



Instructions for the Appointments Procedure for Södertörn University

Validated by the vice-chancellor on 26 April 2022. Valid from 27 April 2022 until further notice.

These instructions replace *Instructions for the Appointments Procedure for Södertörn University* reg. no. 3529-1.1.2-2021, valid from 3 November 2021. Through a previous decision, the following documents have been replaced:

- *Inrättande och sammansättning av rekryteringskommittéer vid Södertörns högskola*, reg. no. 90/1.1.2/2013
- *Mandatperiod och uppdragets omfattning för ledamöter i rekryteringskommittéerna vid Södertörns högskola*, reg.no. 90/1.1.2/2013
- *Arbetsformer för rekryteringskommitté*, reg. no. 914/1.1.2/2014
- *Revidering av beslutet om inrättande och sammansättning av rekryteringskommittéer vid Södertörns högskola*, reg. no. 635/1.1.2/2016 *Revidering av beslutet om mandatperiod och uppdragets omfattning för ledamöter i rekryteringskommittéerna vid Södertörns högskola*, reg. no. 635/1.1.2/2016

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1. Employment of professors, senior lecturers and associate senior lecturers

This section describes the process for employing professors, senior lecturers employed until further notice and associate senior lecturers at Södertörn University. The recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied. Each employment case for a member of teaching staff is processed by a recruitment committee with the support of the HR unit. The HR unit generally presents these cases to the recruitment committee and vice-chancellor. The relevant head of school is responsible for producing all the relevant documentation from the academic school.

1.1 Preparatory work

A recruitment process is preceded by thorough preparatory work, in which the need for recruitment is investigated and collegial support established. The perspective should be long term and strategic and will normally consider both the need for teaching and research capacity, as well as any requests for added strength in other areas, such as collaboration and internationalisation. Preparatory work may also include identifying potential candidates for employment and suitable external reviewers. It is vital that this work is performed with care and transparency, to guarantee good quality and efficient administration. There should be an updated list of external reviewers for which the subject council is normally responsible, where the collegiate is encouraged to suggest candidates. The purpose of this list is to find suitable reviewers more quickly, and to reduce the risk that the selection of external experts is too narrow.

The vice-chancellor, deputy vice-chancellor for research and the recruitment committee must be involved as soon as the recruitment of a professor is initiated. The subject must conduct any identification of candidates in the preparatory work in consultation with HR, it must be documented by HR in service records or the equivalent, and be registered in accordance with the relevant routines.

Before a case processing starts, preliminary dates are decided for the various stages of the recruitment process and meetings, as well as who will be included in recruitment work.

1.2 Initiating a recruitment process

The vice-chancellor initiates the recruitment process for professors (including adjunct professors, visiting professors and professors employed through direct appointment) through a collegial process following a presentation by the head of school. The head of school initiates the recruitment process for senior lecturers and associate senior lecturers through a collegial process. This collegial process must be documented in writing.

1.3 Decisions about adverts and the role of the external experts

When recruiting senior lecturers and associate senior lecturers, the academic school designs a proposal for a job advert that is reviewed by the HR unit. The recruitment committee decides the final format of the advert.

When recruiting a professor, the academic school academic school designs a proposal for a job advert in dialogue with the deputy vice-chancellor for research, which is then reviewed by HR. The recruitment committee decides the final format of the advert.

In association with this, the recruitment committee must decide on the external experts' task. External experts must evaluate research and teaching expertise and any other expertise that is described in the advert. However, the recruitment committee may decide that only some expertise is to be evaluated. The external experts may have different tasks or the same tasks.

In a written statement, the external experts must describe the expertise in the given areas possessed by the applicants who should be on the shortlist for employment. The external experts must individually evaluate the applicants' expertise and, on this basis, produce proposals for shortlists that rank the applicants. One ranking must be for research expertise, one for educational expertise and one for the overall expertise. The external experts may be asked to rank applicants based on requirements for additional competence. External experts must motivate their proposals in detail.

The recruitment committee may request that external experts produce an unranked shortlist.

When the recruitment committee decides on the advert, it must also decide on the below points where appropriate.

- The external experts will only review and evaluate limited elements of the expertise described in the advert.
- The external experts will have different tasks. The external experts will decide on an unranked shortlist.
- The external experts will decide on a shortlist, with ranking according to other expertise in addition to research, education and overall expertise. The external experts will decide on a shortlist, with no ranking according to other expertise in addition to research, education and overall expertise.
- Deviations will be made from the basic principle that the statement must be obtained from two external experts. The motivation for this deviation must be stated in the decision.
- If there is to be no evaluation by external experts because it is obviously unnecessary, this must be recorded in the minutes.

1.4 Advertising

See the governing document on guidelines for advertising.

1.5 Information to potential candidates

Once the position has been advertised, the academic school may inform candidates who have been identified as of interest for the position about the advert.

1.6 Extensions to the application period

Extensions to the application period are only permitted in exceptional circumstances, which must be motivated in writing in the decision. The chair of the recruitment committee consults with the head of school and HR unit whether advertising will be extended. This must be done well before the end of the normal application period.

1.7 Initial review

The recruitment committee is responsible for the initial review of the submitted applications. In-house expertise must participate in this review. The initial review entails using the eligibility and grounds for assessment stated in the advert to produce a longlist of candidates for the position who will thus be evaluated by external experts. For each individual, the basis of their assessment shall be motivated and recorded in writing.

1.8 Evaluation by external experts

Unless it is apparent that there is no need for evaluating expertise, external experts are engaged for the appointment of professors, senior lecturers, and associate senior lecturers. The recruitment committee decides whether the use of external experts is obviously unnecessary. See also the Appointments Procedure for Södertörn University.

1.9 Competence requirements external experts

The external experts must be specialised in the subject area and specialisation of the position, and have research/artistic and educational qualifications. Additional requirements for the competence of external experts are described in section 16.1. If a specially appointed external expert in education is to review the applicants' expertise, they should have considerable experience of evaluating educational expertise at the level relevant to the position.

