28
4. Promotion .....	28
4.1 Promotion from senior lecturer to professor and from lecturer to senior lecturer .....	28
4.2 Promotion from associate senior lecturer to senior lecturer .....	29

4.3 Evaluation by external experts.....	30
4.4 Proposed decision when assessing an application for promotion .....	30
4.5 Decision on promotion .....	30
4.6 Notification of a decision on promotion.....	30
4.7 Appealing a decision on promotion .....	31
4.8 Processing application documents .....	31
5. General employment information.....	31
5.1 Employment until further notice and fixed-term employment as teaching staff.....	31
5.2 Employment decision.....	31
6. Duties of the Recruitment Committee.....	31
7. Other provisions.....	31
7.1 Deviations from the Appointments Procedure .....	31
7.2 Reviews and amendments .....	32
7.3 Validity and transitional provisions.....	32

## 1. Introduction

The Governing Board of Södertörn University validated the Appointments Procedure on 19 December 2019, under the ninth paragraph of Chapter 2, Section 2 of the Swedish Higher Education Ordinance (1993:100). The Appointments Procedure is a collection of regulations for the employment and promotion of teaching staff at Södertörn University.

There are associated instructions that describe procedures for recruitment and promotion processes. The Appointments Procedure is decided by the Governing Board for Södertörn University and the associated instructions by the vice-chancellor. In addition to this Appointments Procedure, Södertörn University also has a Delegation of Authority for the employment and promotion of teaching staff.

### 1.1 Legal basis

Teaching staff at Södertörn University are government employees. The employment of teaching staff is therefore an exercise of public authority. Basic provisions on the employment of teaching staff are provided in the legal framework for employment by the state, as well as in labour legislation. The Instrument of Government states that administrative authorities must observe everyone's equality before the law, and objectivity and impartiality in their operations. Additionally, decisions about employment must only be made on an objective basis, such as qualifications and expertise. There are supplementary provisions in the Public Employment Act (1994:260) and in the implementation provisions for the employment ordinance (1994:373). There are specific provisions for public-sector higher education institutions in the Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100). In addition, the Discrimination Act (2008:567) and provisions in the Administrative Procedure Act (2017:900) and the Language Act (2009:600) also apply. Transparency in the employment process is guaranteed by the principle of public access to official records, as expressed in the provisions on public nature of official documents in Chapter 2 of the Freedom of the Press Act (1949:105). All recruitment should consider the ethical aspects expressed in *The Ethical Foundations of the State – professional values for good governance* (Swedish Agency for Public Management, 2018), for example.

### 1.2 Recruitment objectives

Södertörn University aims to maintain existing strong environments in research and learning, and develop new ones in important areas, in partnership with the surrounding community, as well as to contribute to positive and inclusive societal development. To develop and improve these areas, the university strives to recruit competent and enthusiastic teachers for academic appointments, as well as to offer the right conditions for the long-term development of excellence in research and education. This entails the university recruiting teachers in established areas of strength that require additional expertise, but also the development of new areas of strategic importance for both Södertörn University and for the surrounding community. Legislated requirements, university guidelines for equal opportunities, internationalisation, sustainable development and collaboration with the surrounding community must be observed in all academic recruitment processes. Södertörn University's vision and strategy

must also be considered, as well as the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers. The purpose of this charter is the application of fair and transparent recruitment and assessment procedures.

### 1.3 Career paths

Career paths normally begin with employment on a doctoral studentship, postdoctoral appointment, or as an associate senior lecturer or senior lecturer. Teaching staff on an academic career path can be promoted to senior lecturer and professor, as well as be appointed associate professor (*docent*).

In specific areas of knowledge and experience, there may be a need for employment until further notice as a lecturer, as well as specialist teacher or instructor in Police Education.

Teaching staff at Södertörn University can be named a recognised university teacher or a distinguished university teacher on the basis of their educational expertise.

### 1.4 Equal opportunities

Every preparatory body and decision-making authority must work actively to prevent discrimination. Men and women must have equal representation during the employment process, unless there are exceptional circumstances. Similarly, preparatory bodies and decision-making authorities must promote equal opportunities in all recruitment processes.

Positive discrimination may be applied when observing the provisions of the Discrimination Act, and that stated in Södertörn University's Plan for Gender Mainstreaming and Equal Opportunities Plan.

## 2. Categories of teaching staff at Södertörn University

Södertörn University has the following categories of teaching staff: professor (including adjunct professor and visiting professor), senior lecturer, associate senior lecturer, project-specific researcher, post-retirement researcher, postdoctoral research fellow, lecturer, adjunct teacher, specialist teacher for Police Education, instructor for Police Education, and teaching assistant.

The type of employment, duties, qualifications and criteria for assessment when appointing these categories of teaching staff are described below.

The document titled *Instructions for the Appointments Procedure for Södertörn University* describes how appointments are conducted.

