



Procedures for promotion to professor at the Faculty of Arts and Humanities

Umeå University's 'Appointments procedure for teachers at Umeå University' (Reg. no. (FS 1.1-129-22) describes, among other things, the opportunity of associate professors to be considered for promotion to professor. Section 6.1 'Promotion from associate professor to professor' states the following:

'An associate professor employed for an indefinite period may be provided with the opportunity to, upon application, be considered for promotion to professor as permitted by the needs and circumstances of the University. The Vice-Chancellor makes the decision in each individual case as to whether such an opportunity exists, taking into consideration the documentation presented by the Faculty as guidance.

An assessment for promotion to professor must entail an assessment of qualification requirements and assessment criteria. Having completed doctoral supervision training or equivalent is a formal requirement for promotion to professor.'

See [Appointments procedure at Umeå University](#) and [Criteria for promotion to professor at the Faculty of Arts and Humanities](#). At the Faculty of Arts and Humanities, requests for promotion to professor are received from departments, offices or equivalent and further processing and preparation take place at the Faculty level. Decisions in matters are made by the Vice-Chancellor.

Step 1 Request for promotion to professor

The associate professor who wishes to be considered for promotion to professor must obtain the department's approval before the request can be considered. After anchoring with the Dean, the head of the relevant department will submit a request for promotion from associate professor to professor, based on the needs and conditions of the department.

With reference to the University's operational plans and recruitment targets for professors, the gender perspective is a factor in the promotion to professor and important to take into account. The request (addressed to the Vice-Chancellor) including two appendices (see below) is sent to the administration official of the Appointment Committee.



The request must contain:

an account of the organisation's needs, including the following:

- the importance of a promotion for both the department's and the Faculty's research and teaching in the relevant subject area. Also comment on the promotion in regard to the department's current (and expected) teacher situation and the subject's staffing.
- what changes there would be in the new professor's commitments in first-cycle education following a promotion and what effects a promotion would have.
- a convincing answer to the question of why the department is requesting consideration for promotion instead of advertising a professorship.

Appendices that must be included with the request

1. The department's talent management and staff development strategy
2. The associate professor's application documents; see [Guidelines for application for employment and promotion at Umeå University's Faculty of Arts and Humanities](#)

The applicant must relate their description of current work and qualifications to the [Criteria for promotion to professor at the Faculty of Arts and Humanities](#)

Step 2 Processing of requests for promotion to professor

1. The Appointment Committee prepares the matter for the Dean's recommendation. This preparation includes an assessment of whether the applicant meets the criteria for promotion to professor established by the Faculty of Arts and Humanities.
2. At the Dean's Executive Meeting, the Dean takes a position on how a potential promotion might benefit the Faculty's and department's activities.
 - a) If the Dean **rejects** the request, the head of department and the individual at the relevant department are notified. The matter is closed.
 - b) If the Dean **recommends** the request, the matter is sent on to the administration official of the Appointment Committee for continued preparation for the Vice-Chancellor's decision.
3. The matter is presented by the Dean at the Vice-Chancellor's Executive Meeting.



4. The Vice-Chancellor grants or refuses the request for consideration.
 - a) In the event of the Vice-Chancellor's rejection, the matter is closed by the Vice-Chancellor's decision being sent to the relevant parties.
 - b) In the event of the Vice-Chancellor's recommendation, the Dean appoints external experts based on proposals from the department.
5. The matter is sent on to external experts for assessment.
6. The Appointment Committee makes an overall assessment of the external experts' statements and whether an interview should be conducted, and then submits a proposal for a decision to the Dean. The head of the relevant department is co-opted to the Appointment Committee's meeting.
7. The head of department consults with the Dean and human resources specialist at the faculty office regarding salary setting and then carries out salary negotiations with the person awarded the promotion.
8. Cooperation is carried out with the trade unions.
9. The matter is presented by the human resources specialist at the Vice-Chancellor's Executive Meeting, at which the Vice-Chancellor decides whether the promotion to professor will be granted or not.
 - a) If promotion to professor is not granted by the Vice-Chancellor, the matter is closed by the Vice-Chancellor's decision being forwarded to the relevant parties.
 - b) If promotion to professor is approved, the Vice-Chancellor signs the employment contract and the decision is forwarded to the relevant parties.
10. The human resources specialist completes processing of the matter.