1.10 Suggestions for, and decisions on, external experts

The head of school suggests external experts to the relevant HR officer. The proposed external experts must have accepted the assignment. The external experts are expected to declare any circumstances that could entail a conflict of interests, but they should be reminded of this when asked. The external experts must also have accepted the planned dates for when their statements must be sent to Södertörn University.

If statements are 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.

The recruitment committee makes decisions about external experts.

1.11 Interview, test lecture and proposed candidates for employment

The recruitment committee decides, after the evaluations by the external experts and consultation with the head of school, who should be called to interviews and test lectures. The recruitment committee then decides who the vice-chancellor should be recommended to employ. If there are multiple applicants in the running for the position, they must be ranked by the recruitment committee. The HR unit is responsible for taking references for applicants where the plan is to offer them employment.

1.12 Offers of, and decisions on, employment

After references have been checked with the recruitment committee, a case for offering employment must be presented to the vice-chancellor. After the vice-chancellor's approval, the head of school contacts the applicant who will be offered the job to discuss the terms and conditions of employment. The proposed salary must be confirmed with the HR unit. The head of school, after discussion with the applicant, is responsible for informing the applicant about what they will propose to the vice-chancellor and that it is the vice-chancellor who makes the decision on employment. 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.

1.13 Halftime evaluation, associate senior lecturer

After half the period of employment for an associate senior lecturer, the head of school performs a halftime evaluation. This is conducted in order to provide the associate senior lecturer with feedback on how Södertörn University assesses their performance based on the requirements that will be relevant for any promotion to senior lecturer. If there is anything that the associate senior lecturer should specifically consider in this regard, they must be informed of this.

1.14 Termination of the employment process

If the employment process for a professor is to be terminated, this is decided by the vice-chancellor.

If the employment process for a senior lecturer or associate senior lecturer is to be terminated, this is decided by the head of school.

Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

2. Employment as a directly appointed professor

This section describes the preparatory process for employing a professor through direct appointment. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The case is processed by the recruitment committee with the support of the HR unit. The HR unit and head of school present the case to the recruitment committee and vice-chancellor. The head of school is responsible for producing the relevant documentation from the academic school.

A higher education institution may nominate a person for employment as a professor, if the employment of this person is of exceptional importance for a particular activity at the institution. If a higher education institution nominates an individual to take up a position, 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 employed through direct appointment.

A decision to nominate a person for employment is made by the vice-chancellor and may not be delegated.

For employment by direct appointment, there is no need to provide the information stipulated in paragraph one of Section 6 of the Employment Ordinance (1994:373). The provisions on evaluation by external experts in Section 6 must be applied (Section 4, Chapter 7 of the Higher Education Ordinance).

2.1 Preparatory work

The head of school contacts the vice-chancellor before a nomination procedure begins. If the vice-chancellor believes that the nomination procedure should be used, the head of school is responsible for appointing a scouting group. The scouting group must consist of employees at Södertörn University who have the relevant subject knowledge, but additional people may be included in the group. The scouting group proposes potential candidates for the position. The vice-chancellor then calls the head of school and an HR officer to an initial meeting. For the meeting, the head of school must produce a proposal that conforms to that specified in section 2.2. Because the nomination process must be used restrictively, the meeting must discuss whether such a process should be started and, if so, whether the candidate should be evaluated by external experts. If a nomination process will be initiated, the academic school produces the proper documentation.

2.2 Proposed nomination

The head of school submits a proposal for a nomination process to the vice-chancellor.

The proposal must include:

- A description of the academic school's need for this appointment. The reasons why the appointment is of particular importance to activities. The scouting group's list of potential candidates for the position. The scouting group must have identified a frontrunner.
- A proposal for a role profile, which states the duties of the directly appointed professor and the qualifications and grounds for assessment that are assessed as being relevant.
- A presentation of the financial conditions (funding and associated costs).
- A proposal for the external experts, according to section 16, unless an evaluation by external experts has already been done.
- A presentation of the frontrunner (CV and list of publications).
- A statement from the candidate saying that they are interested in being nominated for appointment as professor.

2.3 Initiating a recruitment process

The vice-chancellor initiates the process through a collegial process. A proposal for the nomination, see section 2.2 above, must be appended to the case. This collegial process must be documented in writing.

2.4 Decision on role profile

The academic school and an officer from the HR unit produce a proposal for a role profile for the position. The recruitment committee expresses its opinion on the proposal. The vice-chancellor decides on the final version of the role profile.

2.5 Advertising

The position does not need to be advertised; see the governing document on guidelines for advertising.

2.6 Evaluation by external experts

Evaluation by external experts does not normally need to be performed if the applicant has already been valued as qualified for the position of professor in the relevant subject. The recruitment committee decides whether an evaluation by external experts will be conducted.

See also the Appointments Procedure for Södertörn University.

2.7 Competence requirements, external experts

The external experts must be specialised in the subject area and specialisation of the position, and have research/artistic and educational qualifications. Additional requirements for the competence of external experts are described in section 16.1. If a specially appointed

external expert in education is to review the applicant, they should have considerable experience of evaluating educational expertise at the level relevant to the position.

2.8 Suggestions for, and decisions on, external experts

The head of school suggests external experts to the relevant HR officer. The proposed external experts must have accepted the assignment. The external experts are expected to declare any circumstances that could entail a conflict of interests, but they should be reminded of this when asked. The external experts must also have accepted the planned dates for when their statements must be sent to Södertörn University.

If statements are 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.

The recruitment committee makes decisions about external experts.

2.9 Task of the external experts

The external experts must evaluate research and teaching expertise and any other expertise that is described in the role profile. However, the recruitment committee may decide that only some expertise is to be evaluated. The external experts may have different tasks.

In a written statement, the external experts must describe the expertise in the given areas possessed by the applicant.

Before the external experts start work, the recruitment committee must decide whether any of the items below apply:

- External experts will only review and evaluate limited elements of the expertise described in the role profile.
- The external experts will have different tasks.
- Deviations will be made from the basic principle that the statement must be obtained from two external experts. The motivation for this deviation must be stated in the decision.