## 2.1 Professor, including directly appointed professor

### 2.1.1 Type of employment

The type of employment for professor is stipulated in Chapter 3, Section 3 of the Higher Education Act:

*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 post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or*
- 3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).*

Nomination for appointment as a professor is stipulated in Chapter 4, Section 7 of the Higher Education Ordinance:

*A higher education institution may nominate an individual for an appointment as a professor if the appointment of the individual is of exceptional importance for a specific activity at the institution. If a higher education institution nominates an individual for a post, the grounds on which the appointment is of exceptional importance for the institution must be placed on record. Only those qualified for appointment to the post pursuant to Section 3 may be nominated for appointment.*

### 2.1.2 Duties

A professor at Södertörn University has a shared responsibility for research, education, leadership and third stream activities, even if the emphasis on these may vary. Research duties normally include their research, leading roles in projects and applications for research funding, collaborative activities, and active participation in the academic community through assignments as reviewers of manuscripts and applications, external experts, external reviewers and lecturers. Educational duties normally include the development and implementation of education at first, second and third cycle levels, collaborative initiatives, and supervision and examination of doctoral students. Duties in leadership and third stream activities may include participation in management work at Södertörn University, faculty work, development of cooperation across subject boundaries inside and outside Södertörn University, as well as the development of, and participation in, collaboration with the surrounding community.

### 2.1.3 Qualifications

Qualifications for appointment as a professor are stipulated in Chapter 4, Section 3 of the Higher Education Ordinance:

*A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.*

Further qualifications can be stipulated for individual appointments, e.g. the language of instruction.

#### 2.1.3.1 Assessment criteria for qualifications

Södertörn University applies the below criteria for research and teaching expertise to the assessment of qualifications. The levels of expertise in the qualification criteria are assessed separately and weighed together. If research or teaching expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Research expertise** is demonstrated through high quality scholarly publications of considerable scope in the relevant subject area, research funding obtained in competition, the initiation and leadership of research projects, research collaboration, third stream activities, contributions to the development of the subject, and through assignments as an external reviewer, external expert, editor or similar.

**Teaching expertise** is demonstrated through high quality teaching of considerable scope at first, second and third cycle levels, leading and participating in educational development work, published texts on teaching and learning, a self-reflective approach to students' learning and experience and their own role as a teacher. It is also demonstrated through establishing links between research and higher education, appointment as a recognised or distinguished university teacher or the equivalent, building up and developing degree programmes, initiatives in educational cooperation, initiatives in third stream activities and the supervision of doctoral students.

The applicant must have completed a course in teaching and learning in higher education worth at least 7.5 credits or have the equivalent competence.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

#### 2.1.4 Assessment criteria

The assessment criteria include legally regulated assessment criteria and those that apply to the specific appointment (specific assessment criteria). There is no requirement for the use of specific assessment criteria.

#### 2.1.4.1 Legally regulated assessment criteria

The assessment criteria for appointment as a professor are stipulated in Chapter 4, Section 3 of the Higher Education Ordinance:

*The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor, Chapter 4, section 3 of the Higher Education Ordinance.*

#### 2.1.4.2 Specific assessment criteria

In addition to legally regulated assessment criteria, specific assessment criteria can be established based on the duties and areas of responsibility that are important to the appointment.

Examples of specific assessment criteria could be:

- Research expertise in a specific field.
- Teaching expertise in a specific field.
- Expertise in third stream activities.
- Expertise in interdisciplinary research and education.
- Expertise in academic leadership.
- Significant national or international networks.
- Documented cooperation skills.

The specific assessment criteria must be ranked.

## 2.2 Adjunct professor

### 2.2.1 Type of employment

The type of employment for an adjunct professor is stipulated in Chapter 3, Section 3 of the Higher Education Act:

*A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.*

*An adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor).*

and Chapter 4, Section 11 of the Higher Education Ordinance:

*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.*

The purpose of the appointment is to recruit a qualified person with specialist expertise.



The appointment must be at least 20 per cent and no more than 49 per cent of a full-time position.

### 2.2.2 Duties

An adjunct professor at Södertörn University works in a scholarly field in which they contribute to research, education and third cycle activities. The duties for an adjunct professor are decided by the relevant academic school, and are appropriately equivalent to the duties in education, research, leadership and third cycle activities described above for professors (2.1.2.).

### 2.2.3 Qualifications

Qualifications for appointment as a professor are stipulated in Chapter 4, Section 3 of the Higher Education Ordinance:

*A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.*

Further qualifications may be stipulated for individual appointments, e.g. the language of instruction.

#### 2.2.3.1 Assessment criteria for qualifications

Södertörn University applies the below criteria for research and teaching expertise to the assessment of qualifications. The levels of expertise in the qualification criteria are assessed separately and weighed together. If research or teaching expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Research expertise** may be demonstrated through high quality scholarly publications of considerable scope in the relevant subject area, research funding obtained in competition, the initiation and leadership of research projects, research collaboration, third stream activities, professional experience that can contribute to the development of the subject, and through assignments as an external reviewer, external expert, editor or similar, as well as through other competence important to the position.

**Teaching expertise** is demonstrated through high quality teaching of considerable scope at first, second and third cycle levels, leading and participating in educational development work, published texts on teaching and learning, establishing links between research and higher education, appointment as a recognised or distinguished university teacher or the equivalent, building up and developing degree programmes, initiatives in educational cooperation, initiatives in third stream activities and the supervision of doctoral students.

The applicant must have completed a course in teaching and learning in higher education worth at least 7.5 credits or have the equivalent competence.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

## 2.2.4 Assessment criteria

The assessment criteria include legally regulated assessment criteria and those that apply to the specific appointment (specific assessment criteria). There is no requirement for the use of specific assessment criteria.

