



## Procedure for awarding the title of docent (associate professor)

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<b>Responsible unit</b>	Human Resources
<b>Description</b>	Procedure describing how cases concerning the award of the title of docent (associate professor) must be processed.

*This translation is for information purposes only and has no legal force. In the event of discrepancies, the Swedish-language version takes precedence.*

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## Application

### Applicants who are employed at Södertörn University and have applied for the title of docent (associate professor) at Södertörn University

Anyone wishing to be awarded the title of docent should first consult a professor in the subject to obtain an initial opinion about whether the application is realistic. If there are no professors in the relevant subject, applicants should consult other professors at the academic school, the head of school or equivalent, or the head of department.

After this consultation, both the person who gave their approval and the person applying for the title of docent should email [befordran@sh.se](mailto:befordran@sh.se) and explain that the applicant wishes to be awarded the title of docent, and in which subject. The email must indicate that consultation about the application has taken place. The applicant is then contacted by the relevant administrator and receives instructions for registering their application and information about the process.

Södertörn University's *Application Template for Professorships and Positions as Senior Lecturer at Södertörn University* is also used when applying for the title of docent and can be used as guidance when writing your application. The document is available on the "*Vacant Positions*" page on the external website.

Once a complete application has been received, the administrator contacts the head of school for further processing.

### Suggestions for, and decisions on, external experts

The head of school is responsible for finding external experts and submitting proposals to the relevant officer in HR. 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. They must also have accepted the dates suggested by the head of school regarding 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 explained and justified in a decision document.

At least one of the external experts must be a docent or professor.

The external experts should not work at the same higher education institution.

For full information about external experts, please see *Instructions for the Appointments Procedure for Södertörn University*.

The Recruitment Committee makes decisions about external experts.

After the decision on experts is taken, HR sends information to the experts about their duties.

## Evaluation by external experts

The experts must carefully consider whether the applicant fulfils the requirements for scholarly and educational expertise described in the Guidelines for awarding the title of docent. The external experts must clearly describe their opinion in a written statement.

The external experts may, if they deem it appropriate, jointly draw up the descriptive presentation of the applicant's qualifications, but their assessment of these must be performed individually.

## Decision

After the external experts' statements have been submitted, the Recruitment Committee evaluates the case, making its decision on the basis of the application and the external experts' recommendation regarding whether the applicant is awarded the title of docent. The Recruitment Committee's proposed decision is sent to the Faculty Board, which decides whether the applicant is awarded the title of docent.

## Docent certificate

If the Faculty Board decides to award the applicant the title of docent, HR will issue a docent certificate.

## Docent lecture

If the decision is positive, the applicant must give a docent lecture. The lecture is organised by the subject and held in a suitable forum, and in a form appropriate for the audience. The head of school or equivalent, head of department or subject representative award the docent certificate at the lecture.

## Salary setting

Salary setting takes place as stated in *Riktlinjer för lönesättning*, reg. no. 2951-1.1.2-2023.

## A candidate who is a docent at another Swedish higher education institution and who enters employment at Södertörn University

A person who is a docent at another Swedish higher education institution at the time of application and presents a decision on the title of docent/docent certificate in their application, and who is then employed by Södertörn University is registered as docent in the payroll system. Their manager sets their salary at the time of employment with consideration of their qualification as docent.

## A candidate who is a docent at a foreign higher education institution and who enters employment at Södertörn University

A person who is a docent at a foreign higher education institution at the time of application and presents a decision on the title of docent/docent certificate in their application, and who is then employed by Södertörn University must be assessed by the Recruitment Committee. The committee assesses whether the requirements for the award of the title of docent at the foreign higher education institution are compatible with the requirements at Södertörn University.

If the Recruitment Committee finds that the appointing higher education institution's requirements are no less than those at Södertörn University, the Recruitment Committee decides that the applicant may assume responsibilities for which the qualification of docent is required.

If there is no Swedish doctoral thesis, it must be clear which material has been previously assessed as equivalent to this when the applicant's qualifications were assessed. A maximum of ten publications, including the doctoral thesis, may be referred to.

A staff member who is assessed by the Recruitment Committee as being qualified as a docent is registered as a docent in the salary system and receives the relevant salary supplement.

## Applicants who are employed at Södertörn University and have been awarded the title of docent by another Swedish higher education institution

An employee who has been awarded the title of docent at another Swedish higher education institution emails [befordran@sh.se](mailto:befordran@sh.se) with the information that they have been awarded the title of docent another Swedish higher education institution, as well as attaching the decision from the relevant higher education institution.

HR registers the docent qualification in the HR system and decides on the new salary.

## Applicants who are not employed at Södertörn University but who are applying for the title of docent at Södertörn University

If the applicant is not employed at Södertörn University, an assessment by the head of school or equivalent/head of department (or equivalent) must be submitted to the chair of the Faculty Board stating that awarding the applicant the title of docent will benefit the university's education, research and collaboration and that the applicant should be receive

the title of docent from Södertörn University. The chair of the Faculty Board then decides whether the process can continue.

If the chair's decision is positive, the case is processed in the same way as for "Applicants who are employed at Södertörn University and have applied for the title of docent (associate professor) at Södertörn University".

When this decision is made, Södertörn University does not decide on a new salary because it is not the employer.

## Applicants who are employed at Södertörn University and have been awarded the title of docent at a foreign higher education institution

An employee who has been awarded the title of docent at a foreign university can apply to have this assessed at Södertörn University by emailing [befordran@sh.se](mailto:befordran@sh.se). The email must include information about the award of the title of docent at the foreign university and attaches the relevant decision.

The case is administered by the Recruitment Committee, which evaluates whether the requirements for the award of a docent title at the other higher education institution correspond to the requirements at Södertörn University.

If the Recruitment Committee finds that the appointing higher education institution's requirements are no less than those at Södertörn University, the Recruitment Committee decides that the applicant may assume responsibilities for which the qualification of docent is required.

If there is no Swedish doctoral thesis, it must be clear which material has been previously assessed as equivalent to this when the applicant's qualifications were assessed. A maximum of ten publications, including the doctoral thesis, may be referred to.

HR registers the docent qualification in the HR system, decides on the new salary and appends the foreign docent certificate.