2.10 Evaluation

The recruitment committee must express an opinion on any statements from external experts and may, if they believe it is justified, conduct an interview and test lecture before a decision is submitted to the vice-chancellor.

2.11 Decision

The proposed salary must be confirmed with the HR unit. A decision to nominate a person for appointment as a professor is made by the vice-chancellor. This decision may not be delegated.

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.

2.12 Termination of the employment process

If the employment process is to be terminated, this is decided by the vice-chancellor. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

3. Employment of adjunct professors

This section describes the process for employing an adjunct professor. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The case is processed by the recruitment committee with the support of the HR unit. The HR unit and head of school present the case to the recruitment committee and vice-chancellor. The head of school is responsible for producing the relevant documentation from the academic school.

3.1 General information about the position

An adjunct professor must use their knowledge and experience in their specialist area and their external networks to contribute to Södertörn University's education, research and third-stream activities.

An adjunct professor must be active in education, research and third-stream activities. An adjunct professor generally has their main activity located at the company or organisation that funds the position (cooperating party).

At an early stage, Södertörn University must ensure that the proposed adjunct professor has the necessary expertise. A two-year period of employment is recommended. See also the Appointments Procedure for Södertörn University.

3.2 Preparatory work

Proposals for an adjunct professor may be initiated by the academic school. The head of school must then contact the vice-chancellor and discuss the intended appointment.

3.3 Proposal for adjunct professor

The academic school must produce documentation for the case when an adjunct professor is to be appointed. The head of school sends their proposal for the appointment to the vice-chancellor. The proposal must include:

- A description of the academic school's need for this appointment.
- The reasons why this appointment should be an adjunct professor.

- A description of the duties the adjunct professor is expected to perform and the qualifications and grounds for assessment that must be fulfilled to be able to perform them. The description must include the subject area with consideration for Södertörn University's research profile and plans for renewal of activities.
- A description of the length of the period of employment and its scope as a percentage of full time, in accordance with the Appointments Procedure for Södertörn University.
- A description of how the position, including associated costs, will be funded.
- A proposal for external experts in accordance with section 16, unless expertise has already been evaluated.
- A presentation of the candidate (CV and list of publications).
- Documentation showing that the applicant has the personal skills necessary to meet the demands of the position and to be able to represent Södertörn University in a way that benefits its activities.
- A statement from the intended adjunct professor saying that they are interested in employment as an adjunct professor.

3.4 Initiating a recruitment process

Following a presentation by the head of school, the vice-chancellor initiates the process through a collegial process. Documentation from the proposal, see item 3.3, must be appended. The collegial process must be documented in writing.

3.5 Advertising

See the governing document on guidelines for advertising.

3.6 Evaluation by external experts

Evaluation by external experts does not normally need to be performed if the applicant has already been valued as qualified for the position of professor in the relevant subject. The recruitment committee decides whether an evaluation by external experts will be conducted.

When employing an adjunct professor, an expert evaluation may be obtained from an internal or external expert. If statements are 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. The recruitment committee makes decisions about external experts.

The external experts must evaluate research and teaching expertise and any other expertise that is described in the documentation for the recruitment process. The recruitment committee may decide that only some expertise is to be evaluated. If more than one external expert is used, they may be tasked with evaluating different areas of expertise.

In a written statement, the external experts must describe the expertise in the areas stated in the proposal, see item 3.3.

Before the external experts start work, the recruitment committee must decide whether any of the items below apply:

- Statements must be provided by more than one external expert.
- The external expert(s) will only evaluate some areas of the expertise stated in the proposal, see item 3.3.
- The external experts will have different tasks when statements are taken from more than one external expert.

3.7 Competence requirements, external experts

The external experts must be specialised in the subject area and specialisation of the position, and have research/artistic and educational qualifications. Formal requirements for the external experts' expertise are stated in section 16.1.

3.8 Evaluation

The recruitment committee must express an opinion on any statements from external experts and may, if they believe it is appropriate, conduct an interview and test lecture before a proposed decision is submitted to the vice-chancellor.

3.9 Decision

The proposed salary must be confirmed with the HR unit. The vice-chancellor decides on employing an adjunct professor. This decision may not be delegated.

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.

3.10 Extension to the period of employment

Any application to extend the period of employment must be submitted at least six months before the end of the period of employment. The head of school submits such an application to the vice-chancellor.

The application must include:

- A description of how the adjunct professor has contributed to activities during the period of employment.
- A description of the academic school's need for the period of employment to be extended.
- A financial plan for continued employment.
- A statement from the adjunct professor saying that they are interested in continued employment.

The vice-chancellor may subsequently decide on an extension. The permitted total period of employment for an adjunct professor is laid down in Chapter 4, Section 11 of the Higher Education Ordinance.

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

3.11 Termination of the employment process

The vice-chancellor decides whether the employment process is to be terminated. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

4. Employment of visiting professors

This section describes the preparatory process for employing a visiting professor. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The case is processed by the recruitment committee with the support of the HR unit. The HR unit and head of school present the case to the recruitment committee and vice-chancellor. The head of school is responsible for producing the relevant documentation from the academic school.

4.1 Preparatory work

A proposal for a visiting professor is initiated by the academic school. The head of school must then contact the vice-chancellor and discuss the intended appointment.

4.2 Proposal for visiting professor

The academic school must produce documentation for the case when a visiting professor is to be appointed. The head of school sends their proposal for the appointment to the vice-chancellor. The proposal must include:

- A description of the academic school's need for this appointment.
- A description of the reasons why the appointment should be a visiting professor.
- A description of the duties the visiting professor is expected to perform and the qualifications and grounds for assessment that must be fulfilled to be able to perform them. The description must include the subject area with consideration for Södertörn University's research profile and plans for renewal of activities.
- A description of the length of the period of employment and its scope as a percentage of full time, in accordance with the Appointments Procedure for Södertörn University.
- A description of how the position, including associated costs, will be funded.