### 2.2.4.1 Legally regulated assessment criteria

The assessment criteria for appointment as a professor are stipulated in Chapter 4, Section 3 of the Higher Education Ordinance:

*The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor*

### 2.2.4.2 Specific assessment criteria

In addition to legally regulated assessment criteria, specific assessment criteria can be established based on the duties and areas of responsibility that are important to the appointment.

Examples of specific assessment criteria could be:

- Research expertise in a specific field.
- Teaching expertise in a specific field.
- Specific expertise relevant to the appointment.
- Expertise in third stream activities.
- Expertise in interdisciplinary research and education.
- Expertise in academic leadership.
- Significant national or international networks.
- Documented cooperation skills.

The assessment criteria must be ranked.

## 2.3 Visiting professor

### 2.3.1 Type of employment

The type of employment for a visiting professor is stipulated in Chapter 3, Section 3 of the Higher Education Act:

*A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.*

*.... a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).*

and Chapter 4, Section 12 of the Higher Education Ordinance

*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.*

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

This person should normally hold a professorship at another higher education institution. If this is not the case, the Recruitment Committee must decide on continued assessment. The appointment should be at least 20 per cent of a full-time position.

### 2.3.2 Duties

A visiting professor at Södertörn University works in a scholarly field in which they contribute to research and education. The duties of a visiting professor are decided by the relevant academic school, and may be appropriately equivalent in scope to the duties in education, research, leadership and third cycle activities described above for professors (2.1.2.).

### 2.3.3 Qualifications

Qualifications for appointment as a professor are stipulated in Chapter 4, Section 3 of the Higher Education Ordinance:

*A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.*

Further qualifications may be stipulated for individual appointments, e.g. the language of instruction.

### 2.3.3.1 Assessment criteria for qualifications

Södertörn University applies the below criteria for research and teaching expertise to the assessment of qualifications. The levels of expertise in the qualification criteria are assessed separately and weighed together. If research or teaching expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Research expertise** is demonstrated through high quality scholarly publications of significant scope in the relevant subject area, research funding obtained in competition, the initiation and leadership of research projects, research collaboration, third stream activities, contributions to the development of the subject, and through assignments as an external reviewer, external expert, editor or similar.

**Teaching expertise** is demonstrated through high quality teaching of considerable scope at first, second and third cycle levels, leading and participating in educational development work, published texts on teaching and learning, establishing links between research and higher education, appointment as a recognised or distinguished university teacher or the equivalent, building up and developing degree programmes, initiatives in educational cooperation, initiatives in third stream activities and the supervision of doctoral students.

The applicant must have completed a course in teaching and learning in higher education worth at least 7.5 credits or have the equivalent competence.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

### 2.3.4 Assessment criteria

The assessment criteria include legally regulated assessment criteria and those that apply to the specific appointment (specific assessment criteria). There is no requirement for the use of specific assessment criteria.

#### 2.3.4.1 Legally regulated assessment criteria

The assessment criteria for appointment as a professor are stipulated in Chapter 4, Section 3 of the Higher Education Ordinance:

*The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor*

#### 2.3.4.2 Specific assessment criteria

In addition to legally regulated assessment criteria, specific assessment criteria can be established based on the duties and areas of responsibility that are important to the appointment.

Examples of specific assessment criteria could be:

- Research expertise in a specific field.
- Teaching expertise in a specific field.
- Expertise in third stream activities.
- Expertise in interdisciplinary research and education.
- Expertise in academic leadership.
- Significant national or international networks.
- Documented cooperation skills.

The assessment criteria must be ranked.

## 2.4 Senior lecturer

### 2.4.1 Type of employment

A senior lecturer must be employed until further notice or for a fixed term under Sections 5 or 6 of the Swedish Employment Protection Act.

### 2.4.2 Duties

A senior lecturer at Södertörn University normally works with education, research and development, even if the emphasis on different duties can vary. Research duties normally include their own research, applications for research funding, third stream activities, and active participation in the scholarly community through assignments as reviewers of manuscripts and applications, external experts and lecturers. Duties in education may include the development and implementation of education at first, second and third cycle levels, third stream activities and the supervision and examination of students and doctoral students. A senior lecturer may also have management duties.

### 2.4.3 Qualifications

Qualifications for appointment as a senior lecturer are stipulated in Chapter 4, Section 4 of the Higher Education Ordinance:

*Those qualified for appointment as a senior lecturer are*

1. *except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a PhD or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve. in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a doctorate in 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 post and the duties it will involve.*

*Further broadening of the qualification requirements may be decided upon in individual employment cases.*

### 2.4.3.1 Criteria for assessment of qualifications

Södertörn University applies the below criteria for research and teaching expertise to the assessment of qualifications. The levels of expertise in the qualification criteria are assessed separately and weighed together. If research or teaching expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Research expertise** is demonstrated through scholarly publications in the relevant subject area, participation in research projects, research collaboration, third stream activities, contributions to the development of the subject, and through assignments as an external expert, editor or similar.

**Teaching expertise** is demonstrated through high quality teaching of considerable scope, participation in educational development work, a self-reflective approach to students' learning and experiences and their own role as teacher, initiatives in third stream activities, establishing links between research and higher education, and course development. The applicant must have completed a course in teaching and learning in higher education worth at least 7.5 credits or have the equivalent competence.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

## 2.4.4 Assessment criteria

The assessment criteria include legally regulated assessment criteria and those that apply to the specific appointment (specific assessment criteria). There is no requirement for the use of specific assessment criteria.

### 2.4.4.1 Legally regulated assessment criteria

The assessment criteria for appointment as a senior lecturer are stipulated in Chapter 4, Section 4 of the Higher Education Ordinance:

*The assessment criteria for appointment as a senior lecturer shall be the degree of the expertise required as a qualification for employment. 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.*

### 2.4.4.2 Specific assessment criteria

In addition to legally regulated assessment criteria, specific assessment criteria can be established based on the duties and areas of responsibility that are important to the appointment.

Examples of specific assessment criteria could be:

- Research expertise in a specific field.
- Teaching expertise in a specific field.
- Expertise in third stream activities.
- Expertise in interdisciplinary research and education.
- Expertise in academic leadership.
- Established national or international networks.
- Documented cooperation skills.

The assessment criteria must be ranked.

## 2.5 Associate senior lecturer

### 2.5.1 Type of employment

The type of employment for an associate senior lecturer is stipulated in Chapter 4, Sections 12 a and 12 b of the Higher Education Ordinance:

*An associate senior lecturer may be employed for an indefinite period but for no less than four years and no longer than six years, which is decided by the higher education institution prior to employment. . The purpose of the appointment is for the teacher to have the opportunity to develop research autonomy and acquire the scholarly and teaching qualifications required for eligibility for appointment as a senior lecturer.*

*An appointment pursuant to the first paragraph may be extended for a maximum of two years, if because of the associate senior lecturer's sick leave, parental leave or other special grounds additional time is needed to attain the purpose of the appointment.*

*An appointment pursuant to the first and second paragraphs is in other respects subject to the provisions of the Employment Protection Act (1982:80).*

*If a teacher has been employed pursuant to Section 12a on a fixed-term appointment at a higher education institution, no agreement may be reached on a fixed-term appointment as laid down in Section 5 of the Employment Protection Act (1982:80) between the higher education institution and the teacher within six months of the date on which the employment pursuant to 12a came to an end.*

### 2.5.2 Duties

An associate senior lecturer at Södertörn University must be offered the right conditions for obtaining the necessary research and teaching qualifications for promotion to senior lecturer. A halfway evaluation is performed to support and follow up the qualification process. An associate senior lecturer must complete a course in teaching and learning in higher education worth at least 7.5 credits as part of their position, if they have not previously completed done so.

Research duties include their own research, applications for research funding and active participation in the scholarly community through assignments reviewing manuscripts, for example. Duties in education may include teaching at first cycle level, supervision, course development and third stream activities.

### 2.5.3 Qualifications

Qualifications for employment as an associate senior lecturer are stipulated in Chapter 4, Sections 4 of the Higher Education Ordinance:

*A person qualified for appointment as an associate senior lecturer is a person who has been awarded a PhD or has the corresponding research expertise. Primary consideration should be given to a person who has been awarded a PhD or achieved the equivalent expertise within five years of the deadline for application for employment as an associate senior lecturer. However, a person who has been awarded a PhD or achieved the equivalent expertise at an earlier date may also be considered if there are exceptional circumstances. Exceptional circumstances are sick leave, parental leave or other similar circumstances.*

Further broadening of qualification requirements may be decided upon in individual employment cases.

#### 2.5.3.1 Criteria for assessment of qualifications

Södertörn University applies the below criteria for research expertise to the assessment of qualifications. The levels of expertise in the qualification criteria are assessed separately and weighed together. If research expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Research expertise** is demonstrated through scholarly publications in the relevant subject area, participation in research projects, research collaboration, and contributions to the development of the subject.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

### 2.5.4 Assessment criteria

Qualifications for employment as an associate senior lecturer are stipulated in Chapter 4, Sections 4 of the Higher Education Ordinance:

*Each higher education institution individually decides the assessment criteria that must be applied when appointing an associate senior lecturer. Prior to such an appointment, the higher education institution must also establish the assessment criteria that will be applied to an application for promotion to senior lecturer pursuant to Section 12c.*



Examples of assessment criteria could be:

- Research expertise in a specific field.
- Teaching expertise in a specific field.
- Expertise in third stream activities.
- Expertise in interdisciplinary research.
- Documented cooperation skills.

The assessment criteria must be ranked.

## 2.6 Project-specific researcher

### 2.6.1 Type of employment

A project-specific researcher may be employed until further notice or for a fixed term under Sections 5 or 6 of the Swedish Employment Protection Act.

### 2.6.2 Duties

The duties of a project-specific researcher include research and associated tasks. Some teaching may be included in these duties, but at no more than 20 per cent of the total level of employment.

### 2.6.3 Qualifications

An individual is qualified for employment as a project-specific researcher if they have obtained a doctoral degree or have the equivalent scholarly expertise. A prerequisite for employment is confirmed research financing.

Further broadening of the qualification requirements may be decided upon in individual employment cases.

#### 2.6.3.1 Criteria for assessment of qualifications

Södertörn University applies the below criteria for research expertise to the assessment of qualifications. If research expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Research expertise** is demonstrated through scholarly publications in the relevant subject area, participation in research projects, research collaboration, and contributions to the development of the subject.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

## 2.6.4 Assessment criteria

Examples of assessment criteria could be:

- Research expertise in a specific field.
- Expertise in interdisciplinary research and education.
- Documented cooperation skills.