- A proposal for external experts, according to section 16, unless an evaluation by external experts has already been done.
- A presentation of the candidate (CV and list of publications).
- Documentation showing that the applicant has the personal skills necessary to meet the demands of the position and to be able to represent Södertörn University in a way that benefits its activities.
- A statement from the intended visiting professor that they are interested in employment as a visiting professor.

4.3 Initiating a recruitment process

Following a presentation by the head of school, the vice-chancellor initiates the process through a collegial process. Documentation from the proposal, see item 4.2, must be appended. The collegial process must be documented in writing.

4.4 Advertising

See the governing document on guidelines for advertising.

4.5 Evaluation by external experts

Evaluation by external experts does not normally need to be performed if the applicant has already been valued as qualified for the position of professor in the relevant subject. The recruitment committee decides whether an evaluation by external experts will be conducted.

When employing a visiting professor, an expert evaluation may be obtained from an internal or external expert. If statements are 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. The recruitment committee makes decisions about external experts.

The external experts must evaluate research and teaching expertise and any other expertise that is described in the documentation for the recruitment process. The recruitment committee may decide that only some expertise is to be evaluated. If more than one external expert is used, they may be tasked with evaluating different areas of expertise.

In a written statement, the external experts must describe the expertise in the areas stated in the proposal (see section 4.2).

Before the external experts start work, the recruitment committee must decide whether any of the items below apply:

- Statements must be provided by more than one external expert.
- The external expert(s) will only evaluate some areas of the expertise stated in the proposal (see section 4.2).
- The external experts will have different tasks when statements are taken from more than one external expert.

4.6 Competence requirements, external experts

The external experts must be specialised in the subject area and specialisation of the position, and have research/artistic and educational qualifications. Formal requirements for the external experts' expertise are stated in section 16.1.

4.7 Evaluation

The recruitment committee must express an opinion on any statements from external experts and may, if they believe it is appropriate, conduct an interview and test lecture before a proposed decision is submitted to the vice-chancellor.

4.8 Decision

The proposed salary must be confirmed with the HR unit. The vice-chancellor makes the decision on employment of a visiting professor. This decision may not be delegated.

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.

4.9 Extension to the period of employment

Any application to extend the period of employment must be submitted at least six months before the end of the period of employment. The head of school submits an application for extension to the vice-chancellor.

The application must include:

- A description of how the visiting professor has contributed to activities during the period of employment.
- A description of the academic school's need for the period of employment to be extended.
- A financial plan for continued employment.
- A statement from the visiting professor saying that they are interested in continued employment.

The vice-chancellor may subsequently decide on an extension. The permitted total period of employment for a visiting professor is laid down in Chapter 4, Section 12 of the Higher Education Ordinance.

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

4.10 Termination of the employment process

If the employment process is to be terminated, this is decided by the vice-chancellor. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

5. Employment as senior lecturer on a fixed-term contract with no evaluation by external experts

This section describes the preparatory process for employing a senior lecturer on a fixed-term contract with no evaluation by external experts. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is managed at the level of the academic school.

5.1 General information about the position

Duties normally comprise education, administration and research.

5.2 Initiating a recruitment process

The head of school initiates a collegial process. The collegial process must be documented in writing.

5.3 Job advert

The head of school must decide on the format of the advert when the employment process has been initiated.

5.4 Advertising

See the governing document on guidelines for advertising.

5.5 Selection and decision

After completing the selection procedure, a written proposal for who will be employed is formulated. If the proposal is submitted by a group, men and women must equal representation, unless there are exceptional circumstances. If so, these circumstances must be described in writing. The head of school makes the decision on employment.

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.

5.6 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

6. Employment as a lecturer

This section describes the preparatory process for employing a lecturer. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is generally managed at the level of the academic school.

6.1 General information about the position

Employment of a lecturer must normally be motivated by duties which include elements that are important in higher education with a vocational focus or where specialist expertise is required.

6.2 Initiating a recruitment process

The head of school initiates a collegial process. The collegial process must be documented in writing.

6.3 Job advert

The head of school must submit a proposed advert to the recruitment committee when the employment process has been initiated. The recruitment committee then decide on the format of the advert.

For a fixed-term contract, the head of school decides the format of the advert.

6.4 Advertising

See the governing document on guidelines for advertising.

6.5 Selection and decision

After completing the selection procedure, a written proposal for who will be employed is formulated. If the proposal is formulated by a group, men and women must equal representation, unless there are exceptional circumstances. If so, these circumstances must be described in writing. The head of school makes the decision on employment.

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.

6.6 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

7. Promotion to professor or senior lecturer

This section describes promotion from senior lecturer to professor, from lecturer to senior lecturer and from associate senior lecturer to senior lecturer.

The case is processed by the recruitment committee with the support of the HR unit. The HR unit generally presents these cases to the recruitment committee and vice-chancellor. The

head of school is responsible for producing the relevant documentation from the academic school.

7.1 Promotion from senior lecturer to professor

Promotion does not automatically entail changed terms and conditions of employment.

The head of school determines whether a promotion process should start, following a request from the senior lecturer. The head of school then contacts the vice-chancellor to discuss the issue of promotion. Prior to this meeting, the head of school must submit documentation that includes:

- An assessment of how the proposed promotion fulfils long-term requirements in education and research at the relevant unit, and is otherwise important to Södertörn University.
- A description of the applicant's capacity for leading educational and research activities.
- A description of the applicant's research and educational expertise and in third-stream activities.
- A brief letter of application and a CV from the applicant. Documentation showing that the candidate has the personal skills necessary to meet the demands of the position and to be able to represent Södertörn University in a way that benefits its activities.
- If there are suggested external experts, this must be presented as described in section 16.

7.1.1 Subject area

For promotion to professor, the subject area must normally be the same as that of the person's current position.

7.1.2 Initiating a promotion process

Following a presentation by the head of school, the vice-chancellor initiates the process through a collegial process. Documentation from the head of school must be appended, see section 7.1. The collegial process must be documented in writing.

7.1.3 Application for promotion

After starting the promotion process, the applicant must submit a complete application via Södertörn University's electronic recruitment system. Officers from the HR unit inform the applicant of what to do.

7.1.4 Evaluation by external experts

External experts are normally engaged to evaluate expertise. The recruitment committee decides whether an evaluation by external experts will be conducted.

Normally, two external experts are used.

The external experts must evaluate the research and educational expertise that provides eligibility for employment as a professor. The external experts may have different tasks or the same tasks.

The external experts must produce a written statement of the expertise in the stated qualifications and grounds for assessment.

Before the external experts start work, the recruitment committee must decide whether any of the items below apply:

- The external experts must evaluate expertise in addition to that which provides eligibility for employment as a professor.
- More or fewer than two external experts will be engaged.
- The external experts must review different qualifications and areas of expertise.
- If there is to be no evaluation by external experts because it is obviously unnecessary, this must be recorded in the minutes.

7.1.5 Competence requirements, external experts

The external experts must be specialised in the subject area and specialisation of the position, and have research/artistic and educational qualifications. Additional requirements for the competence of external experts are described in section 16.1. If a specially appointed external expert in education is to review the applicant, they should have considerable experience of evaluating educational expertise at the level relevant to the position.

7.1.6 Suggestions for, and decisions on, external experts

The head of school suggests external experts to the relevant HR officer. The proposed external experts must have accepted the assignment. The external experts are expected to declare any circumstances that could entail a conflict of interests, but they should be reminded of this when asked. The external experts must also have accepted the planned dates for when their statements must be sent to Södertörn University.

If statements are 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.

The recruitment committee makes decisions about external experts.

7.1.7 Promotion process

The recruitment committee decides whether the applicant should be interviewed and/or provide a test lecture. Based on the statements from the external experts, and any interview and test lecture, the recruitment committee decides whether to recommend that the vice-chancellor approves the application for promotion.

7.1.8 Decision

The vice-chancellor decides on promotion to professor. This decision may not be delegated.

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.

7.1.9 New application after refusal

If an application for promotion has been refused, a new application may not be submitted until two years after the date the most recent application was received by the university. In special circumstances, the vice-chancellor may grant an exception from this provision. A request for such an exception is made in writing by the head of school.

7.2 Promotion from lecturer to senior lecturer

Promotion does not automatically entail changed terms and conditions of employment.

The head of school determines whether a promotion process should start, following a request from the lecturer. The head of school then contacts the vice-chancellor to discuss the issue of promotion. Prior to this meeting, the head of school must submit documentation that includes:

- An assessment of how the proposed promotion fulfils long-term requirements in education and research at the relevant unit, and is otherwise important to Södertörn University.
- A description of the applicant's research expertise.
- A description of the applicant's educational expertise.
- A description of the applicant's expertise in third-stream activities.
- A brief application letter, CV and doctoral degree certificate or other documentation of the applicant's research expertise.
- Documentation showing that the candidate has the personal skills necessary to meet the demands of the position and to be able to represent Södertörn University in a way that benefits its activities.
- If there are suggested external experts, this must be presented as described in section 16.

7.2.1 Subject area

For promotion to senior lecturer, the subject area must normally be the same as that of the person's current position.

7.2.2 Initiating a promotion process

Following a presentation by the head of school, the vice-chancellor initiates the process through a collegial process. Documentation from the head of school must be appended, see section 7.2. The collegial process must be documented in writing.

7.2.3 Application for promotion

After starting the promotion process, the applicant must submit a complete application via Södertörn University's electronic recruitment system. Officers from the HR unit inform the applicant of what to do.

7.2.4 Evaluation by external experts

External experts are normally engaged to evaluate expertise. The recruitment committee decides whether an evaluation by external experts will be conducted.

Normally, two external experts are used.

The external experts must evaluate the research and educational expertise that provides eligibility for employment as a senior lecturer. The external experts may have different tasks or the same tasks.

The external experts must produce a written statement of the expertise in the stated qualifications and grounds for assessment.

Before the external experts start work, the recruitment committee must decide whether any of the items below apply:

- The external experts must evaluate expertise in addition to that which provides eligibility for employment as a senior lecturer.
- More or fewer than two external experts will be engaged.
- The external experts must review different qualifications and areas of expertise.
- If there is to be no evaluation by external experts because it is obviously unnecessary, this must be recorded in the minutes.

7.2.5 Competence requirements, external experts

The external experts must be specialised in the subject area and specialisation of the position, and have research/artistic and educational qualifications. Additional requirements for the competence of external experts are described in section 16.1. If a specially appointed external expert in education is to review the applicant, they should have considerable experience of evaluating educational expertise at the level relevant to the position.

7.2.6 Suggestions for, and decisions on, external experts

The head of school suggests external experts to the relevant HR officer. The proposed external experts must have accepted the assignment. The external experts are expected to declare any circumstances that could entail a conflict of interests, but they should be reminded of this when asked. The external experts must also have accepted the planned dates for when their statements must be sent to Södertörn University.

If statements are 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.

The recruitment committee makes decisions about external experts.

7.2.7 Promotion process

The recruitment committee decides whether the applicant should be interviewed and/or provide a test lecture. Based on the statements from the external experts, and any interview and test lecture, the recruitment committee decides whether to recommend that the vice-chancellor approves the application for promotion.

7.2.8 Decision

The vice-chancellor decides on promotion to senior lecturer.

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.

7.2.9 New application after refusal

If an application for promotion has been refused, a new application may not be submitted until two years after the date the most recent application was received by the university. In special circumstances, the vice-chancellor may grant an exception from this provision. A request for such an exception is made in writing by the head of school.

7.3 Promotion from associate senior lecturer to senior lecturer

An associate senior lecturer who wants to be promoted to senior lecturer must submit an application at least six months before the end of their employment as associate senior lecturer. If the application is received later than this, it may be considered if there are exceptional circumstances.

The promotion process begins with the associate senior lecturer contacting the head of school and informing them that an application for promotion has been submitted.

7.3.1 Application

The applicant sends an email to befordran@sh.se stating that they wish to be promoted to senior lecturer. An HR officer informs the applicant on the process from that point.