The assessment criteria must be ranked.

## 2.7 Post-retirement researcher

### 2.7.1 Type of employment

A post-retirement researcher must be employed until further notice, but for no longer than until a specified date. A decision on employment may not exceed one year, but may be extended. Employment as a post-retirement research is limited under the first paragraph of Section 5 of the Employment Protection Act (general fixed-term employment) or the second paragraph (temporary substitute employment).

### 2.7.2 Duties

The purpose of the appointment is to satisfy the university's need for the retiring employee's scholarly or educational expertise.

A post-retirement researcher may be included in research projects, but not as project manager or as principal supervisor.

Participation in teaching may occur if necessary.

### 2.7.3 Qualifications and assessment criteria

A person is qualified for employment as a post-retirement researcher if they have retired from a professorship due to age.

Further broadening of the qualification requirements may be decided upon in individual employment cases.

The academic school decides which assessment criteria are applicable for the appointment.

## 2.8 Lecturer

### 2.8.1 Type of employment

A lecturer may be employed until further notice or for a fixed term under Sections 5 or 6 of the Swedish Employment Protection Act.

## 2.8.2 Duties

A lecturer at Södertörn University normally works with education. Duties may also include leadership and third stream activities. Educational duties may include teaching for which special expertise is required. Duties in leadership and third stream activities may include participation in change processes and in knowledge exchanges with the surrounding community.

## 2.8.3 Qualifications

A person is qualified for employment as a lecturer if they have completed a Bachelor's degree or have the equivalent competence, demonstrated educational expertise and completed a course in teaching and learning in higher education worth at least 7.5 credits, or have the equivalent competence. Qualifications also include professional expertise that is important for the duties and subject content associated with the position.

Further broadening of the qualification requirements may be decided upon in individual employment cases.

### 2.8.3.1 Assessment criteria for qualifications

Södertörn University applies the below criteria for teaching expertise when assessing qualifications. If teaching expertise, professional or subject expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Teaching expertise** is demonstrated through solid, up-to-date knowledge relevant to the position, a self-reflective approach to student learning and experience and their own role as teacher, and through documented and highly recommended experience of planning, implementation and development of courses or programmes. Teaching experience may be from work in higher education or other organisations.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

## 2.8.4 Assessment criteria

Examples of assessment criteria could be:

- Teaching expertise in specific professional practices.
- Professional experience in a specific field.
- Documented cooperation skills.
- Expertise in third stream activities.

The assessment criteria must be ranked.

## 2.9 Specialist teacher, Police Education

### 2.9.1 Type of employment

A specialist teacher for Police Education must be employed until further notice or for a fixed term under Sections 5 or 6 of the Swedish Employment Protection Act.

### 2.9.2 Duties

A specialist teacher at Södertörn University contributes to educational development and implementation, primarily at first cycle level, but may also have duties related to leadership and collaboration. Educational duties may include teaching that requires specialist knowledge related to police education. Duties in leadership and collaboration may include participation in change processes and participation in knowledge exchanges with the surrounding community.

### 2.9.3 Qualifications

A person qualified for employment as a specialist teacher for Police Education has a Bachelor's degree or the equivalent competence, professional expertise in an area relevant to the position and demonstrated educational expertise.

Further broadening of the qualification requirements may be decided upon in individual employment cases.

#### 2.9.3.1 Assessment criteria for qualifications

Södertörn University applies the below criteria for professional and teaching expertise to the assessment of qualifications. If professional or teaching expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Professional expertise** is demonstrated through documented and highly recommended knowledge in the area relevant to the position.

**Teaching expertise** is demonstrated through a description of teaching activities. Teaching experience may be from work in higher education or other organisations.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

### 2.9.4 Assessment criteria

Examples of specific assessment criteria could be:

- Teaching expertise linked to specific professional practices.
  - Professional expertise in a specific field.
  - Expertise in collaboration.
  - Documented cooperation skills.
- The assessment criteria must be ranked.

## 2.10 Instructor, Police Education (with a specific specialisation)

### 2.10.1 Type of employment

An instructor for Police Education must be employed until further notice or for a fixed term under Sections 5 or 6 of the Swedish Employment Protection Act.

### 2.10.2 Duties

An instructor at Södertörn University contributes to educational development and implementation, primarily at first cycle level, but may also have duties related to leadership and collaboration. Educational duties may also include the provision of specialist competence in applied subject areas. Duties in leadership and collaboration may include participation in change processes and participation in knowledge exchanges with the surrounding community.

### 2.10.3 Qualifications

A person qualified for employment as an instructor for Police Education has completed upper-secondary education or has the equivalent competence, professional expertise in an area relevant to the position and demonstrated teaching expertise.

If the Swedish Police Authority has specific regulations for instructor in the relevant field, these must be fulfilled.

Further broadening of the qualification requirements may be decided upon in individual employment cases.

#### 2.10.3.1 Assessment criteria for qualifications

Södertörn University applies the below criteria for professional and teaching expertise to the assessment of qualifications. If professional or teaching expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Professional expertise** is demonstrated through documented and highly recommended knowledge in the area relevant to the position.

**Teaching expertise** is demonstrated through a description of teaching activities. Teaching experience may be from work in higher education or other organisations.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

### 2.10.4 Assessment criteria

Examples of specific assessment criteria could be:

- Teaching expertise linked to specific professional practices.
- Professional expertise in a specific field.
- Expertise in collaboration.
- Documented cooperation skills.

The assessment criteria must be ranked.

## 2.11 Postdoctoral research fellow

### 2.11.1 Type of employment

The type of employment for a postdoctoral research fellow is stipulated in agreements and records of negotiation between the Swedish Agency for Government Employers, and the central employee organisations, SACO-S, OFR-S and SEKO.

A postdoctoral fellow shall be employed until further notice, but for no longer than two years. Employment may be extended if there are exceptional circumstances. Exceptional circumstances are leave due to ill health, parental leave, positions of trust in trades union organisations or other similar circumstances.

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

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.

### 2.11.2 Duties

The duties of a postdoctoral research fellow primarily include research, but may also include the development of research activities and participation in the academic community through assignments as reviewer, external expert and lecturer. Some teaching may be included in these duties, but at no more than 20 per cent of the total level of employment.

### 2.11.3 Qualifications

A person qualified to seek employment as a postdoctoral research fellow has a doctoral degree, or a qualification from abroad that is equivalent to a doctoral degree.

Primary consideration should be given to a person who was awarded the above qualification within the three years prior to the deadline for application for employment as an postdoctoral research fellow. However, in exceptional circumstances, a person who has a doctoral degree or a qualification from abroad that is equivalent to a doctoral degree from an earlier date may be considered. Exceptional circumstances may be parental leave, illness or positions of trust in trades' union organisations.

Further broadening of the qualification requirements may be decided upon in individual employment cases.

### 2.11.3.1 Assessment criteria for qualifications

Södertörn University applies the below criteria for research expertise to the assessment of qualifications. If research expertise is demonstrated in a way other than that described below, the equivalent assessment must be made of this expertise.

**Research expertise** is demonstrated through a scholarly thesis and other scholarly publications in the relevant subject area and participation in research projects.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

### 2.11.4 Assessment criteria

Examples of specific assessment criteria could be:

- Research expertise in a specific field.
- Documented cooperation skills.

The assessment criteria must be ranked.

## 2.12 Adjunct teacher

### 2.12.1 Type of employment

The type of employment for adjunct teachers is stipulated in agreements between the Swedish Agency for Government Employers and the central employee organisations, SACO-S, OFR-S and SEKO. The purpose of an adjunct position is to provide relevant competence that is not ordinarily found in the organisation.

An adjunct teacher may be employed until further notice, but for no longer than two years. The employment contract may be renewed.

The position should normally be around 20% of a full-time position, but can be up to 49% of a full-time position.

The position of adjunct teacher is the part-time employment of someone who is primarily employed 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.

### 2.12.2 Duties

An adjunct teacher is a complement to other categories of teaching staff and is intended to provide specific expertise that is not normally found in the organisation.

### 2.12.3 Qualifications

A person is qualified to apply for employment as an adjunct teacher if they have professional expertise that is important for the duties and subject content associated with the position.

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

#### 2.12.4 Assessment criteria

Examples of assessment criteria could be:

- A type of expertise relevant to the appointment.
- Documented cooperation skills.

The assessment criteria must be ranked.

### 2.13 Teaching assistant

#### 2.13.1 Type of employment and duties

The type of employment for teaching assistants is stipulated in Chapter 5, Section 9 of the Higher Education Ordinance:

*Employment as a teaching assistant may not correspond to more than 50 per cent of a full-time post. Duties must comprise educational tasks, administration or participation in research or artistic research.*

and Section 12 of the Higher Education Ordinance

*Teaching assistants and clinical assistants shall be employed for an indefinite period, however, for no longer than one year. These appointments may be extended. The total employment as a teaching assistant or a clinical assistant may not, however, exceed three years.*

#### 2.13.2 Qualifications

Qualifications for appointment as a teaching assistant are stipulated in Chapter 5, Section 10 of the Higher Education Ordinance:

*Only those admitted to first or second-cycle courses and study programmes may be employed as teaching assistants.*

The applicant must also have the personal skills necessary to do their job well and to represent the university in a way that benefits its activities.

Further broadening of the qualification requirements may be decided upon in individual employment cases.



### 2.13.3 Assessment criteria

Examples of assessment criteria could be:

- A type of expertise relevant to the appointment.
- Documented cooperation skills.

The assessment criteria must be ranked.

## 3. Recruitment of teaching staff

### 3.1 Division of responsibilities in the recruitment process

Normally, the Recruitment Committee and HR, in cooperation with the academic school at which the position will be located, will deal with the employment of a professor (including directly appointed professor, adjunct professor, visiting professor), senior lecturer employed until further notice, senior lecturer on a fixed-term contract who will be assessed by external experts, and associate senior lecturer.

In other cases, it is generally the academic school or the equivalent that deals with recruitment.

Please refer to the Appointments Procedure's accompanying instructions.

### 3.2 Equal representation during the recruitment process

Equal representation is stipulated in Chapter 4, Section 5 of the Higher Education Ordinance:

*If a group of individuals are to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men shall be equally represented in the group. This does not apply, however, if there are extraordinary reasons to the contrary.*

### 3.3 Initiating a recruitment process

Recruitments begin with a collegial process that results in written approval of the process' initiation.