7.3.2 Qualifications and assessment criteria for promotion from associate senior lecturer to senior lecturer

In addition to the qualifications stated in Södertörn University's Appointments Procedure, the assessment criteria for promotion given in the advertisement for the relevant position as associate senior lecturer.

7.3.3 Initial review

When applying for promotion from associate senior lecturer the recruitment committee must conduct an initial review to decide whether the application will be evaluated by external

experts. The recruitment committee must then, with a representative for the subject, assess whether the applicant has the qualifications, including the personal capacity, required for promotion to senior lecturer. The opinion of the recruitment committee must be motivated in the minutes.

7.3.4 Evaluation by external experts

External experts are normally engaged to evaluate expertise. The recruitment committee decides whether an evaluation by external experts will be conducted.

Normally, two external experts are used.

The external experts must evaluate the research and educational expertise that provide qualification for employment as a senior lecturer, and the assessment criteria for promotion given in the advertisement for the relevant position as associate senior lecturer (see also Södertörn University's Appointments Procedure). The external experts may have different tasks or the same tasks.

The external experts must produce a written statement of the expertise in the stated qualifications and grounds for assessment. Before the evaluation by the external experts, the recruitment committee must decide whether there will be any deviation from the normal evaluation by external experts in cases when:

- More or fewer than two external experts will be engaged.
- The external experts must review different qualifications and areas of expertise.
- If there is to be no evaluation by external experts because it is obviously unnecessary, this must be motivated in the minutes.

7.3.5 Competence requirements, external experts

The external experts must be specialised in the subject area and specialisation of the position, and have research/artistic and educational qualifications. Additional requirements for the competence of external experts are described in section 16.1. If a specially appointed external expert in education is to review the applicant, they should have considerable experience of evaluating educational expertise at the level relevant to the position.

7.3.6 Suggestions for, and decisions on, external experts

The head of school suggests external experts to the relevant HR officer. The proposed external experts must have accepted the assignment. The external experts are expected to declare any circumstances that could entail a conflict of interests, but they should be reminded of this when asked. The external experts must also have accepted the planned dates for when their statements must be sent to Södertörn University.

If statements are 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.

The recruitment committee makes decisions about external experts.

7.3.7 Promotion process

The recruitment committee decides whether the applicant should be interviewed and/or provide a test lecture. Based on the statements from the external experts, and any interview and test lecture, the recruitment committee decides whether to recommend that the vice-chancellor approves the application for promotion.

7.3.8 Decision

The vice-chancellor decides on promotion to senior lecturer.

Once a decision on promotion has been made, an announcement must be posted on the university's official bulletin board.

8. Employment as specialist teacher at the School of Police Studies

This section describes the preparatory process for employment as a specialist teacher. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is generally managed at the level of the academic school.

8.1 General information about the position

Employment of a specialist teacher must normally be motivated by duties that includes elements of importance for education in police studies, but which cannot be conducted by existing staff.

8.2 Initiating a recruitment process

The head of school initiates a collegial process. The collegial process must be documented in writing.

8.3 Job advert

The head of school must submit a proposed advert to the recruitment committee when the employment process has been initiated. The recruitment committee then decide on the format of the advert.

For a fixed-term contract, the head of school decides the format of the advert.

8.4 Advertising

See the governing document on guidelines for advertising.

8.5 Selection and decision

After completing the selection procedure, a written proposal for who will be employed is formulated. If the proposal is formulated by a group, men and women must equal representation, unless there are exceptional circumstances. If so, these circumstances must be described in writing. The head of school makes the decision on employment.

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.

8.6 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

9. Employment as instructor at the School of Police Studies

This section describes the preparatory process for employment as an instructor. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is generally managed at the level of the academic school.

9.1 General information about the position

Employment of an instructor must normally be motivated by duties that includes elements of importance for education in police studies, but which cannot be conducted by existing staff.

9.2 Initiating a recruitment process

The head of school initiates a collegial process. The collegial process must be documented in writing.

9.3 Job advert

The head of school must submit a proposed advert to the recruitment committee when the employment process has been initiated. The recruitment committee then decide on the format of the advert.

For a fixed-term contract, the head of school decides the format of the advert.

9.4 Advertising

See the governing document on guidelines for advertising.

9.5 Selection and decision

After completing the selection procedure, a written proposal for who will be employed is formulated. If the proposal is submitted by a group, men and women must equal representation, unless there are exceptional circumstances. If so, these circumstances must be described in writing. The head of school makes the decision on employment.

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.

9.6 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

10. Employment of project-specific researchers

This section describes the preparatory process for employing a project-specific researcher. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is generally managed at the level of the academic school.

10.1 General information about the position

Employment as a project-specific researcher must be motivated by the duties generally comprising research. No more than 20 per cent of the total employment may be used for teaching.

10.2 Initiating a recruitment process

The head of school initiates the process with thorough preparatory work. This work must be documented in writing.

No recruitment procedure is necessary when employing a project-specific researcher who is named in an approved application for external research funding.

The recruitment procedure is conducted as described in item 10.3 when employing a project-specific researcher who is not named in an approved application for external research funding.

10.3 Job advert

Once the recruitment process for a project-specific researcher has been initiated, the head of school must submit a proposed advert to the recruitment committee. The recruitment committee then decides on the format of the advert.

For a fixed-term contract, the head of school decides the format of the advert.

10.4 Advertising

See the governing document on guidelines for advertising.

10.5 Selection and decision

After completing the selection procedure, a written proposal for who will be employed is formulated. If the proposal is submitted by a group, men and women must equal representation, unless there are exceptional circumstances. If so, these circumstances must be described in writing. The head of school makes the decision on employment.

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.

10.6 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

11. Employment of post-retirement researchers

This section describes the preparatory process for employing a post-retirement researcher. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is managed at the level of the academic school.

11.1 General information about the position

The position must normally primarily comprise research, but teaching and administrative duties may be included.

11.2 Initiating a recruitment process

The head of school initiates a collegial process. The collegial process must be documented in writing.

11.3 Advertising

See the governing document on guidelines for advertising.