### 3.4 Advert/role profile

A job advert must be drawn up when a recruitment process begins. A role profile must be established for a professor who will be employed through direct appointment. Job adverts and role profiles must include the subject area, duties, qualifications and assessment criteria. For adjunct professor and visiting professor, the written basis produced in the initial stage of the recruitment process replaces the job advert/role profile.

### 3.5 Advertising

The announcement of job vacancies is stipulated in Section 6 of the Swedish Employment Ordinance:

*A public agency that intends to employ an employee must provide information about this in a suitable manner, so that people who are interested in the position can register this with the public authority within a given time period.*

*For a position upon which the Swedish Government will decide after a proposal or report from the agency or its director, the agency must provide information about the vacant position.*

*Information does not need to be provided, if there are particular circumstances that justify this.*

The governing documents that contain guidelines for advertising vacant positions at Södertörn University must be observed.

### 3.6 Initial review

When recruiting professors, senior lecturers, and associate senior lecturers, the Recruitment Committee is responsible for the initial review of submitted documents. The purpose is to determine which applicants will be evaluated by external experts.

### 3.7 Evaluation by external experts

Evaluation by external experts for professors is stipulated in Chapter 4, Section 6 of the Higher Education Ordinance:

*For the appointment of a professor (including an adjunct professor) opinions on the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for appraisal of their expertise.*

*When the opinions of two or more persons are obtained, both men and women should be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.*

Unless obviously unnecessary for the evaluation of expertise, Södertörn University must use two external experts when employing the following categories of teaching staff: professor (including professors employed by direct appointment), senior lecturers employed until further notice and associate senior lecturers. It is possible to deviate from the principle that the expert evaluation must be obtained from two external experts.

When employing an adjunct professor or visiting professor, an expert evaluation may be obtained from an internal or external expert.

The Recruitment Committee decides whether an evaluation by external experts will not be obtained.

The task of the external experts is to evaluate an applicant's expertise. The Recruitment Committee may ask the external experts to provide an unranked shortlist of applicants or a ranked shortlist of applicants.

The external experts must evaluate research and teaching expertise and any other expertise that is described in the advert/role profile. The external experts may have different tasks.

If an evaluation is obtained from two or more people, men and women must be represented equally unless there are exceptional circumstances. Any such circumstances must be motivated in a decision document.

### 3.8 Structured selection process

An proposed appointment must be preceded by a structured recruitment process in which a trial lecture, interview and reference checks are compulsory, unless these are obviously unnecessary for the evaluation of expertise.

### 3.9 Appointment proposal

The Recruitment Committee proposes who should be employed as professor (including the nomination of professors, adjunct professor and visiting professor), senior lecturer or associate senior lecturer.

### 3.10 Decision on employment

Södertörn University's Delegation of Authority states who decides an appointment. Decisions on employment as professor (including nominations for professor, adjunct professor and visiting professor) are made by the vice-chancellor and may not be delegated.

### 3.11 Decision to terminate an employment process

Appeals regarding a public agency's decision to terminate an employment process are regulated in the second paragraph of Section 21 of the Employment Ordinance:

*A public agency's proposal to employ an employee or to terminate an employment process may not be appealed.*

The decision to terminate an employment process is made by the role (e.g. head of school) that initiated the recruitment through a collegial process. The head of the organisational unit at which the appointment was to be located must be consulted before such a decision is made.

### 3.12 Notification of an employment decision

Information about employment decisions is regulated in Sections 7 and 8 of the Employment Ordinance:

**Section 7** *Information about the employment decision by the public agency must be announced on the agency's bulletin board.*

*The first paragraph is not applicable if*

- the appointment is estimated to last no longer than six months,*
- the appointment is a person who is already a trainee at the agency.*

**Section 8** *The notification under Section 7 must include information about*

- 1. the date it was posted on the bulletin board,*
- 2. any applicable appeals procedure,*
- 3. the differences in opinion that have been noted in the records or other documentation.*

Once a decision on employment has been made, an announcement and reference to any appeals procedure must be posted on the university's official bulletin board. Notification about an appeals procedure will not be posted if the appointment cannot be appealed. Applicants who will not be employed must be informed that the position has been filled.

### 3.13 Appealing an employment decision

Appealing an employment decision is regulated in the second paragraph of Section 21 of the Employment Ordinance:

*An employment decision by a public agency may be appealed to the National Board of Appeals. The board's decision may not be appealed.*

An employment decision by a higher education institution may be appealed to the Higher Education Appeals Board.

Appeals are dealt with according to specific instructions.

### 3.14 Processing application documents

The processing of application documents is described in a specific document.

## 4. Promotion

### 4.1 Promotion from senior lecturer to professor and from lecturer to senior lecturer

#### 4.1.1 Promotion in general

A senior lecturer employed until further notice may be promoted to a professorship if this is assessed as benefitting the university's activities.

A lecturer employed until further notice may be promoted to senior lecturer if this is assessed as benefitting the university's activities.

The general rule for promotions is that the subject area must be the same as that of the person's current position. Promotion does not automatically entail changed terms and conditions of employment.

For promotion to a professorship, the same demands for expertise that are qualifications for employment as a professor apply, see section 2.1.3.

For promotion to senior lecturer, the same demands for expertise that are qualifications for employment as a senior lecturer apply, see section 2.5.3.