11.4 Decision

The head of school decides on the employment of post-retirement researchers.

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.

11.5 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

12. Employment of postdoctoral research fellows

This section describes the preparatory process for employing a postdoctoral research fellow. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is managed at the level of the academic school.

12.1 General information about the position

The position must normally be full time and primarily comprise research, but duties may include teaching but at no more than 20 per cent of the working hours.

12.2 Initiating a recruitment process

The head of school initiates a collegial process. The collegial process must be documented in writing.

12.3 Job advert

The head of school must decide on the format of the advert when the employment process has been initiated.

12.4 Advertising

See the governing document on guidelines for advertising.

12.5 Selection and decision

After completing the selection procedure, a written proposal for who will be employed is formulated. If the proposal is submitted by a group, men and women must equal representation, unless there are exceptional circumstances. If so, these circumstances must be described in writing. The head of school makes the decision on employment.

Note that the requirement for a completed doctoral degree or a foreign qualification that is assessed as equivalent to a doctoral degree must be fulfilled no later than the date the decision on employment is made.

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.

12.6 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

13. Employment of adjunct teachers

This section describes the preparatory process for employing an adjunct teacher. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is managed at the level of the academic school.

13.1 General information about the position

Employment as an adjunct teacher should normally be around 20% of a full-time position, but can be up to 49% of a full-time position.

The purpose of employing an adjunct teacher is the provision of expertise that is not found in normal activities and which is assessed as necessary to provide high quality education.

13.2 Initiating a recruitment process

The head of school initiates a collegial process. The collegial process must be documented in writing.

13.3 Job advert

The head of school must decide on the format of the advert when the employment process has been initiated.

13.4 Advertising

See the governing document on guidelines for advertising.

13.5 Selection and decision

After completing the selection procedure, a written proposal for who will be employed is formulated. If the proposal is submitted by a group, men and women must equal representation, unless there are exceptional circumstances. If so, these circumstances must be described in writing. The head of school makes the decision on employment.

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.

13.6 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

14. Employment of teaching assistants

This section describes the preparatory process for employing a teaching assistant. The general recruitment rules laid down in the Appointments Procedure for teaching staff at Södertörn University must be applied.

The recruitment is managed at the level of the academic school.

14.1 General information about the position

The position may be no more than 50 per cent of a full-time position. Duties must comprise education, administration or participation in research.

14.2 Initiating a recruitment process

The head of school initiates a collegial process. The collegial process must be documented in writing.

14.3 Job advert

The head of school must decide on the format of the advert once the employment process has been initiated.

14.4 Advertising

See the governing document on guidelines for advertising.

14.5 Selection and decision

After completing the selection procedure, a written proposal for who will be employed is formulated. If the proposal is submitted by a group, men and women must equal representation, unless there are exceptional circumstances. If so, these circumstances must be described in writing. The head of school makes the decision on employment.

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.

14.6 Termination of the employment process

If the employment process is to be terminated, this is decided by the head of school. Such a decision cannot be appealed (paragraph two of Section 21 of the Employment Ordinance).

15. Recruitment committee: tasks, composition, members, appointment of members and procedures

15.1 Tasks

The tasks of the recruitment committee include:

- Deciding on advertising for the positions of professor, senior lecturer to be evaluated by external experts, associate senior lecturer, lecturer employed until further notice, specialist teacher employed until further notice instructor for Police Education, as well as project-specific researcher employed until further notice.
- Consult the vice-chancellor on the role profile for professors who are to be directly appointed prior to the vice-chancellor's decision on this.
- After initial review, decide which applicants will be evaluated by external experts.
- Decide on appointing external experts for the recruitment of professors (including adjunct professors, visiting professors and directly appointed professors), senior lecturers and associate senior lecturers, as well as appointing external experts for promotions to professor and senior lecturer.
- Decide on the various steps in the recruitment of professors (including adjunct professors, visiting professors and directly appointed professors), senior lecturers and associate senior lecturers. After having decided upon qualifications and grounds for assessment, including the applicant's personal skills, to decide on proposing particular applicant(s) for these positions.
- Decide on the various stages for promotion to professor and senior lecturer, and to on proposing or refusing promotion.
- Decide on proposing that the Faculty Board should approve or reject an application for associate professorship (*docentur*).
- Decide whether staff who have been employed as associate professors at a different higher education institution may assume duties at Södertörn University for which an associate professorship is necessary.

15.2 Composition

Södertörn University has two recruitment committees, one for social sciences, natural sciences and technology, and one for the humanities. The recruitment committees are preparatory bodies for cases relating to employment and promotion. Employment cases may be for professors (including adjunct professors, visiting professors and directly appointed professors), senior lecturers employed until further notice, senior lecturers on a fixed-term contract and to be evaluated by external experts, and associate senior lecturers.

The recruitment committee must comprise a chair, vice chair, representatives from teaching staff and students. Students are entitled to have two members and two alternates.

In one recruitment committee, the social sciences, natural sciences and technology must be represented. In the other recruitment committee, the humanities must be represented. At least one member from an area covered by the other committee must be included on each recruitment committee, for the purpose of promoting multidisciplinary.

All members, apart from student representatives, must hold doctoral degrees. At least one of the members on each recruitment committee must be a professor. It is not possible to be a member of chair and also be head of school, deputy head of school or head of department. Women and men must be equally represented in the work of the committee, unless there are exceptional circumstances. If so, these circumstances must be described in writing.

Members and chairs of the recruitment committees are appointed by the Faculty Board for a period of three years. A member or chair should normally not sit on the recruitment committee for more than two mandate periods. The chair and deputy chair must be a professor or associate professor. The recruitment committee appoints the vice chair internally. The vice chair replaces the chair when necessary.

In addition to these parties, a representative from each organisation that represents employees and negotiates collective agreements is invited to participate with the right to attend and speak.

15.2.1 Recruitment committee for social sciences, natural sciences and technology (RK Sam)

RK Sam must have ten members, including the chair, of which at least two must represent the social sciences, at least one must represent the natural sciences and at least one must represent technology. One member must be well acquainted with Teacher Education and one member must be well acquainted with Police Education. One member must come from the humanities. Two student representatives must be included as full members.

15.2.2 Recruitment committees for the humanities (RK Hum)

RK Hum must have nine members, including the chair. At least five members must come from the humanities and be selected in a manner that ensures the breadth of the area at the university is considered. One member must be acquainted with Teacher Education. One member must come from the social sciences, natural sciences or technology. Two student representatives must be included as full members.

15.3 Process for appointing the chair and members

The Faculty Board decides on the process for appointing the chair and members, apart from the student representatives who are decided by the students' union.

15.4 Procedures

Attendance:

- The usual task for members of the recruitment committees is participation in normal meetings (test lecture, interview and decision-making meetings). Absence from a meeting requires a legitimate reason, such as illness, traffic problems, examination (student representative) or other similar circumstance. Reasons for absence must be reported to the secretary of the recruitment committee as soon as possible. Members of the recruitment committee have a responsibility to actively participate to obtain decisions that are as well considered as possible.

Presentations:

- Cases in which a decision needs to be made are decided after a presentation and subsequent discussion that the chair summarises and clarifies for decision-making.

Decision-making procedures:

- The recruitment committee is quorate when more than half the normal members or substitutes, including the chair or their deputy, are present. Vacant seats, excluding vacant student seats, must be included in the total number of members. Decisions are made through acclamation, unless a vote is requested. Votes must normally be conducted openly and decided through a simple majority. If the vote is split evenly, the chair has the deciding vote. The members of the recruitment committee that are present must vote. Members who participate in the recruitment committee's decision-making are entitled to have the minutes note that they disagreed with a decision. If a dissenting opinion is not recorded in the minutes, the member is considered as having supported the decision (Section 30 of the Swedish Administrative Procedures Act). Presenters and other officers who participate in the final processing of the case are also entitled to report dissenting opinions. A dissenting opinion must be reported by the time the minutes are approved, as long as the decision is not announced in another manner. A dissenting opinion may not be reported after the decision has been announced.
- When there is a lack of time, or due to other reasons, individual cases may be postponed.

Conflicts of interest:

- The provisions on conflicts of interest in the Administrative Procedures Act (Section 16-18) apply to the recruitment committee. It is each member's responsibility to report circumstances that may entail a conflict of interest to the chair prior to a case being processed. The member then refrains from making any statement on the case and leaves the meeting room during processing and decision-making. A conflict of interests can also arise during the preparation of a case, in which case the person who feels they have a conflict of interest must report this. The chair decides whether a member has a conflict of interest.

Minutes:

- Minutes are taken at the recruitment committee's decision-making meetings. The minutes are signed by the secretary and approved by the chair and another person appointed by the meeting. The minutes must include the date of the meeting,

decisions made, who made the decisions, who presented the information, others present when decisions were made and any objections/dissenting opinions.

- Decisions in the minutes come into force when the minutes are approved. If necessary, a case can be approved while the meeting is in progress. The secretary reads out the wording of the decision, which is approved by those present, and the case is considered immediately approved. The wording may not subsequently be changed.

Urgent or simple cases:

- In urgent cases, when the recruitment committee does not have time to meet, the chair can decide a case through the chair and the number of members necessary for a meeting to be quorate making a decision *per capsulam*. Information on the background of the case and proposals for the wording of the decision are sent in writing to the participating members who return their answers. Consensus is normally required for a decision to be taken *per capsulam*. Decisions taken in this manner must be reported at the subsequent meeting.
- For urgent or simple cases that do not require the participation of other members, the chair may make the decision. The background to the case and the wording of the decision are signed by the chair and the officer presenting the case. The decision is reported at the subsequent meeting. Basic principles for decisions made by the chair are decided by the sitting recruitment committee.

Notification of decisions:

- The secretary of the recruitment committee is responsible for notifying members of the recruitment committee, and others who were present, of decisions in the form of approved minutes. The approved minutes must also be published on Södertörn University's employee web.

Other information:

- Statements from the recruitment committee are made via the minutes. What is said at a meeting may be conveyed to members who were absent from the meeting or to other persons at Södertörn University if the information is assessed as being necessary for the continued processing of the case. If an applicant wishes to have a reason for their place in the ranking for an appointment, this should be provided by the person who chaired the meeting at which the decision was taken. Otherwise, what was said at recruitment committee meetings must not be forwarded.

16. Appointment of external experts

The recruitment committee makes decisions on external experts for employment procedures and career-development, such as 'docent' and the acquisition of educational qualifications.

The following aspects should be considered when contacting external experts:

- The identification of potential external experts should begin as early as possible in the process, preferably by the time the advert/role profile is designed.
- The experts must be external (not employed at Södertörn University), except for adjunct professor and visiting professor.
- Both sexes must be represented unless there are exceptional circumstances. Any such circumstances must be motivated in a decision document.
- When external experts have been asked and accepted, an agreed time plan must be drawn up. Reasonable time allowances may vary, but should not normally exceed six weeks.
- Investigate whether there may be a conflict of interests.
- Send proposals for external experts to the case officer. Provide the experts' name, title, the subject area(s) they are/have been active within, university, department, address, telephone and email address and a link to a webpage with the expert's qualifications, or send their CV. Also send information about whether you have agreed when the expert's statement will be finished.
- The external experts should not work at the same higher education institution.
- The external experts must be informed that they will be given access to Södertörn University's recruitment system, where they can access digital versions of application documents, including publications. Södertörn University does not provide paper versions of these documents unless digital versions are not available.

16.1 Formal competence requirements, external experts

| Applicants for | No. of external experts | Level of external experts |
|---------------------------|--------------------------------|---|
| Professor | Two external | Professor |
| Associate Professor | Two external | At least one external expert must be a professor. The other external expert must be an associate professor or professor |
| Senior lecturer | Two external | Associate professor or professor |
| Associate senior lecturer | Two external | Associate professor or professor |
| Visiting professor | One internal or external | Professor |
| Adjunct professor | One internal or external | Professor |