#### 4.1.2 Application for promotion

Applications for promotion are made in accordance with the instructions that accompany this Appointments Procedure.

### 4.2 Promotion from associate senior lecturer to senior lecturer

Promotion from associate senior lecturer to senior lecturer is regulated in Chapter 4, Section 12c of the Higher Education Ordinance:

*An associate senior lecturer who is employed at a higher education institution pursuant to Section 12a must, on application, be promoted to senior lecturer at the higher education institution, if he or she*

*1. is eligible for employment as a senior lecturer, and*

*2. is assessed as suitable for such an appointment in accordance with the assessment criteria that the higher education institution has decided, pursuant to the second paragraph of Section 4a, must be applied to an application for promotion to senior lecturer.*

*Such a promotion entails indefinite employment as a senior lecturer.*

Before advertising a vacancy for associate senior lecturer, the Recruitment Committee must decide the assessment criteria to be applied in the evaluation of promotion to senior lecturer. These assessment criteria must be stated in the original job advert for associate senior lecturer and apply to promotion to senior lecturer.

#### 4.2.1 Application

Applications for promotion from associate senior lecturer to senior lecturer must be submitted to the university at least six months before the final date of employment as associate senior lecturer, unless there are specific reasons for not doing so.

#### 4.2.2 Qualifications and assessment criteria for promotion from associate senior lecturer to senior lecturer

In addition to the qualifications stated in section 2.5.3, the job advert for the position of associate senior lecturer may include additional assessment criteria that will apply to promotion.

#### 4.2.3 Initial review

For promotions from associate senior lecturer to senior lecturer, the Recruitment Committee, or those appointed by the Recruitment Committee, may conduct an initial review of the applications that have been received.

### 4.3 Evaluation by external experts

An evaluation by external experts must always be obtained unless this is obviously unnecessary.

External experts are used in the evaluation of expertise. The task of the external experts is to evaluate the applicant's expertise.

It is possible to deviate from the principle that the expert evaluation must be obtained from two external experts.

If an evaluation is obtained from two or more people, men and women must be represented equally unless there are exceptional circumstances. Any such circumstances must be motivated in a decision document.

See also section 3.7 above.

### 4.4 Proposed decision when assessing an application for promotion

The Recruitment Committee submits a proposed decision when assessing applications for promotions to senior lecturer and professor.

### 4.5 Decision on promotion

Södertörn University's Delegation of Authority states who decides on promotion. A decision on promotion to professor is made by the vice-chancellor and may not be delegated.

### 4.6 Notification of a decision on promotion

Once a decision on promotion has been made, an announcement and reference to any appeals procedure must be posted on the university's official bulletin board.

Reference to an appeals procedure must not be included for promotion from associate senior lecturer to senior lecturer.

See also section 3.12 above.

## 4.7 Appealing a decision on promotion

The possibility of appealing an employment decision is regulated in Chapter 12, Section 2 of the Higher Education Ordinance. Appeals are dealt with according to specific instructions.

## 4.8 Processing application documents

The processing of application documents is described in a specific document.

# 5. General employment information

## 5.1 Employment until further notice and fixed-term employment as teaching staff

Employment contracts are normally until further notice. For adjunct teachers and postdoctoral research fellows, fixed-term employment as teaching staff is regulated in Chapter 4 of the Higher Education Ordinance, in the Employment Protection Act and in agreements and records of negotiation between the Swedish Agency for Government Employers, and the central employee organisations (SACO-S, OFR-S and SEKO).

## 5.2 Employment decision

The subject area, duties and registration number should be stated in an employment decision.

# 6. Duties of the Recruitment Committee

The Recruitment Committee at Södertörn University has different degrees of involvement in the appointment of professors (including adjunct professor, visiting professor and directly appointed professor), senior lecturers employed until further notice, senior lecturers for a fixed-term to be evaluated by external experts, associate senior lecturers, and lecturers, specialist teachers, instructors and project-specific researchers employed until further notice.

Regulation of the Recruitment Committee's duties is described in more detail in the instructions that accompany the Appointments Procedure.

# 7. Other provisions

## 7.1 Deviations from the Appointments Procedure

The qualifications and assessment criteria stated in the appointment procedure may, in some cases, expire or be replaced by other specific requirements that correspond to the duties of the position. Such exceptions are decided when the position is established and may

not deviate from that stipulated in the Higher Education Act and Higher Education Ordinance.

The vice-chancellor may permit deviations from the Appointments Procedure if there are exceptional circumstances. The reasons for each exception must be documented and subsequently presented to the university's governing board.

## 7.2 Reviews and amendments

The Faculty Board must regularly review this Appointments Procedure and, when necessary, propose amendments to the university's governing board.

## 7.3 Validity and transitional provisions

This Appointments Procedure is valid from 1 March 2020, on which date the previous Appointments Procedure, reg. no. 4165-1.1.2-2018, will no longer be valid.

**Transitional provisions for associate senior lecturer and och postdoctoral research fellow** If the older provisions are applied to an employment process initiated prior to 1 January 2018, the older provisions of Chapter 4, Section 12 of the Higher Education Ordinance must apply to the appointment. At Södertörn University, these positions were titled associate senior lecturer and postdoctoral research fellow and were regulated by the university's Appointments Procedure, valid from 1 November 2016, reg.no. 2532/1.1.2/2016.